

## Developing a Health and Safety Policy

Providers must comply with requirements of health and safety legislation – **Statutory Framework for the Early Years Foundation Stage 2024**

**Specific Requirement:** Employers with 5 or more employees must have a written health and safety policy and record significant findings of their risk assessments. Employers have to provide health and safety training for employees.

### **The policy should include:**

- The named Health and Safety officer for the setting.
- The roles and responsibilities of individual practitioners and managers with regards to Health, Safety and Hygiene
- Staff training in relation to health and safety regulations and hygiene practices.
- The procedure for the security and supervision of the setting, the need to include both indoors and outdoors,
- The procedure to follow for visitors to the setting. How practitioners are aware of the people who have access to the children.
- The procedures to follow when taking children on trips and outings in relation to safety, intimate care routines and administration of medication
- The procedure for completing necessary risks assessments to include timescales, responsibility and recording.
- The process for the administration of medication (refer to administration of medication policy)
- The procedure for illnesses and injury, to include the exclusion of children with infectious disease (in line with the UKHSA– 0300 303 0234 [yorkshirehumberhpt@ukhsa.gov.uk](mailto:yorkshirehumberhpt@ukhsa.gov.uk) )
  - The steps to be taken if a child becomes ill whilst at the setting and the procedure to be followed until the parent/carer arrives.
- The reporting of certain injuries, diseases and dangerous occurrences (RIDDOR).
- The procedure to show that staff promote good health of children through the provision of meals, drinks and snacks, this needs to include that they are healthy, balanced and nutritious. How children are provided with drinking water throughout the day and that they have free access to this. This section must also include the preparation and safe storage of food and drink. **N.B. In group provision all staff involved in preparing and handling food must receive training in food hygiene – EYFS 2024, point 3.56.** The procedure the setting follow to ensure they are aware of any special dietary requirements, food preferences and food allergies. How anyone who prepares food and snacks are made aware of these requirements and who holds the responsibility to ensure this information is shared.

- How the setting meet the requirement of the Foods Standards Agency in relation to allergens. How the setting list the allergens included in the food content offered to children (including snacks) and how parents are informed of allergen content
- The procedures the setting follow when they have babies who require formula feeds, this must include hygienic preparation and appropriate sterilisation of equipment.
- How the setting support breast feeding mothers and the procedures the setting follow where mothers express breast milk for their children whilst they access the setting
- Who holds the responsibility of informing Ofsted and the health authority when they have a suspected outbreak of food poisoning, along with appropriate timescales (**Refer to the EYFS 2024, POINT 3.56 (CM), point 3.57 (GP)**)
- The procedures to be followed in relation to the hygiene routines in the setting, and the personal hygiene routines of the children and staff. This must include an appropriate nappy changing procedure.
- Staffing ratios
- The steps the setting take to ensure the safety of children, staff and others on the premises in the case of fire, this must include a clearly defined procedure for the emergency evacuation of the premises, how this is recorded, the responsibility of individual practitioners and how these are filed. The settings procedure should include clearly defined contingency plans should the children, staff, visitors and parents not be able to re-enter the building (refer to stand alone fire policy).
- The procedures to follow in the case of accidents and incidents, along with the procedures should a child attend the setting with an existing injury. This must include how such events are recorded, who holds the responsibility for recording the information and how these records are shared with parents and stored confidentially. The procedures must identify how any accidents, incidents and existing injuries are regularly monitored and how these inform risk assessments. The setting should highlight the procedure for informing Ofsted and/or other agencies of any serious accident, illness to, or death of a child, whilst at the setting.
- The procedures the setting follow to ensure that only authorised people (as previously identified by the parent/carer) collect children and the process should an unauthorised person attempt to collect a child.
- The procedure for the safe handling and use and storage of substances (COSHH).
- The procedure to ensure that all staff are aware of current legislation in relation to health and safety and food hygiene.
- The procedure to be followed for the cleaning routines, who holds responsibility, how these are recorded and where the records are stored.
- The procedure to be followed for the inspection of toys, resources and equipment, how these are recorded and where these records are kept and the regularity of these checks and the process to follow should any toys or equipment be deemed as faulty or unsafe.
- **Childminders** – what is the procedure in ensuring your home is safe for the arrival of children on a daily basis i.e., alcohol is stored safely, hot tubs, paddling pools and ponds are

adequately secured, trailing wires and cords are tied back and out of reach of the child, health and care products and cleaning products are stored safely, BBQ's and gas cylinders are not in reach of children, pet faeces are cleaned and appropriately disposed of etc.

- The arrangements that are in place for children who wish to sleep and/or rest and how this is monitored and by whom.
- The setting must have a no smoking policy, to also include the non-use of e-cigarettes. Signs should be displayed around the entrances where parents/carers and any visitors arrive.
- The procedure to follow should any practitioner be under the influence of alcohol or any other substance which may affect their ability to care for children. The procedures to follow where parents/carers access the setting who are believed to be under the influence of alcohol or substances
- The procedure that practitioners follow for manual handling, to include the handling of babies and children with or without Special Educational Needs (Ref to Inclusion/Equality of Opportunity Policy) and equipment.
- The health, hygiene and safety procedures the setting follow where pets are kept on the premises, the involvement (if any) the children have with regards to the pets, how parental consent is sought before children can handle and or care for pets. How the setting are made aware of any allergies children may have which are caused or triggered by pet hair. The procedures the setting follow should pets be taken to the nursery to support an activity
- The procedure for transporting children in vehicles – MOT, Insurance, appropriate car seats. How is this recorded and monitored ensuring the vehicle and car seats are safe.
- The importance of staff accessing Paediatric First Aid training, how this is reviewed every three years and how effective management ensures there is not a lapse in the qualification **(Refer to the EYFS 2017:22, point 3.25 and ensure the content is reflective of Annex A – EYFS 2017:36)**

**Please see list below for reading material for reference only:**

Foods Standard Agency – [www.food.gov.uk](http://www.food.gov.uk) – 020 7276 8829 – [helpline@foodstandards.gsi.gov.uk](mailto:helpline@foodstandards.gsi.gov.uk)

Health and Safety Executive – HSE, Foundry House, 3 Millsands, Riverside Exchange, Sheffield, S3 8NH – Fax – 0114 291 2379 Tel: 0114 291 2300 or [www.hse.gov.uk](http://www.hse.gov.uk)

Department of Health – [www.gov.uk](http://www.gov.uk) – 020 7210 4850 or South Yorkshire Health Protection Unit, Unit C, Meadow Court, Hayland Street, Off Amos Road, Sheffield, S9 1BY – 0114 242 8850

[UK Health Security Agency - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

NHS Choices – [www.nhs.uk](http://www.nhs.uk)

The Work Place (Health, Safety and Welfare) Regulations 1992 [The Workplace \(Health, Safety and Welfare\) Regulations 1992 \(legislation.gov.uk\)](http://www.legislation.gov.uk)

City of Doncaster Council – [www.doncaster.gov.uk](http://www.doncaster.gov.uk)

**This information is provided for guidance only. It is your responsibility to ensure that all statutory legal guidance is adhered to. Consideration needs to be given to any changes in legislation subsequent to the production of this information.**