

## **Waltham Forest Early Years Guidance**

# **Health and Safety Policy Prompt Guidance**

**Early Years, Childcare & Business Development  
Service**

London Borough of Waltham Forest (LBWF) Early Years, Childcare & Business Development Service have provided this guidance document to help you write a health and safety policy for your setting. This document is for reference only and you must adapt it to reflect the service your settings offers. To download guidance on other policies and procedures go to <https://thehub-beta.walthamforest.gov.uk/earlyyearpoliciesandprocedures>

### **Statutory Framework for the EYFS 2017 (3.54)**

Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements).

**Covid Scenario:** Have you considered if your policy/procedures include an element specifically relating to Covid?

See **Covid Risk Assessment Template** at <https://thehub-beta.walthamforest.gov.uk/guidancesuspectedcases>

Whenever we say parents in this document, we mean parents and carers and whenever we say child, we mean children and young people aged 0 to 19 years old (up to 25years old for young people with special educational needs and disability (SEND))

## Table of Contents

1. [Statement of intent](#)
2. [Aim](#)
3. [Scope](#)
4. [Introduction](#)
5. [General Statement of Health & Safety Policy](#)
6. [Accountability – Hierarchy, roles and responsibilities.](#)
7. [Persons with specific H&S responsibilities](#)
8. [Some basic points to consider](#)
9. [Insurance](#)
10. [Risk assessment](#)
11. [Raising Awareness](#)
12. [Nominated person/s with a responsibility for premises health & safety](#)
13. [Children's safety](#)
14. [Security](#)
15. [Kitchen](#)
16. [Electrical Safety](#)
17. [Gas Safety](#)
18. [Water Safety \(Legionella\)](#)
19. [Asbestos Management](#)
20. [Contractors on site](#)
21. [Pest Control](#)
22. [Outside play area](#)
23. [Sun Safety](#)

24. [Outings and visits](#)
25. [Water Activities](#)
26. [Storage](#)
27. [Sleeping Children](#)
28. [Hygiene](#)
29. [Equipment](#)
30. [Premises Maintenance](#)
31. [Activities](#)
32. [Slips and trips](#)
33. [Missing child](#)
34. [Animals](#)
35. [Fire Safety](#)
36. [Accident and Incidents](#)
37. [Ill and infectious children](#)
38. [Medication](#)
39. [Safety of adults](#)
40. [Records](#)
41. [Food and drink](#)
42. [Review and evaluation.](#)
43. [In addition](#)
44. [Linked Policies](#)
45. [Useful resources, websites, and other areas to consider](#)
46. [Disclaimer](#)

# Health and Safety Policy Prompts

## Statement of intent

- You need to make a statement of intent about the importance of health and safety and how you go about ensuring that your setting is a safe and healthy place for children, parents, staff and volunteers.

## Aim

- The aim of this policy is to ensure that, as far as reasonably practicable, the safety of all employees, individuals in our care, visitors and any other individuals who may be affected by our activities is safeguarded through compliance with relevant health and safety legislation.

## Scope – What is the scope of this policy? For example:

- This policy applies to [insert nursery name and address]
- This policy applies to all [insert nursery name] staff, agency staff/volunteers.
- It is the agreed Policy and any unauthorised deviation by staff from following this policy and supporting procedures and documents may be subject to disciplinary procedures.
- Links to supporting Policy, documents and references are provided throughout.

## Introduction – Make an introductory statement. For example:

- Our general statement of health and safety policy is given below. This sets out our commitment to provide and maintain safe working conditions for our employees, children and others who may be affected by our activities. The objectives and implications of this statement are communicated to our employees, initially through our induction process and subsequently through ongoing training [ insert details if applicable] and the contents of this policy.
- Individual senior level responsibilities and reporting arrangements are detailed at the section “Accountability”.
- This policy is supported by our health and safety management system which details our arrangements for the effective management of our significant risks and exposures. This includes additional detailed policies and procedures, our process for assessing risk, and our arrangements for fire and first aid etc.

## General Statement of [insert nursery name] Health & Safety Policy. Make a general statement. For example:

- It is our policy to ensure, so far as is reasonably practicable, the safety of all employees, children and any other persons who may be directly affected by the activities of the Company.

- So far as is reasonably practicable, [insert nursery name] will also:
  - Aim to achieve compliance with legal requirements through good occupational health and safety performance.
  - Provide adequate resources to implement this policy.
  - Establish and maintain a safe and healthy working environment.
  - Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
  - Develop and implement appropriate occupational health and safety procedures, and safe working practices.
  - Include the management of health and safety as a specific responsibility of registered managers at all levels.
  - Ensure this policy is understood and implemented throughout the organisation.
  - Involve employees in health and safety decisions through consultation and cooperation.
  - Maintain workplaces under our control in a condition that is safe and without risk to health.
  - Regularly review compliance with the policy and the management system that support it.
- **Note:** The Manager/managing director etc must sign and date your policy, ensuring that it is reviewed regularly and updated as necessary.

**Accountability – Think about roles and responsibilities. Agree a hierarchy and include in your H&S Policy. Examples shown below.**

To meet the objectives of our health and safety policy we have clearly defined senior level responsibilities for the management of health and safety. These are summarised below.

Competent persons must carry out assessments, inspect and examine the following issues, plant, and equipment at appropriate intervals. See HSE definition of what is meant by a “competent” person - <https://www.hse.gov.uk/involvement/competentperson.htm>. Think about who will be responsible for relevant sections and what their key role will be:

- The person with ultimate responsibility for H&S within the organisation is [**insert name/designation**]. They have ultimate responsibility for the formulation and implementation of the [insert nursery name] health and safety policy, and in particular for:
  - Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety.
  - Considering health and safety during the planning and implementation of business strategy.
  - Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
  - Including health and safety on the agenda of Board meetings and senior executive meetings.

- Ensuring arrangements are in place to monitor and review health and safety performance across the company, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
- Periodically reviewing the objectives of the health and safety policy.
- Specific overall responsibility for the management of our health and safety program on a day to day basis has been assigned to the **[insert name – This will be the named H&S competent person for the Organisation, normally the manager or someone in a management role]** supported as appropriate by the nominated responsible person/s. This includes:
  - Ensuring that the objectives of health and safety policy are implemented.
  - Ensuring that health and safety is considered prior to the implementation of new processes.
  - Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy.
  - Ensuring that there is a training policy in place so that employees are competent for their respective roles and their health and safety responsibilities.
  - Ensuring that arrangements are in place for the elimination or control of risks in relation to health and safety.
  - Ensuring suitable emergency arrangements are in place in relation to fire, accidents and first aid.
  - Ensuring suitable controls are in place for the effective management of contractors.
  - Ensure that reports, recommendations and notices issued by enforcement authorities, external auditors, and other relevant parties are evaluated and actioned within allocated timescales.
  - Ensuring that contractors are competent for the work they carry out and operate to an effective permit to work system where applicable.
  - Monitoring performance in relation to health and safety and reporting to the [the person with ultimate responsibility for H&S within the organisation] on progress against the objectives of the health and safety policy.
  - Reviewing accidents and other incidents in relation to health and safety and reporting to the [the person with ultimate responsibility for H&S within the organisation] on the outcome of these investigations.
  - Ensuring that all the essential elements of the health and safety system are implemented, monitored and reviewed.

- Additional day to day responsibility for the management of health and safety This includes:
  - Ensuring risk assessments are completed and reviewed for all significant work activities and the results of these assessments are implemented and communicated to employees.
  - Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented.
  - Ensuring that accident and incidents have been reported, recorded, notified and investigated as appropriate, and records are maintained.
  - Monitor health and safety standards on site at regular intervals and ensure remedial action is implemented.
  - Ensuring that employees receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
  - Promptly informing the named H&S competent person for the Organisation of any significant health and safety failure.
  - Providing the named H&S competent person for the Organisation with regular reports on health and safety performance.
  - Ensuring that local health and safety records and documentation are complete and are systematically stored.

#### Persons with specific H&S responsibilities: Examples.

- Our Asbestos Management Plan is monitored/updated by **[insert name]**. Records are kept by in the H&S Folder by **[insert name]**.
- Gas-fired boilers and appliances – Regular visual inspections are undertaken by **[insert name of responsible person within your provision]**; Annual servicing/examinations are arranged by **[insert name]** through **[gas safe company name]**. Records are kept by in the H&S Folder by **[insert name]**.
- Fixed and portable pressure systems such as electric hot water boilers (including any bulk gas storage facilities) - Regular visual inspections are undertaken by **[insert name of responsible person within your provision]**; Annual servicing/examinations are arranged by **[insert name]** through **[company name]**. Records are kept by in the H&S Folder by **[insert name]**.
- Annual Fire Risk Assessment is arranged through **[company name]** and monitored by **[insert name]** Records are kept by in the H&S Folder by **[insert name]**.



Fire extinguishers and other emergency firefighting equipment - Regular visual inspections are undertaken by **[insert name of responsible person within your provision]**; Annual servicing/examinations are arranged by **[insert name]** through **[company name]**. Records are kept by in the H&S Folder by **[insert name]**.

- Electrical installations, fire alarm systems, emergency lights (including batteries and battery charging systems) and fire detectors - Regular visual inspections are undertaken by **[insert name of responsible person within your provision]**; Annual examinations are arranged by **[insert name]** through **[company name]**. Records are kept by in the H&S Folder by **[insert name]**.
- Portable electrical appliances - Regular visual inspections are undertaken by **[insert name of responsible person within your provision]**; Annual servicing/examinations are arranged by **[insert name]** through **[company name]**. Records are kept by in the H&S Folder by **[insert name]**.
- Water Risk Assessments are arranged through **[company name]** and monitored by **[insert name]**. Records are kept by in the H&S Folder by **[insert name]**.
- Lifts, lifting gear, lifting equipment and hoists –Regular visual inspections are undertaken by **[insert name of responsible person within your provision]**; Annual examinations/servicing is arranged by **[insert name]** through **[company name]**. Records are kept by in the H&S Folder by **[insert name]**.
- Trees - Examinations are arranged by **[insert name]**. Records are kept by in the H&S Folder by **[insert name]**.
- Outdoor fixed play equipment – Examinations are arranged by **[insert name]**. Records are kept by in the H&S Folder by **[insert name]**.
- Additional responsibilities etc.

## Some basic Points to consider

- Have you thought about who the members of staff will be who are responsible for health and safety (nominated person/s names)?
- Have you thought about the training that your nominated person/s should have to ensure they are “competent” (competent as described under the Management of Health and Safety at Work Regulations) to undertake the role asked of them?
- Do you ensure that they have undertaken health and safety training and regularly update their knowledge and understanding?
- Do you display the necessary health and safety posters in the Nursery?
- Do you ensure that your premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for, and the activities provided on the premises?
- Do you understand that your provision must comply with all statutory requirements of health and safety legislation (for example: fire safety, gas, electrical, water(legionella), asbestos management, pest control and hygiene requirements etc).
- Do you understand that your provision must also comply the latest Statutory framework for the early years foundation stage (EYFS) which sets the standards for learning, development and care for children from birth to five?  
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>
- Do staffing arrangements meet the needs of all children and ensure their safety?
- Do you ensure that children are adequately supervised and decide how to deploy staff to ensure children’s needs are met?
- Are children usually within sight and hearing of staff and always within sight or hearing?
- Do you have a named H&S competent person for the organisation member? What are their roles and responsibilities? Have they received appropriate training to enable them to be competent to do so as per the HSE ‘s description of “competent”?
- Do you display a completed health and safety poster?
- What are the roles and responsibilities of members of staff, volunteers, and students with regards to H&S? For example, daily safety checks, removing broken equipment, maintaining a safe environment and so on.
- Do all staff and volunteers have an awareness of safety issues? For example, is it in job descriptions and inductions, do they have awareness training, do they know about your health and safety policy?
- Do you tell parents about safety issues? For example, through discussions, leaflets, brochures, newsletters, emails, websites or notice boards
- Do you increase children’s awareness of safety issues? For example, through discussions, planned activities, routines.
- Is your kitchen required to be registered with environmental health? <https://www.food.gov.uk/business-guidance/register-a-food-business>

### Insurance – Think about

- Do you have public liability insurance and employer liability insurance?
- Is everything covered, for example, use of EpiPen's, going to the swimming pool, going on outings and bouncy castles?
- Do you display this certificate/s?
- How do you monitor renewal dates so that they do not expire?

### Risk assessment – Think about

- Think about your risk assessment processes.
- Do you carry out risk assessment regularly for inside and outside for all activities and procedures?
- Do your risk assessments cover adults and children?
- Who is responsible for carrying out risk assessments?
- Do you have written risk assessments?
- Where is the risk assessment displayed and how can it be accessed? See Risk assessment guidance
- Do you carry out safety checks throughout the day? For example, at the beginning, middle and end of the session?
- Who is responsible for carrying out these checks? For example, supervisor of after school club, head of room, first person to enter premises.
- Do you develop clear action plans that specifies the action required, the timescales for action, the person responsible for the action and any funding required?
- Do you update your risk assessments in writing, date and sign as each action is completed?
- Have you thought about where your daily/monthly/annual safety checks displayed and how can it be accessed? See Risk assessment guidance.
- Do you maintain lists of health and safety issues, which are checked?
  - daily/weekly/monthly before the session begins.
  - monthly
  - annually - when a full risk assessment is carried out.

### Raising Awareness – Think about

- Do you hold induction training for staff and volunteers?
- Do they include a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety?

- Do you make sure that the induction training covers matters of employee well-being, including safe lifting, storage of potentially dangerous substances and fire safety/evacuation?
- Do you keep records of these induction training sessions and are new staff and volunteers are asked to sign the records to confirm that they have taken part and read all nursery policies?
- Is Health and safety discussed regularly at staff meetings?
- Do you have a no smoking policy?
- Do you have a mobile devices policy?
- Are children made aware of health and safety issues through discussions, planned activities and routines.

### Nominated person/s with a responsibility for premises health & safety – Think about

- Have your nominated persons responsible for premises H&S been provided appropriate training to ensure they are competent to undertake those duties in line with the HSE description of what “competent” means?  
<https://www.hse.gov.uk/involvement/competentperson.htm>. For example:
  - Has your nominated person responsible for the Management of Asbestos been provided with at least the basic “Asbestos Awareness” training?
  - Has your nominated person responsible for the Water Safety (Legionella) been provided with at least the basic “Water Safety Awareness” training?
  - Have your persons responsible for Fire Safety been given appropriate training? Most staff will need basis Fire Marshall training, however, a Fire Lead in your organisation my require additional training.
  - Does your responsible person for Electrical Safety and Gas Safety understand what you need to do?
  - There will be other statutory requirements.

### Children's safety – Think about

- Do you ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service?
- How do ensure all children are supervised by adults at all time?
- Do you comply with The Early Years Foundation Stage statutory requirements regarding ratios of adults to children?
- Do staffing arrangements meet the needs of all children and ensure their safety?
- Do you ensure that children are adequately supervised and decide how to deploy staff to ensure children’s needs are met?
- Are children usually within sight and hearing of staff and always within sight or hearing?
- How do you ensure children cannot leave the premises unnoticed? – **See Security**

## Security – Think about

- Do you have plans in place to enable you to manage and respond to incidents related to school security.
- Have you included security in your overall H&S policy or written a separate security and visitors policy?
- How do you ensure that systems are in place for the safe arrival and departure of children?
- Do you record the times of the children's arrivals and departures?
- Do you record the arrival and departure times of adults - staff, volunteers, maintenance workers and visitors etc?
- How do you ensure personal possessions of staff and volunteers are securely stored during sessions?
- How do you ensure that children cannot leave the premises during operation hours unless being picked up by parents/careers?
- How do you ensure that no unlawful entry can be made to the premises other than via a main secure entrance?
- Do you have procedures for controlling access and barring individuals from premises?
- How do you ensure that all visitors are vetted before being allowed into any areas where children are?
- Have you considered creating a secure entrance lobby to ensure additional security?
- Have you considered CCTV for key areas which cannot be seen from your reception?
- Have you included the outdoors as part of your security risk assessments?
- How do you prevent tailgating?
- What type of security risk assessments do you undertake on the whole site/building relating to security?
- Do you understand that if you have a specific concern regarding a child escaping the premises, in normal circumstances, this risk will be higher than fire safety and disability access as fire safety and disability access can be managed?

## Kitchen – Think about

- Have you considered how to prevent children from unsupervised access to the kitchen?
- How do you ensure high levels of hygiene (for example surfaces are clean and non-porous)?
- Do you consider pest control and the implications of a mouse infestation and the health risks associated with this in a childcare environment? **See Pest Control.**
- Have you ensured that there are separate facilities for hand-washing and for washing up?
- Think about how you store cleaning materials and other dangerous materials out of children's reach.
- Have you considered fire safety (ensuring kitchen doors are never held open, heat/smoke detection, non-asbestos fire blankets)?
- When children take part in cooking activities, they:
  - are supervised at all times.
  - are kept away from hot surfaces and hot water.
  - do not have unsupervised access to electrical equipment.

## Electrical safety – Think about

- Do you know the statutory regulations that apply to electrical safety?
- How do you ensure that your electrics are maintained and safe on a regular basis?
- What do you do to check? How do you check? What reports do you keep to show checks are being made?
- Electrical Installation Condition Report (EICR)
  - How do you ensure that your hard-wired Electrical Installation throughout the property is safe, both for power and lighting?
  - Are you aware that all Electrical Installations must be inspected by a suitably qualified electrical engineer on a regular basis? This is called an Electrical Installation Condition Report (EICR) and is generally undertaken every 5 years (but an existing EICR report will state when renewal is required. This must be for the complete site/premises, not just the areas/rooms that you use.
  - Are you aware that new Regulations require landlords to commission an Electrical Installation Condition Report (EICR) in their properties by a person who is qualified and competent, at least every 5 years. Landlords have to provide a copy of the electrical safety report to their tenants, and to their local authority if requested.  
<https://www.gov.uk/government/publications/electrical-safety-standards-in-the-private-rented-sector-guidance-for-landlords-tenants-and-local-authorities/guide-for-landlords-electrical-safety-standards-in-the-private-rented-sector>. This is true for all landlords unless there is something in your lease/rental agreement that explicitly states that you are responsible for this statutory duty.
  - Do you know that an Electrical Installation Condition Report (EICR) provides detail of any remedial work that may be required with timescales dependent on the code given to a repair.
    - Code 1 repairs must be undertaken immediately - This code should indicate that danger exists, requiring immediate remedial action. The persons using the installation are at immediate risk.
    - Code 2 repairs must be undertaken as soon as is possible -This code indicates that, whilst an observed deficiency is not considered to be dangerous at the time of the inspection, it could become a real and immediate danger if a fault or other foreseeable event was to occur in the installation or connected equipment.
    - Code 3 repairs This code indicates that, whilst an observed deficiency is not considered to be a source of immediate or potential danger, improvement would contribute to a significant enhancement of the safety of the electrical installation
- Do you also know that if you do not take any action if a landlord does not fulfil their statutory duty to provide you with a valid copy of an Electrical Installation Condition Report (EICR), this would represent a possible life threatening risk staff and children through faulty electrics. If a landlord will not comply, you must arrange to have your hard wired electrical installation inspected yourself and address any remedial repairs.

- PAT Testing
  - How do you manage the safety of electrical appliances?
  - How often do you test?
  - How do you prevent staff bringing in portable appliances that have not been tested?
- Do you make sure your appliances are properly guarded so children cannot get to them or trailing cables?
- Do you keep electrical safety certificates/reports in your H&S file?
- How do you monitor and ensure that you know in advance when certificates/reports are due for renewal?
- Do you understand that ALL electrical engineers must be accredited before you can allow them to undertake any work on your premises? Such as <https://www.niceic.com/>.
- Do you know that when an electrical engineer undertakes any new electrical work at your property that they must provide certification that it has been installed safely for your records?
- How do you ensure that any electrical repair or new works is undertaken by a suitably qualified electrical engineers and appropriate certificates obtained for each job?
- How do you ensure fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them?
- How do you ensure there are enough sockets to prevent overloading?

#### Gas safety – Think about

- Do you know how often gas appliances/services should be tested and inspected?
- Do you know that the gas engineer must be registered with the Gas Safe register and that it is your responsibility to check their registration before allowing the engineer to undertake any work or servicing of gas services? <https://www.gassaferegister.co.uk/>.
- How do you monitor that gas installations are tested annually?
- Do you have any carbon monoxide detector fitted?

#### Water Safety – Think about

- Has your nominated person responsible for the Water Safety (Legionella) been provided with at least the basic “Water Safety Awareness” training?
- How do you manage water safety (legionella) in your provision?
- Have you thought about the training required for the nominated water safety (legionella) person/s in your organisation? The minimum training you will need is Water Safety (Legionella) awareness.



- Do you know that you should have your Water Risk Assessment undertaken by a suitably qualified company every 2 years or when there are changes to your hot and cold-water system? A Water Risk assessor inspects your water supplies from source, through to any water storage tanks, plant rooms through to taps etc. Unless your nominated responsible person has the skills necessary to do this you must commission a suitably qualified person/company to do so.
- Are you aware that Legionella bacteria is commonly found in water and that bacteria multiply where temperatures are between 20-45°C where nutrients are available?
- How do you ensure your boiler is set at the correct temperature to minimise the risk of legionella? - Hot water storage cylinders (calorifiers) should store water at 60°C or higher.
- How do you monitor the temperature of hot and cold water on a monthly basis and record it?
  - Hot water storage cylinders (calorifiers) should store water at 60°C or higher
  - Hot water should be distributed at 50°C or higher (thermostatic mixer valves need to be fitted as close as possible to outlets, where a scald risk is identified). DO NOT TURN DOWN YOUR BOILER TEMPERATURE to address scald risks as legionella bacteria increases at lower temperatures.
  - Cold water should be stored and distributed below 20°C.
  - <https://www.hse.gov.uk/healthservices/legionella.htm>
- Do you understand what you need to also include to ensure legionella does not multiply in your system such as flushing little used outlets and de-scaling and recording it?
- What do you do to ensure that any water-based air conditioning does not cause any increase in legionella bacteria, such as regular servicing by a suitably qualified air conditioning engineer? <https://www.gov.uk/government/publications/air-conditioning-inspections-for-buildings>
- How do you ensure that hot water is controlled to prevent scalds? (see above).

### Asbestos Management – Think about

- Has your nominated person responsible for the Management of Asbestos been provided with at least the basic “Asbestos Awareness” training?
- How you ensure that you are clear about your statutory duty to manage asbestos in buildings?
- Is your organisation responsible for any repairs and maintenance to the property (no matter how small if it includes breaking into the fabric of the property such as drilling into floors, walls, ceilings etc)?



- Asbestos Management Survey
  - Do you know when your building, or any part of your building was built? All buildings constructed before 2000 must have an asbestos management inspection report that will show you if you have asbestos containing materials (ACM's) on site, where they are and what condition they are in. Without this, you and people undertaking maintenance to the building will be blind to hidden asbestos. Landlords should have this and provide you with a copy, however if a landlord does not provide you with a
  - Ensure you have a full **Asbestos Management Survey** undertaken by a suitably qualified company and that you fully understand that document and ensure that any actions arising from that report are addressed. A copy must be provided to you by your landlord if you rent/lease for you to review and take any appropriate action to safeguard staff and children from accidental damage to ACM's. It will also provide you with information about the condition of asbestos and give recommendation that could be to regular monitoring of ACM's, label or remove in serious cases. You have a duty to check and if necessary, go back to your landlord for evidence that the recommendations have been and are being followed.
  - In some cases, your lease/rental agreement may pass this statutory duty onto you for the complete duty to manage asbestos, however in most circumstances tenants work with the landlord as the main duty holder to reduce any risk of accidental exposure.
  - Clarify your understanding of this duty by commissioning qualified help and being appropriately trained.
- How you manage any risk of accidental damage, such as a thorough set of contractor's procedures that you are responsible to go through before allowing contractors to begin any invasive work on site such as reviewing your Asbestos Management Survey.
- <https://www.hse.gov.uk/asbestos/>

### Contractors on site – Think about

- How you vet contractors to ensure that they are suitably qualified and able to undertake the role they are commissioned to undertake on our behalf, security and safeguarding.
- How you risk assess contractors works on site (such as contractors procedures) to ensure each job is risk assessed and managed.
- <https://www.hse.gov.uk/pubns/indg368.htm>

### Pest Control – Think about

- Do you have adequate pest control management in place is an important part in maintaining the required levels of food hygiene to ensure that your premises remain pest free, minimise the risk to public health and protect your business reputation?
- Do you fully understand that pests (insects, rodents, birds, as well as domestic animals) entering or infesting food establishments are a potential source of microbiological and physical hazards that can pose a serious risk to public health?

- Are you aware that it is a legal requirement that as a business you have a pest control management plan in place to reduce this risk?
- Do you completely understand that managing pest control is part of the overall good business practice and involves identifying and dealing with potential pest risks before they turn into a major problem and contaminate food?
- Do you fully understand that it is particularly important to you as a nursery that you have robust pest control management in place to protect your premises as children under five years of age are at a higher risk of infection due to their immune systems not being fully developed?
- Making sure you have a responsible person who monitors pest control.
- Making sure you have a clear Pest Control Policy that staff understand and follow.
- Do you have a specific pest control risk assessment?
- Do the policies and systems laid out in the Food Safety Management documentation ensure that food safety will always be maintained?
- How do you prevent pests gaining access to the premises?
- How hygienically is food prepared, cooked, reheated, cooled and stored?
- How much does the unit's structure lend itself to food hygiene? i.e. the cleanliness, layout, lighting, ventilation etc aid hygienic food handling?
- Do you have a regular cleaning schedule in place for your premises and equipment and understand that areas that do not get cleaned regularly provide places for pests to hide?
- How do you store waste?
- As a business, do you fully understand that it is a requirement that you have a trade waste agreement in place.
- Are you aware that in addition to your own in-house controls you should have in place an agreement with a pest control contractor?
- Making sure you have a clear Pest Control Policy that staff understand and follow.
- How do you ensure that staff report not only signs of infestation but also any situation that could lead to an infestation? What training have you provided to them?
- What do you do to ensure that staff are trained to know what to look for in relation to pest control, specifically mice which is the most common one?

#### Outside play area – Think about

- Do you carry out regular safety checks/risk assessments of your outdoor area each time it is used? Is this recorded and where there are concerns how is this rectified?

- Have you reviewed our Early Years **External Play Areas - Use of Play areas / equipment Risk Assessment** to assist you in completing yours – This can be found here - <https://thehub-beta.walthamforest.gov.uk/earlyyearpoliciesandprocedures> in the template section.

### Sun Safety

- Do you share sun safety information and practice with all parents?
- How do you make sure all children arrive at the beginning of their session with sun cream applied? How do you monitor and record this?
- If parents forget to apply sun cream before the beginning of their child's session what do you do?
- Do you encourage children who can, to apply their own sun cream?
- For children who cannot apply their own sun cream, do you ask for parental consent for staff to apply sun cream?
- If children stay for long periods of time do you reapply their sun cream?
- Do all members of staff apply sun cream before the start of their day? Do they reapply?
- How do you make sure all children arrive at the beginning of their session with protective clothing? For example, hats (wide brim or legionnaires that protect the neck), sunglasses, tops that cover shoulders
- Do you keep a stock of spare protective clothing on site? Consider parents forgetting protective clothing or if protective clothing is misplaced
- Do all staff, volunteers and students act as positive role models? For example, do they wear hats, sunglasses, sun cream?
- Do you adapt your outdoor environment to provide shaded areas, making sure that outdoor play is not limited?
- Is sun safety incorporated into your planning to encourage children to be independent and responsible, helping them keep themselves safe?

### Outings and visits

- Do you have agreed procedures for the safe conduct of outings.
- Do parents always sign consent forms before major outings?
- Is a risk assessment carried out before an outing takes place?
- Have you considered adult to child ratio should be higher for outings and visits?
- How do you ensure that children are assigned to individual members of staff so that they are individually supervised, reducing the risk for them to become lost, abducted or strangers having access to them?

- Are outings recorded in an outings record book stating:
  - the date of outing
  - the venue and mode of transport
  - names of staff assigned to named children
  - time of return
- Do staff take a setting mobile phone on outings, supplies of tissues, wipes, pants etc as well as a mini first aid pack and water appropriate and consistent with the venue and the number of children as well as how long they will be out for.
- Are records kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

### Water Activities

- Are water play activities closely supervised by your staff?
- Do you have a clear procedure for water safety or swimming pool use?
- Do you reapply sun cream after wet play?

### Storage – Think about

- How equipment, materials, storage of buggies and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- How you ensure that you avoid overburdening shelves. Who checks this and how often?
- Keeping space tidy to encourage good use.

### Sleeping Children – Think about

Sleeping babies need to be checked regularly. Consider getting advice about Sudden Infant Death Syndrome (SIDS – See links at end of document) regarding bed linen, mattresses, sleeping positions, the frequency of checking children, room temperature and children's clothing.

When thinking about your rotas and procedures includes:

- Who will check the sleeping children?
- how you will check them, sleep monitors alone are not adequate
- how often you will check them
- how you will record this
- how you will share information with parents

- how you will deploy your staff, including responsibility for any sleep room or area
- how you make sure sleeping children are safe, for example, record of checks for sleeping babies
- the procedures you would follow if a baby or child was not breathing

## Hygiene

- How do you make sure that your environment, resources and equipment are safe and clean before the children arrive?
- Do you regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations?
- How do you make sure that your outdoor environment and equipment is regularly checked for cleanliness and suitability?
- Do you have a daily cleaning routine for your setting, which includes the play areas, kitchen, rest area, eating areas, toilets and nappy changing areas?
- Do you have a routine for cleaning resources and equipment, dressing up clothes and furnishings?
- Do you have good hygiene practice concerning the clearing of any spilled bodily fluids at all times?
- What systems do you have in place to make sure there is no cross contamination when doing the laundry?
- If you care for babies, how do you make sure your equipment and resources are adequately sterilised and stored to prevent the transmission of germs? For example, think about bedding, bottles, teething and so on
- How do your daily routines encourage the children to learn about personal hygiene?
- How do you make sure that you have high standards of hygiene to prevent the spread of infection or pest infestation?
- Does this include hand washing and drying facilities and the disposal of nappies? For example, nappy changing procedure, access to warm running water and soap and so on.
- How do you make sure staffs are told about, and able to carry out, good hygiene practice? Think about including hygiene procedures in staff induction and training - **See Pest Control**
- In addition to your own in-house controls do you have an agreement with a pest control contractor.
- How do staffs raise children's awareness of good hygiene practices and healthy living?

Consider:

- hand washing
- teeth cleaning
- nose wiping and disposal of tissue
- the spread of infection through coughing and sneezing
- using the toilet and potty correctly
- cultural influences on children's hygiene

- How do you make sure that staff can always access an adequate stock of cleaning materials, as well as disposable gloves and aprons?
- How do you make sure tidying and cleaning do not interrupt children's activities and take staff away from directly working with children?
- How do you make sure that attention to cleanliness does not limit the range of activities offered to children?
- How have you planned for the disposal of nappies and sanitary waste?
- Do you implement good hygiene practices by:
  - Providing colour coded cloths and mops and buckets for cleaning
  - Cleaning tables between activities, including the edges of the table, as well as underneath the table
  - Checking toilets regularly
  - Wearing protective clothing, such as aprons and disposable gloves, as appropriate
  - Providing sets of clean clothes for children and adults
  - Providing tissues and wipes
  - Making sure each person only uses their own flannel and towels?
- How do you respect cultural and religious practices, such as food preparation or washing?
- How do you make sure that all staff handling and preparing food are suitable trained to do so?
- What hygiene practices do you adopt with regard to handling pets in the setting and when on outings to farms and so on?
- Do you use notices, signs, posters and staff meetings for promoting good hygiene practice?
- Do you have a list of notifiable diseases? How do you make sure that all staff and parents are aware of the signs and symptoms of communicable diseases?

You must tell Ofsted or the Childminding Agency you are registered with about\*:

- any food poisoning affecting two or more children cared for on your premises
- any child having meningitis
- an outbreak on your premises of any notifiable disease identified as such in the Public Health (Control of Diseases) Act 1984

*\*As soon as possible but within 14 days of the event*

## Equipment

- Does your play equipment, furniture and resources conform to the BSEN safety standards or Toys (Safety) Regulation (1995) and are they safe?
- Do you provide enough equipment and resources for the number of children?

- Are your materials clean, in good condition and safe for the children to use? Think about man-made, natural and recycled materials
- Do you provide furniture that is suitable for both children and adults?
- Do you store and display resources where children can independently choose and select them?
- Do you check all resources and equipment regularly as they are set out at the beginning and put away at the end of each session? Do you repair and clean or replace any unsafe, worn out, dirty or damaged equipment?
- Do you keep an inventory of resources and equipment? Does this record contain the date on which each item was purchased, and the price paid for it? (This will be useful for your insurance too)
- Do you provide adequate insurance cover for the setting's resources, equipment and materials?

### Premises Maintenance

- How do you maintain your premises?
- Do you carry out a regular premise check as part of a risk assessment? How often? How do you record this?
- Are you clear who is responsible for maintenance and repairs? Think about the inside and outside space and whose responsibility it is.
- Do you know who to call should an emergency arise such as a gas leak, damaged asbestos, electrical faults, roof leaks etc
- What processes do you have in place to ensure you monitor premises compliance (such as asbestos management, gas safety, electrical safety, water safety (legionella) and fire safety. (See specific guidance).

### Activities – Think about

- How you ensure before purchase or loan that the equipment complies with the relevant EU legislation (eg CE mark) and that they are safe and appropriate for the ages and stages of the children currently attending the setting.
- The layout of play equipment ensuring that it allows adults and children to move safely and freely between activities.
- How all equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- Ensuring that all materials - including paint and glue - are non-toxic.
- How sand is kept clean and suitable for children's play.
- How you supervise physical play.
- How you teach children to handle and store tools safely.
- How you teach children to learn about health, safety and personal hygiene through the activities you provide and the routines you follow.

### Control of Substances Hazardous to Health Regulations 2002 (COSHH) – Think about

- How stack or store equipment and resources safely and securely?
- How you store cleaning products in a lockable cupboard?
- Do you keep safety data sheets of all your stored cleaning products?
- Do you comply with COSHH regulations 2002?
- <https://www.hse.gov.uk/coshh/>

### Slips and Trips – Think about

- How do you ensure that staff wear appropriate footwear?
- Staff signed footwear disclaimers which is kept in their file.
- All spillages to be cleared up immediately.
- When dealing with bodily fluids protective clothing to be worn and appropriate antibacterial cleaning undertaken.

### Missing child

See separate **Lost or missing child policy and procedure prompt guidance** at <https://thehub-beta.walthamforest.gov.uk/earlyyearpoliciesandprocedures>

### Animals

See separate **Ill or Infectious Children Policy and Procedure Prompt Guidance** at <https://thehub-beta.walthamforest.gov.uk/earlyyearpoliciesandprocedures>

### Fire Safety – Think about

- Including a statement about fire safety in your main H&S Policy and referring to a separate Fire Safety Policy which is more in depth.
- Are you aware that you should have a separate Fire Safety Policy in place?
- Do you undertake an annual Fire Risk Assessment (FRA) and act on any findings?
- Are you aware that the person undertaking an FRA must be suitably qualified to do so as it is a legal document that makes that person legally responsible for the people within your childcare provision?



- Are you aware that you are criminally liable for your FRA so must ensure that the person/organisation undertaking that FRA is suitably qualified such as a member of The Institute of Fire Engineers?
- How do you ensure that Fire Leads (the person/s with overall responsibility for fire safety) and Fire Marshals (the person/s responsible for evacuating themselves and the children in the event of an emergency evacuation) have been suitably trained to be competent to undertake their tasks?
- Do you know the differences between a final exist fire door and an internal fire door? Internal fire doors are to protect evacuation routes from fire and as such need to be fire resistant (solid core fire resistant doors, fire resistant glass, doors closers, fire/smoke seals etc). External fire doors are the final escape doors from premises. Your comprehensive FRA will provide you with specific detail.
- How do you ensure that you know which internal doors are supposed to be fire doors and what that means? How often do you check these doors to ensure they close and seal an evaluation route/corridor?
- Are your final exist fire doors and internal fire doors should be clearly marked, never obstructed, and easily opened?
- Have you ensured that you have adequate smoke/heat detectors/alarms and firefighting appliances fitted in appropriate high-risk areas of the building and that you have a regular risk assessment process to check daily as specified by the manufacturer? (Kitchens, electrical cupboards, boiler rooms or other locations where there is a risk of fire)
- How do you ensure that Fire alarm/smoke/heat detectors inspected and tested regularly by a suitably qualified external company?
- Do you ensure that your emergency evacuation procedures are approved by your lead Fire Safety Officer and:
  - clearly displayed in the premises.
  - explained to new members of staff, volunteers, and parents.
  - practiced regularly at least once every six weeks.
- Is Emergency lighting tested annually by a suitably qualified company and checked as part of our daily risk assessments
- How do you ensure your emergency lighting is working on a day to day basis as well as regular inspections by suitably qualified electrical engineers?
- Are records kept of fire drills that include time taken to evacuate, numbers and ages of children, amount of staff, exit used etc
- Do you keep records for servicing of fire safety equipment?
- Is your Firefighting equipment tested annually by a suitably qualified company and checked as part of your daily risk assessments?

## Accident and Incidents

See separate [Accident and Incident Procedure Prompt Guidance](https://thehub-beta.walthamforest.gov.uk/earlyyearpoliciesandprocedures) at <https://thehub-beta.walthamforest.gov.uk/earlyyearpoliciesandprocedures>

### Ill or Infectious Children

See separate Ill or Infectious Children Policy and Procedure Prompt Guidance at <https://thehub-beta.walthamforest.gov.uk/earlyyearpoliciesandprocedures>

### Medication

See separate Medication Policy Prompt Guidance at <https://thehub-beta.walthamforest.gov.uk/earlyyearpoliciesandprocedures>

### Safety of adults – Think about

- How staff are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When staff need to reach up to store equipment or to change light bulbs, they are provided with safe equipment to do so.
- Ensuring all warning signs are clear and in appropriate languages.
- Ensuring instructions given to all staff on safe erection of Ladders.
- Think about reducing the likelihood of staff remaining in the building on their own or left on their own after dark – Lone working policy.
- Ensuring the sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- If a member of staff is off work for more than 3 days due to an accident at work, Ofsted must be informed.

### Records – Think about who and what records do you keep and how long you must keep those records?

#### Adults

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them.
- names and addresses of the owners.
- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.
- the times of attendance of staff, volunteers and visitors.

### Children

- names, addresses and telephone numbers of parents and adults authorised to collect children from setting; includes recording who has parental responsibility, includes recording who has parental responsibility
- the names, address and telephone numbers of emergency contacts in case of children's illness or accident.
- the allergies, dietary requirements and illnesses of individual children.
- the times of attendance of children.
- accidents and medicine administration records.
- consents for outings, photography, administration of medication, emergency treatment and incidents.

### Food and drink – Think about

- The Early Years Foundation Stage (EYFS) framework requires providers to take all necessary steps to keep children safe and well. Providers must be confident that those responsible for preparing and handling food in their setting are competent to do so. This includes preparing food hygienically, providing meals that are healthy, balanced and nutritious, as well as making sure that food is prepared appropriately for babies and children of different ages, for example mashed, pureed or cut into appropriately sized and shaped pieces where it could be a choking hazard.
- The EYFS learning and development requirements also state that children must be helped to make healthy choices in relation to food.
- How staff who prepare and handle food receive appropriate training, understand, and comply with food safety and hygiene regulations.
- How all food and drink is stored according to manufactures requirements (for example appropriately, in sealed lidded containers, at what temperature etc)
- Hot Drinks are the number one cause of scalds among under-fives. Consequently, there should be NO hot drinks in any rooms where there are or may be children present Do you have a no hot drink policy?
- How do you ensure that snack and mealtimes are appropriately supervised, and children do not walk about with food and drinks?
- How do you ensure that there is fresh drinking water available to the children at all times?
- What do you do to ensure you operate systems to ensure that children do not have access to food/drinks to which they are allergic?
- What your process are and what you do in regard to all and any allergies?

### Review and evaluation. Think about:

- How will you regularly monitor and review your health and safety policies to ensure they are reducing risks and are current?
- As part of this monitoring, have you agreed a process to investigate incidents to ensure they are:
  - taking appropriate corrective action.
  - sharing learning.
  - putting necessary improvements in place.
- How you will regularly and at least annually consider how you measures your performance and how you will develop an effective monitoring system, backed up with sensible performance measures.
- Where there is a health and safety incident, the competent person and others with health and safety responsibilities should assess the effectiveness of the childcare provisions procedures and its response. They should make necessary changes to policies and procedures.

### In addition – Think about

- Including a list of other procedures and documentation in relation to health and safety are in place such as:
  - Risk assessments.
  - Having a separate Asbestos Management Policy/procedures
  - Having a separate Water Safety Policy/procedures
  - Do you have a separate Fire Safety Policy/procedures
  - Fire safety procedures and evacuation plan including place of safety plan. <http://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm>
  - Fire safety records and certificates. How you monitor fire safety.
  - Operational procedures for outings.
  - Manual handling policy.
  - No smoking.
  - Toy safety

### Linked Policies

- You can add a list here of all other linked polices/procedures

### Useful resources, websites, and other areas to consider

- HSE Definition of a “Competent” person - <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>
- HSE Toolbox for you to utilise - <http://www.hse.gov.uk/toolbox/index.htm>
- HSE Health and Safety at Work etc Act 1974 - <http://www.hse.gov.uk/legislation/hswa.htm>
- HSE Asbestos health and safety - <https://www.hse.gov.uk/asbestos/>
- HSE Gas health and safety - <http://www.hse.gov.uk/gas/index.htm>
- HSE Legionella and Legionnaires' disease (Water Safety) - <http://www.hse.gov.uk/legionnaires/>
- HSE Fire safety - <http://www.hse.gov.uk/toolbox/fire.htm>
- Emergency procedures - <https://www.hse.gov.uk/toolbox/managing/emergency.htm>
- Gov.UK Guidance: Emergency planning and response - <https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings>
- HSE Managing risks and risk assessment at work - <http://www.hse.gov.uk/simple-health-safety/risk/index.htm>
- HSE COSHH basics - <http://www.hse.gov.uk/coshh/basics/index.htm>
- Using contractors - <https://www.hse.gov.uk/pubns/indg368.htm>
- GOV.UK Air-conditioning - <https://www.gov.uk/government/publications/air-conditioning-inspections-for-buildings>
- Reporting Accidents and Incidents at Work - <http://www.hse.gov.uk/pubns/indg453.htm>
- RIDDOR - <https://www.hse.gov.uk/riddor/>
- Department of Health - <https://www.gov.uk/government/organisations/department-of-health-and-social-care>
- NHS Online: <https://www.nhs.uk/>
- Rentokil Initial (Hygiene Services) [www.rentokil-initial.com](http://www.rentokil-initial.com) Tel: 0345 894 2944
- Meningitis Helpline: 0808 8010 388. Downloadable signs & symptoms app available at <https://www.meningitisnow.org/how-we-help/contact-our-helpline/>
- Gov.UK Guidance: Slips and trips in education - <https://www.hse.gov.uk/services/education/slips-in-education.htm>
- Gov.UK Guidance : Work at height - <https://www.hse.gov.uk/work-at-height/index.htm>
- Gov.UK Guidance: Manual handling at work - <https://www.hse.gov.uk/msd/manual-handling/index.htm>
- Clinical waste <https://www.phs.co.uk/our-services/healthcare-hygiene/medical-services/>
- Sudden Infant Death Syndrome [www.nhs.uk/Conditions/Sudden-infant-death-syndrome](http://www.nhs.uk/Conditions/Sudden-infant-death-syndrome)

- Public Health England [www.gov.uk/government/organisations/public-health-england](http://www.gov.uk/government/organisations/public-health-england)
- The Royal Society for the Prevention of Accidents (RoSPA): Toys Safety - <https://www.rospa.com/Home-Safety/Advice/Product/Toy-Safety>
- Gov.UK Guidance: Health and safety on educational visits - <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>

**Health and Safety Executive (HSE):**

Many HSE publications can be downloaded from [www.hse.gov.uk](http://www.hse.gov.uk)

HSE advisory team contact details:

Email- [advice@hse.gsi.gov.uk](mailto:advice@hse.gsi.gov.uk)

Tel: 030 0003 1747

Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm) for fatal and specific injuries only.

<http://www.hse.gov.uk/riddor/report.htm>

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It is up to each childcare provider to go through this policy prompt guidance and check it is relevant to your practice, making changes where necessary.