

Oyster Bay Nursery

Health and Safety Policy

Date written: October 2026

Date of last update: October 2026

Date agreed and ratified by October 2026

Date of next full review: September 2027

This policy will be reviewed at least annually and/or following any lessons learnt and/or updates to national or local guidance and procedures.

Designated Safeguarding Lead (DSL)	Debra Hines
Deputy Designated Safeguarding Lead(s)	Grace Sidders Rachel Finch
Nominated Individual	Debra Hines
Nursery Manager	Grace Sidders
Health and Safety Lead	Jean-Manuel Henderson-Varlin

1. Policy Statement

At Oyster Bay Nursery, the health, safety and welfare of children, parents, staff, volunteers and visitors are of paramount importance. We are committed to providing a safe, healthy and secure environment in which children can learn, play, explore and develop.

We aim to identify and minimise hazards and risks through appropriate supervision, regular safety checks, staff training, good hygiene practices and effective risk assessments.

All staff share responsibility for maintaining a safe environment and must follow this policy and the nursery's related procedures at all times.

The nursery will maintain appropriate insurance cover, including employers' liability and public liability insurance where applicable, and display or make available the required certificates and health and safety information.

2. Responsibilities

Nursery Manager / Nominated Individual

The Nursery Manager or Nominated Individual is responsible for:

- Ensuring that suitable health and safety arrangements are in place.
- Appointing a designated Health and Safety Lead.
- Ensuring that risk assessments are completed, recorded, reviewed and acted upon.
- Ensuring staff receive appropriate induction and ongoing training.
- Arranging maintenance, inspections and repairs where required.
- Ensuring accidents, incidents and hazards are recorded and investigated appropriately.
- Ensuring hazardous substances are stored and used safely.
- Monitoring the cleanliness, safety and suitability of the nursery environment.
- Reviewing this policy and implementing improvements where necessary.

Designated Health and Safety Lead

The designated Health and Safety Lead will:

- Monitor health and safety practices throughout the nursery.
- Carry out or coordinate routine safety checks.

- Report hazards and ensure appropriate action is taken.
- Maintain relevant risk assessments, safety records and inspection records.
- Keep up to date with relevant health and safety guidance.
- Support staff in understanding and following safe working procedures.

All Staff and Volunteers

All staff and volunteers must:

- Follow nursery health and safety procedures.
- Maintain appropriate supervision of children.
- Report hazards, accidents, injuries and unsafe equipment immediately.
- Use equipment and protective clothing correctly.
- Keep areas clean, tidy and free from avoidable hazards.
- Follow safe manual handling and lifting procedures.
- Attend required training.
- Never knowingly leave children in an unsafe or inadequately supervised situation.

3. Staff Training and Awareness

Health and safety form part of the induction process for all new staff and volunteers.

Induction will cover relevant procedures, including:

- Safeguarding and supervision.
- Fire safety and emergency evacuation.
- Accident and incident reporting.
- Safe lifting and manual handling.
- Hygiene and infection prevention.
- Safe storage and use of cleaning products and other hazardous substances.
- Use of equipment and personal protective equipment.
- Risk assessment and reporting hazards.

Induction and training records will be maintained, and staff may be asked to sign to confirm that they have received and understood the relevant information.

Health and safety will be discussed at staff meetings and included in training plans where appropriate. Parents and carers will be informed of relevant safety arrangements when their child joins the nursery.

Children will be encouraged to develop an age-appropriate understanding of safety through everyday routines, conversations and planned activities.

The nursery operates a no-smoking policy throughout its buildings and premises.

4. Supervision of Children

Children must be appropriately supervised at all times in accordance with their ages, developmental stages, needs, activities and the current EYFS requirements.

Staff will ensure that children remain within sight and/or hearing of an appropriate member of staff, as required by the circumstances and applicable guidance. Staff deployment must ensure that children's needs are met and that required staff-to-child ratios are maintained.

Particular care will be taken in the following situations:

- **Water play:** Children must be closely supervised at all times. Water must be emptied away safely after use.
- **Outdoor play:** Staff must monitor children and identify hazards associated with plants, bushes, shrubs, equipment and the surrounding environment.
- **Mealtimes:** Children must be supervised while eating, with particular attention to choking risks and individual dietary requirements.
- **Nappy changing:** Children must never be left unattended on a changing surface.
- **Scissors, tools and cooking activities:** Children must receive close, age-appropriate supervision when using scissors, tools or utensils, including knives.
- **Physical play:** Staff must supervise climbing, running and other physical activities and ensure equipment is suitable and safely used.
- **Transitions:** Headcounts and appropriate checks must be completed when children move between rooms, indoor and outdoor areas, or other locations.

Staff must communicate effectively when responsibility for supervising a child or group is transferred.

5. Safety of Adults

The nursery will take reasonable steps to protect the health, safety and welfare of staff, volunteers, parents, contractors and visitors.

Staff will receive guidance on:

- Safe lifting, carrying and moving of equipment.
- Correct storage and handling of heavy or bulky items.
- Safe use of steps or other suitable access equipment when reaching high storage areas.
- Safe use of cleaning products and other hazardous substances.
- Reporting hazards, injuries, accidents and near misses.
- Maintaining safe working practices and avoiding unnecessary risks.

Staff must not use chairs, tables or other unsuitable furniture to reach high areas.

Where practicable, staff should not work alone in the building or leave the premises alone after dark. Where lone working is unavoidable, the nursery will assess the risks and establish appropriate communication and emergency arrangements.

Staff sickness and workplace accidents will be recorded as appropriate and reviewed periodically to identify any patterns or action needed.

Warning signs and safety information will be clearly displayed and accessible to those who need them.

6. Doors, Floors and General Premises Safety

Doors and Access Points

The nursery will take reasonable precautions to prevent children's fingers from becoming trapped in doors.

Staff will ensure doors and gates are used safely and that entrance and exit procedures are followed to prevent children leaving the premises unsupervised.

Floors and Walkways

Floor surfaces and walkways will be checked regularly to ensure they are clean, dry, even and free from damage or obstructions.

Spills will be cleaned promptly, and damaged surfaces or other hazards will be reported and addressed.

Walkways and emergency exits must remain clear.

General Housekeeping

Equipment and resources must be stored safely after use. Staff must ensure that bags, toys, cables and other items do not create trip hazards.

Any hazard that presents an immediate danger must be dealt with promptly, or the affected area must be restricted until it can be made safe.

7. Electrical, Gas and Heating Safety

Electrical, gas and heating equipment must be suitable for its intended use and maintained in a safe condition.

The nursery will ensure that:

- Relevant equipment and installations are inspected, tested or serviced as required.
- Electrical sockets, wires, plugs and leads are maintained safely.
- Trailing leads and overloaded sockets are avoided.
- Boiler rooms, electrical switchgear, meter cupboards and other hazardous service areas are secured against children's access.
- Fires, heaters and other hot surfaces are appropriately guarded.
- Children are taught not to touch electrical equipment or heating appliances.
- Storage heaters and similar equipment are checked to ensure they are not covered.
- Hot water temperatures are controlled to reduce the risk of scalding.
- Lighting and ventilation are adequate in rooms and storage areas.

Faulty equipment must be taken out of use immediately and reported to the Nursery Manager. It must not be used again until it has been made safe.

8. Storage and Hazardous Substances

All equipment, toys and resources must be stored safely to prevent them falling, collapsing or causing injury.

Cleaning products, gardening chemicals and other hazardous substances must:

- Be kept in secure, locked storage inaccessible to children.
- Remain in their original containers with their labels intact.
- Be used in accordance with the manufacturer's instructions.
- Be stored separately from food and children's resources where appropriate.
- Be handled using suitable protective equipment, such as gloves or aprons, where required.

The nursery will maintain an appropriate record of hazardous substances and relevant Control of Substances Hazardous to Health (COSHH) assessments.

Staff must understand the risks associated with the substances they use and know what action to take following accidental contact with skin or eyes, inhalation or ingestion. The product label and safety data sheet must be consulted, and medical or emergency advice sought where necessary.

Chemicals must never be transferred into food or drink containers.

9. Outdoor Area Safety

The nursery's outdoor area must be securely enclosed where appropriate and checked before children use it.

Staff will:

- Check the area for rubbish, broken glass, animal waste, damaged equipment and other hazards.
- Ensure gates and boundaries are secure.
- Check play equipment for damage, stability and suitability.
- Remove standing water from equipment before play.
- Check for poisonous plants and other environmental hazards.
- Ensure gardening products, herbicides and pesticides are not accessible to children.
- Keep the sandpit covered when not in use and ensure the sand is clean and suitable for play.
- Supervise all outdoor activities appropriately.
- Ensure children have suitable clothing and protection for the weather and activity.

Any unsafe equipment or area must be taken out of use until the risk has been addressed.

10. Hygiene and Infection Prevention

Oyster Bay Nursery will maintain high standards of cleanliness and hygiene to protect children, staff and visitors.

The nursery will follow current public health advice and relevant infection prevention guidance.

Daily cleaning arrangements will cover, as appropriate:

- Main playrooms and activity areas.
- Kitchen and food preparation areas.
- Toilets and handwashing facilities.
- Nappy-changing areas.
- Tables, chairs and frequently touched surfaces.
- Toys, equipment and shared resources.

A cleaning schedule will identify tasks, frequency and responsibility. Toys, furnishings and dressing-up clothes will be cleaned regularly and whenever necessary.

Staff will promote good personal hygiene by:

- Supporting children to wash their hands at appropriate times.
- Following safe nappy-changing and toileting procedures.
- Wearing suitable protective clothing when required.
- Using tissues appropriately and disposing of them safely.
- Cleaning tables and food preparation surfaces appropriately.
- Maintaining suitable supplies of tissues, wipes and clean spare clothing.
- Following procedures for the safe disposal of nappies and other waste.

Staff must follow the nursery's illness, infection-control, food safety and medication procedures.

11. Equipment, Toys and Activities

Before purchasing, borrowing or introducing equipment and resources, staff must check that they are safe, suitable and age-appropriate for the children attending.

The nursery will ensure that:

- Equipment and resources are checked regularly for cleanliness, damage and safety.
- Toys and materials are appropriate for children's ages and developmental stages.
- Materials such as paints and glues are suitable for children and used according to instructions.
- Sand and other sensory materials are clean and appropriate for their intended use.
- Equipment is arranged to allow safe movement around activity areas.

- Physical play is supervised appropriately.
- Children are taught to use and store tools safely.
- Faulty or dangerous equipment is removed from use immediately.
- Equipment that cannot be repaired safely is disposed of appropriately.

Large or specialist equipment must only be repaired, moved or disposed of by authorised people where necessary.

12. Food, Allergies and Mealtimes

Food preparation, storage and mealtimes must follow the nursery's Food Safety and Hygiene and Nutrition Policy.

Staff will:

- Maintain suitable hygiene when preparing and serving food.
- Follow children's recorded dietary needs and allergy management plans.
- Prevent avoidable cross-contamination.
- Supervise children while they eat.
- Ensure food is appropriate for each child's age and developmental stage.
- Follow safe food storage and temperature-control arrangements.
- Report any food safety concerns or suspected allergic reactions immediately.

Staff must know the appropriate emergency response for a child who experiences a serious allergic reaction or choking incident.

13. Risk Assessment Policy

Oyster Bay Nursery recognises that effective risk assessment is essential to identifying hazards, reducing risks and maintaining a safe environment.

Risk assessments will cover children, staff, volunteers, parents, contractors and visitors, as appropriate.

The nursery will use risk assessments to identify hazards, consider who may be harmed, decide what controls are needed and check that those controls remain effective.

13.1 Risk Assessment Procedure

The risk assessment process will include:

1. **Identify hazards:** Check indoor and outdoor areas, equipment, resources, routines and planned activities for anything that could cause harm.
2. **Identify who may be affected:** Consider children, staff, visitors and anyone else who may be exposed to the hazard.
3. **Evaluate the risks:** Consider the likelihood and potential seriousness of harm, taking account of existing safety measures.
4. **Decide on control measures:** Identify what must be done to remove the hazard or reduce the risk to an acceptable level.
5. **Record findings:** Document significant findings, required actions and any additional precautions.
6. **Assign responsibility:** Identify who will carry out each action and set a reasonable completion date.
7. **Review effectiveness:** Check that actions have been completed and that the remaining risk is adequately controlled.

Where a serious or immediate risk is identified, the affected activity or area must not continue until suitable control measures are in place.

13.2 Written Risk Assessments

Written risk assessments will be maintained where required or useful to support safe practice.

These may cover:

- Indoor and outdoor premises.
- Trips and outings.
- Fire safety and emergency evacuation.
- Food preparation and mealtimes.
- Water play and sensory activities.
- Nappy changing and toileting.
- Cleaning products and hazardous substances.
- Manual handling and moving equipment.
- Children with individual health, medical or support needs.
- New equipment, activities or changes to the environment.

Individual assessments will be considered where a child's needs or circumstances require additional safety measures.

13.3 Daily, Weekly and Periodic Checks

The nursery will maintain appropriate safety checklists and inspection schedules.

Daily checks may include:

- Rooms, floors, walkways and exits.
- Doors, gates and access points.
- Toilets and handwashing facilities.
- Toys and play equipment.
- Outdoor areas and play surfaces.
- Hazardous substances and storage security.
- General cleanliness and any visible damage.

Weekly and periodic checks may include more detailed inspections of equipment, storage areas, furniture, outdoor facilities, emergency equipment and other identified risks.

The frequency of checks will reflect the level of risk, manufacturer guidance and applicable legal requirements. Findings and any corrective actions will be recorded where appropriate.

13.4 Reviewing Risk Assessments

Risk assessments will be reviewed regularly and whenever circumstances change, including:

- The introduction of new equipment or resources.
- Changes to rooms, layouts or outdoor areas.
- New activities or changes to existing routines.
- Changes in children's individual needs.
- An accident, incident or near miss.
- Identification of a new hazard.
- Changes to relevant legislation or guidance.

The Nursery Manager or designated Health and Safety Lead will ensure that identified actions are followed up and completed.

14. Accidents, Incidents and Emergency Procedures

All accidents, injuries, incidents and near misses must be reported to the appropriate senior member of staff and recorded in accordance with nursery procedures.

Staff must provide appropriate first aid within their training and seek emergency medical assistance when required.

Parents or carers will be informed of relevant accidents and incidents in accordance with nursery procedures.

The nursery will follow its separate procedures for fire, evacuation, lockdown, missing children, safeguarding and other emergencies.

Where required, the Nursery Manager will notify the relevant authorities and maintain records of the incident and any action taken.

15. Insurance and Health and Safety Information

The nursery will maintain appropriate insurance cover, including employers' liability insurance where legally required and suitable public liability cover.

Relevant certificates and health and safety information will be displayed or made available in accordance with applicable requirements.

The Nursery Manager will ensure that staff know how to access the nursery's health and safety procedures and report concerns.

16. Relevant Legislation and Guidance

This policy will be implemented in accordance with applicable legislation and guidance, including:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Electricity at Work Regulations 1989.
- Control of Substances Hazardous to Health Regulations 2002.
- Manual Handling Operations Regulations 1992, as amended.
- Health and Safety (Display Screen Equipment) Regulations 1992, where applicable.
- Regulatory Reform (Fire Safety) Order 2005, where applicable.
- Current Statutory Framework for the Early Years Foundation Stage (EYFS) for England.

- Relevant food hygiene and public health requirements.

The nursery will check that its procedures reflect the legislation and statutory guidance in force at the time of review.

17. Monitoring and Review

The Nursery Manager and designated Health and Safety Lead will monitor compliance with this policy through routine inspections, risk assessments, staff discussions, training and the review of accidents and incidents.

This policy will be reviewed at least annually, or sooner if required by changes to legislation, statutory guidance, nursery practice or the findings of an incident or risk assessment.

All staff are expected to understand and follow this policy and to contribute to a culture in which health, safety and wellbeing are everyone's responsibility.

Oyster Bay Nursery is committed to providing a safe, healthy and inclusive environment where children can explore, play and learn while risks are identified and managed effectively.