



Health and Safety Policy

1. Statement of Intent

Snug Nursery Schools are committed to safeguarding and promoting the health, safety and welfare of all children, staff, parents, visitors and contractors. We recognise that children learn and thrive best in environments where risks are well managed and adults respond calmly, consistently and confidently.

This policy reflects the requirements of:

- The Statutory Framework for the Early Years Foundation Stage (EYFS)
- Ofsted Early Years Inspection Framework
- Health and Safety at Work etc. Act 1974
- Relevant health and safety, safeguarding and welfare legislation

Health and safety is a shared responsibility and requires the active cooperation of all staff.

2. Roles and Responsibilities

Proprietor (Mary Brosnan)

Holds overall responsibility for Health and Safety across Snug Nursery Schools.

Leadership Team

- Implement this policy on a day-to-day basis
- Ensure compliance with legislation and EYFS requirements
- Maintain risk assessments, records and training
- Lead responses to accidents, incidents and emergencies
- Notify Ofsted and external agencies, where required, as soon as practicable and within 14 days

All Staff

- Take reasonable care of themselves and others
- Follow policies, procedures and risk assessments
- Supervise children at all times
- Report hazards, accidents and concerns immediately

Visitors and Contractors

Must follow nursery procedures and are supervised at all times. Please see section 12 of our Safeguarding Policy for more information on supervision of visitors.

3. Risk Assessment and Safe Practice

Risk assessments cover rooms, outdoor areas, equipment, activities, outings and sleep rooms and are stored in our online BrightSafe system. They are reviewed regularly, annually as a minimum, and whenever changes occur.

Daily checks are completed using online forms before children access areas.

Children are supported to learn about risk safely through age-appropriate experiences.

In line with the EYFS, we ensure the premises and equipment are fit for purpose and suitable for the age of the children, and we comply with health and safety legislation including fire safety and hygiene requirements.

3.1 Sun Safety

We provide sun cream for all children and request parental permission to apply it on registration. Parents are able to supply their own suncream if ours is not suitable.

In very hot weather:

- Staff use fans and air conditioning inside – particularly during sleep times
 - Children who are sleeping are monitored closely in line with our sleep policy and Section 8 'Sleep and Rest Safety'
 - Staff utilise shaded outside areas and use water play to keep children cool
 - Children have access to fresh drinking water at all times
-

4. Accident, Incident and First Aid Procedures

4.1 Recording Accidents and Incidents

- All child accidents and incidents are recorded on Ovivio
- Staff accidents are recorded on BrightSafe
- Records are completed by the staff member involved and include a factual account, actions taken and first aid treatment
- Parents and/or carers are informed on the same day as, or as soon as reasonably practicable, of the accident or injury and any first aid treatment given

4.2 Head Injuries

- Children with a head injury are monitored for at least one hour
- Parents are contacted by phone as soon as possible and are given guidance on symptoms to monitor at home on pick up

4.3 Review and Monitoring

- Accident records are reviewed regularly by the manager to identify patterns or risks and to implement control measures
- Children's accident records are retained in line with statutory guidance (21 years and 3 months)

4.4 Paediatric First Aid (PFA)

- All staff within Snug Nursery Schools hold a current 12 hour Paediatric First Aid certificate in line with Millie's Mark* requirements
- Staff undergo training within 3 months of joining Snug in line with Millie's Mark requirements
- PFA certificates are renewed every 3 years and training is assessed by senior staff to ensure that it meets Millie's Mark and Ofsted requirements

** Millie's Mark is a quality award that shows the setting has met a gold standard in paediatric first aid training, with all staff trained to keep children safe*

5. Serious Accidents and External Reporting

5.1 Ofsted and Local Child Protection Agencies

Registered providers must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and the action taken. This must be done as soon as reasonably practicable, but in any event within 14 days of the incident occurring. Providers must also notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

5.2 RIDDOR / HSE

Where legally required, the manager/proprietor reports incidents to the relevant enforcing authority under RIDDOR in line with statutory timescales.

6. Emergency, Critical Incident and Lockdown Procedures

6.1 General Principles

In all emergencies staff will:

- Prioritise children's physical and emotional safety
- Remain calm and reassuring
- Keep children together and supervised
- Follow leadership instructions and emergency service advice

6.2 Lockdown

Lockdown may be initiated in response to:

- Intruder or violent incident
- Threat in the local area (i.e. local serious incidents)
- Environmental hazards or dangerous animals

Staff secure the building, account for all children and follow emergency services guidance. In the case of an intruder, staff will move the children to a safe space and secure the area to the best of their ability or evacuate the premises if appropriate.

Children are not released during lockdown until the all-clear is given by the relevant authority.

6.3 Fire and Evacuation

- Fire procedures are displayed and practiced regularly
- Fire alarms are tested weekly and recorded on BrightSafe
- Registers and headcounts are taken at the assembly point on evacuation
- Fire exits must be unlocked and unobstructed at all times and staff must check this as part of their daily checklists
- Fire evacuations are practiced monthly and recorded on BrightSafe

If the building cannot be accessed following an incident, children will be moved to a place of safety in Ascot Racecourse.

7. Lost Child Procedures

On Site

- Immediate search of premises and grounds
- Police contacted without delay
- Parents informed
- Ofsted notified as soon as reasonably practicable and within 14 days

On Outings

- Police contacted immediately
- Remaining children kept safe and supervised
- Parents and nursery informed

All incidents are recorded and followed by a full review.

8. Sleep and Rest Safety

Snug Nursery Schools follow safer sleep guidance and risk assessment practice to minimise risk and promote children's wellbeing.

8.1 Safer Sleep Practice

- Babies are placed on their backs to sleep until they can roll independently
- Babies and toddlers are never put down with a bottle to self-feed

- To reduce choking risk, children's mouths are checked for food before entering sleep spaces
- Sleep is visually checked at least every 10 minutes; babies under 6 months and children new to the setting are checked every 5 minutes
- Babies/children are never left in a separate sleep room unsupervised

8.2 Safe Sleep Environment

- Room temperatures are monitored and children are dressed appropriately to avoid overheating
- Only safety-approved cots/mats and equipment that comply with relevant British Standards are used
- No clutter, loose bedding, bumpers or soft toys are permitted in cots (comforters permitted)
- Babies are not left to sleep in bouncers or prams; if they fall asleep they are transferred to a safe flat surface

8.3 Emergency Response

If a child shows signs of distress or stops breathing, staff:

- Call 999 immediately
 - Begin paediatric first aid and continue until medical help arrives
 - Inform parents as soon as possible without delaying emergency action
-

9. Infection Control, PPE and Hygiene

- PPE is provided where required, including gloves and aprons for bodily fluids
 - Body spill kits are used for blood and bodily fluids, and waste is disposed of safely
 - Infection control procedures are followed at all times to reduce the spread of illness, in line with our illness and infection control arrangements
-

10. Violence and Aggression

Snug Nursery Schools operate a zero-tolerance approach to violence or aggression.

- Incidents that impact (or could impact) children's welfare are treated as safeguarding concerns
 - Staff summon support immediately and the police may be contacted where necessary
 - A lockdown may be initiated where there is an immediate threat
 - Individuals may be required to leave and may be banned where behaviour places others at risk, with safe alternative collection arrangements agreed where required
 - All incidents are recorded and reviewed; Ofsted is notified where the event is significant/serious and meets notification thresholds as soon as reasonably practicable and within 14 days
-

11. Training, Whistleblowing and Attendance

11.1 Training and Monitoring

- Health and safety training forms part of induction and ongoing training
- Fire, first aid and safeguarding training is mandatory
- Policies and procedures are reviewed annually or following incidents

11.2 Whistleblowing

We have whistleblowing procedures in place for all staff (including students and volunteers) to raise concerns about poor or unsafe practice. These procedures set out when/how to report concerns and what will happen next. Staff are supported to raise concerns and are confident they will be taken seriously.

11.3 Attendance and Child Absences

- We follow up child absences in a timely manner
- If a child is absent without notification or for a prolonged period, we attempt to contact parents/carers and alternative emergency contacts and consider any patterns/trends and vulnerability factors
- Where concerns arise, we refer to children's social care and/or request a police welfare check as appropriate
- An attendance policy is shared with parents/carers and sets out expectations and actions for absences

Please refer to the attendance and CME policy for further information

12. Food Safety, Safer Eating, Allergies and Medicines

12.1 Food Safety and Safer Eating

- Children are always within sight and hearing of staff whilst eating; choking can be silent, so staff remain vigilant and minimise distractions
- All staff hold a valid PFA certificate and complete online refresher training regularly to ensure they are confident to deal with any choking incidents
- Where a choking incident requires intervention, details are recorded on Ovivio (where/how it happened), parents/carers are informed, and records are reviewed for trends to ensure ongoing safety
- Ofsted will be notified of any outbreaks of food poisoning as soon as reasonably practicable and within 14 days

12.2 Allergies and Dietary Requirements

- Before admission we obtain information about dietary requirements, preferences, food allergies/intolerances and special health requirements
- Information is shared with staff involved in food preparation/handling and clear roles are agreed at each mealtime/snack time for checking suitability

- We work with parents (and health professionals where appropriate) to develop and maintain allergy action plans which are kept up to date and shared with staff

Please refer to the food section of the Wellbeing, Welfare and Behaviour Policy.

12.3 Medicines

- Medicines (prescription and non-prescription) are administered only with written parent/carer permission for that particular medicine
- We keep a written record each time medicine is administered and inform parents/carers the same day or as soon as reasonably practicable
- All medication is stored securely and out of reach of children

Please refer to the administration of medication section of the Wellbeing, Welfare and Behaviour Policy.

13. Information and Record Keeping

We maintain accurate records including emergency contacts (where possible more than two numbers), and key information about who a child lives with.

Records are stored securely on Ovio but are accessible to staff who need them in an emergency with a printed contact list on reception in case of internet outage.

14. Ofsted Compliance Statement

Snug Nursery Schools meet the EYFS safeguarding and welfare requirements by taking all necessary steps to keep children safe and well, ensuring premises and equipment are safe and suitable, maintaining robust supervision (including safer eating arrangements), and ensuring appropriately trained staff which also meets the requirements of our Millie's Mark accreditation.

We maintain clear written procedures for reporting and responding to accidents, injuries, serious incidents, allegations, and significant events, and we notify Ofsted as required as soon as reasonably practicable and within 14 days.

Continuous improvement is embedded through:

- Routine monitoring of accidents/incidents and choking records to identify patterns and reduce risk
- Regular drills and refresher training
- Post-incident reviews and updated risk assessments
- A clear whistleblowing pathway so staff can raise concerns about unsafe practice confidently

Policy date: March 2026

Next review: March 2027

Appendix 1

Education Inspection Framework (EIF)

Intent – Implementation – Impact Summary

Intent (*why*)

Intent

To create a safe, healthy and nurturing environment where:

- Children are protected from harm
 - Staff are confident in their responsibilities
 - Risks are effectively managed in line with EYFS and statutory requirements
-

Implementation (*how*)

This policy is implemented through:

- Robust risk assessments
 - Clear procedures
 - Regular training
 - Effective supervision
 - Consistent recording and monitoring of incidents
 - Strong leadership oversight
-

Impact (*what difference it makes*)

Children are safe, well cared for and able to learn confidently. Staff demonstrate strong health and safety awareness and respond effectively to risk and incidents.

Continuous monitoring and review lead to ongoing improvement and a strong safeguarding culture.