

Health and Safety Policy

Written by: Louise Lloyd-Evans

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Next Review Due: August 2026

Our Values

Health and safety at Young Friends is not just about compliance — it is part of how we honour the children in our care. Our approach reflects:

- **Sustainability** – Safe, well-maintained spaces that support learning for years to come
 - **Respect** – Children’s rights to play, take risks and feel protected
 - **Authenticity** – Realistic, calm and empowering safety practice
 - **Supportive Leadership** – Clear responsibilities, training and oversight
 - **Community** – A culture where everyone contributes to keeping others safe
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Policy Statement

We are committed to ensuring the health, safety and welfare of all children, staff, families, students, and visitors. We comply fully with the Health and Safety at Work Act 1974, the EYFS Statutory Framework, and relevant national guidance.

Health and safety is part of our daily practice — not a checklist, but a culture.

Purpose

- To prevent accidents and injuries
 - To identify and reduce risk
 - To support staff to feel confident in managing hazards
 - To involve children in safe behaviours
 - To ensure legal compliance and continuous improvement
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Responsibilities

Early Years Manager (Jasmin Clay-Joyce) and Office Manager (Claudia Chapman):

- Overall accountability for health and safety
- Ensure systems are in place and reviewed annually

Office Manager:

- Day-to-day coordination of risk assessments, training, and audits

Room Leaders / Educators:

- Carry out ongoing visual risk checks
 - Promptly report defects, incidents or concerns
 - Role-model safe practice and encourage self-awareness in children
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Key Procedures and Risk Areas

1. Daily Risk Checks

- All rooms and outdoor areas are checked before children arrive
- Practitioners log and report hazards to management
- Children are included in basic safety routines as appropriate

2. Fire Safety

- Fire drills are held termly
- Emergency exits signed and unobstructed
- Fire extinguishers checked annually
- Staff trained in evacuation and alarm procedure

3. First Aid and Accidents

- At least one Paediatric First Aid trained staff member is on site at all times
- Accidents recorded on Famly and reviewed by management
- Parents informed promptly
- Serious injuries reported to RIDDOR/Ofsted where applicable

4. Hygiene and Infection Control

We maintain strict hygiene to prevent the spread of illness, including outbreaks such as flu, norovirus, or COVID.

- **Hand Hygiene:** Children and staff wash hands before eating, after toileting, outdoor play, or animal care.
- **Cleaning:** Toys, surfaces, and high-touch points are disinfected daily. Extra cleaning is triggered during outbreaks.
- **PPE:** Gloves/aprons are used when necessary (e.g. nappy changes, handling body fluids).
- **Illness Management:**
 - Parents are required to keep unwell children at home (see Sickness and Infection Control Policy).
 - Exclusion periods follow Public Health England guidance.
 - In case of an outbreak (including COVID), we follow NHS and Brighton & Hove Council guidance, with enhanced cleaning, isolation where needed, and parent communication.
- **Ventilation:** Rooms are kept well ventilated to reduce airborne risks.
- **Involvement of Children:** Children are taught basic hygiene through modelling and conversations, supporting lifelong healthy habits.

5. Security

- Main entrance remains locked and monitored
- Visitors sign in/out and are supervised at all times
- Children are released only to named authorised adults

6. Environment and Equipment

- Rooms uncluttered, ventilated and fit for purpose
- Broken toys removed immediately
- Heaters and sockets safe or covered
- Furniture child-appropriate and regularly checked

7. Outdoors and Nature-Based Risk

- Positive risk-taking is encouraged
- Children supervised around tools, fire pits, or natural materials
- Waterproofs, gloves and boots provided as needed
- Trip and fall risks minimised but not eliminated

Accidents and Near Misses

- All accidents and incidents logged and analysed termly
 - Patterns are reviewed to improve practice
 - Serious concerns may trigger immediate review or suspension of an area/equipment
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Training and Induction

- Health and safety training forms part of all new staff inductions

- Refresher training is delivered annually or after any incident
 - Staff supported through supervision to raise safety concerns
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Monitoring and Review

This policy is reviewed annually or:

- After any serious accident or incident
- If changes are made to layout or routines
- In response to updated government guidance
- During or after illness outbreaks to evaluate infection control effectiveness

Regular internal audits ensure compliance and awareness.

Linked Policies

- Risk Assessment and Positive Risk Taking
 - Emergency Situations and Lockdown
 - Safeguarding and Child Protection
 - Fire and Evacuation
 - Sickness and Infection Control
 - Outdoor Learning
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Authorisation

 Louise Lloyd-Evans

Owner and Director

Young Friends Kindergarten

89 Holland Road, Hove, BN3 1JP