HEALTH & SAFETY POLICY

Revised to reflect EYFS Statutory Framework 2026

Setting: St.NicholasNursery and Preschool

Address: 22 Salmon street, NW9 8PN

Policy Lead: Nursery Manager / Health & Safety Officer

Health & Safety Officer: Anjana Shah

Deputy Manager: Uzma Azar

Employer: Inspired Learning Group (ILG)

Effective from: 1 September 2026

Review: At least annually and sooner were legislation, guidance, practice or circumstances change

Policy Statement

At St.Nicholas Nursery, the health, safety and welfare of children, staff, parents, visitors, students, volunteers, contractors and other persons using the nursery are a priority.

We recognise that effective health and safety is not simply about preventing all risk. It is about identifying hazards, assessing risks, putting appropriate controls in place and ensuring that staff understand and consistently follow safe working practices.

The nursery will provide:

- a safe, secure and well-maintained environment;
- appropriate supervision of children at all times;
- safe staffing and deployment arrangements;
- safer sleeping arrangements;
- safe eating and drinking arrangements;

- suitable first aid provision;
- appropriate fire and emergency procedures;
- effective risk assessment and management;
- safe handling and storage of hazardous substances;
- appropriate training, information and supervision for staff;
- effective arrangements for reporting and learning from accidents, incidents and near misses.

The policy applies to all staff, including permanent staff, agency staff, apprentices, students, volunteers, contractors and visitors.

Legal and Guidance Framework

St.Nicholas Nursery operates in accordance with relevant legislation and statutory guidance, including:

- **Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers – effective 1 September 2026**;
- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Electricity at Work Regulations 1989;
- Provision and Use of Work Equipment Regulations 1998 (PUWER);
- Regulatory Reform (Fire Safety) Order 2005;
- Food Safety Act 1990 and relevant food hygiene legislation;
- Equality Act 2010;
- relevant safeguarding and child protection legislation;
- relevant UK Health Security Agency (UKHSA) guidance;
- Health and Safety Executive (HSE) guidance;
- local authority and fire authority requirements;

- Department for Education safer sleep guidance;
- other relevant ILG policies, procedures and guidance.

The policy will be reviewed whenever legislation or statutory guidance changes.

Aims and Objectives

The aims of this policy are to ensure that all reasonably practicable steps are taken to protect the health, safety and welfare of everyone using the nursery.

St.Nicholas NurseryNursery will:

1. Maintain a safe and healthy environment indoors and outdoors.
2. Provide effective supervision of children.
3. Maintain appropriate staffing levels and safe deployment.
4. Ensure staff understand their responsibilities for children's safety.
5. Provide safer sleep arrangements for babies and young children.
6. Ensure children are safely supervised during meals and other higher-risk routines.
7. Identify hazards and assess risks before activities take place.
8. Maintain safe entry and exit arrangements.
9. Maintain appropriate fire and emergency procedures.
10. Provide suitable first aid arrangements.
11. Ensure hazardous substances and equipment are safely managed.
12. Provide suitable information, instruction, training and supervision.
13. Consider individual needs, disabilities, medical needs and reasonable adjustments.
14. Ensure students, volunteers, apprentices and agency staff are appropriately supervised.
15. Learn from accidents, incidents, near misses and identified hazards.
16. Promote a culture where staff feel confident to raise and challenge unsafe practice.

Health and Safety Responsibilities

4.1 Employer – Inspired Learning Group

ILG has overall responsibility for ensuring that appropriate systems, resources, advice and support are available to manage health and safety.

The employer will:

- provide appropriate health and safety guidance;
- provide competent advice where required;
- support the nursery in meeting statutory requirements;
- provide appropriate resources and maintenance arrangements;
- ensure appropriate reporting and escalation systems are available.

Nursery Manager / Health & Safety Officer

The Nursery Manager has professional responsibility for ensuring that appropriate health and safety systems are implemented and monitored.

The Nursery Manager will:

- ensure this policy is implemented;
- ensure the policy remains aligned with the EYFS;
- monitor the effectiveness of health and safety arrangements;
- ensure appropriate risk assessments are completed;
- monitor accident, incident and near-miss information;
- ensure staff receive appropriate training;
- ensure concerns are escalated appropriately;
- review staffing and supervision arrangements;
- ensure safer sleep procedures are implemented consistently;
- work with the Acting Manager and management team to maintain safe practice.

Health & Safety Officer: Anjana Shah

Deputy Manager

The Deputy Manager, Uzma Azar, will support the day-to-day implementation and monitoring of health and safety arrangements.

This includes:

- daily oversight of safe practice;
- monitoring staff deployment and supervision;
- responding to immediate health and safety concerns;
- ensuring room checks are completed;
- ensuring incidents are appropriately recorded;
- escalating concerns to the Nursery Manager/ILG were required;
- supporting staff training and communication;
- ensure agreed procedures are followed consistently.

Management Team Responsibilities

The management team will:

- understand and implement this policy;
- ensure staff are appropriately informed;
- monitor safe working practices;
- ensure risk assessments are understood and followed;
- monitor the condition of rooms, equipment and outdoor areas;
- ensure safe access and egress;
- maintain good housekeeping;
- respond promptly to hazards;
- ensure accidents and incidents are reported;
- ensure staff are appropriately supervised and supported;
- monitor safer sleep and supervision practices;
- challenge unsafe practice where identified;
- ensure appropriate action is taken following concerns.

Managers must not assume that a staffing ratio alone automatically means that supervision is adequate. Staff deployment must consider the age, needs, activities, environment and circumstances of the children.

Staff Responsibilities

All staff are responsible for:

- taking reasonable care of their own health and safety and that of others;
- following this policy and associated procedures;
- following risk assessments and safe systems of work;
- maintaining effective supervision of children;
- reporting hazards immediately;
- reporting damage or unsafe equipment;
- keeping areas clean and free from unnecessary hazards;
- following safer sleep procedures;
- following safe eating and drinking procedures;
- using PPE where required;
- attending required training;
- reporting accidents, incidents and near misses;
- Challenging unsafe practice appropriately;
- seeking support if they are unsure about a health and safety procedure.

Failure to follow reasonable health and safety requirements may be managed through the appropriate staff management or disciplinary procedures.

Agency Staff, Students, Apprentices and Volunteers

All agency staff, students, apprentices and volunteers must:

- receive appropriate induction;
- understand the relevant health and safety procedures;

- understand safeguarding and supervision expectations;
- follow room risk assessments;
- report concerns immediately;
- work within their level of competence.

Students and volunteers must **never be left unsupervised with children**.

Agency staff and new members of staff must be appropriately deployed according to their experience, competence, qualifications and knowledge of the children.

Where additional supervision or support is required, the room leader or manager will provide it.

Active Supervision of Children

Effective supervision is a fundamental part of safeguarding and health and safety.

Staff must actively supervise children rather than simply being present in the same room.

Active supervision includes:

- positioning themselves so children can be seen and heard;
- continuously scanning the environment;
- listening to children's interactions;
- knowing how many children are present;
- knowing where individual children are;
- anticipating potential hazards;
- moving around the environment where necessary;
- communicating with colleagues;
- maintaining appropriate line of sight;
- responding promptly to children's needs;
- avoiding unnecessary distractions.

Children must not be left unattended in:

- rooms;
- sleep areas;
- bathrooms/toileting areas;
- changing areas;
- outdoor areas;
- stairways;
- transition areas;
- eating areas;
- any other area where a risk has been identified.

Supervision During Transitions

Transitions require particular attention because staff may move between rooms or areas while children are also moving.

Staff must:

- know which children they are responsible for;
- communicate clearly with colleagues;
- complete appropriate headcounts;
- ensure children are safely transferred between staff;
- check rooms and areas before leaving;
- never assume another member of staff is supervising unless this has been clearly confirmed.

A clear verbal handover should take place when responsibility for children changes.

Supervision During Outdoor Play

Before children enter the garden:

- the area must be checked;
- hazards must be identified and addressed;

- equipment must be checked;
- appropriate staff deployment must be confirmed;
- children must be counted.

During outdoor play, staff must position themselves so that all areas of the garden are appropriately supervised.

Staff must remain alert and must not become distracted by personal phones, conversations or administrative tasks.

Supervision During Personal Care

Children must be appropriately supervised during:

- nappy changing;
- toileting;
- handwashing;
- dressing and undressing;
- intimate care;
- transitions to and from bathrooms.

Staff must balance children's privacy and dignity with safeguarding and supervision requirements.

Children must not be left in unsafe circumstances while a staff member leaves the area to obtain equipment.

Safer Sleep Policy

St.Nicholas Nursery follows the revised EYFS 2026 safer sleep requirements and Department for Education safer sleep guidance.

Safer sleep is treated as a safeguarding and welfare responsibility.

The DfE guidance states that babies aged **12 months and under must only be placed to sleep in a cot**. Floor beds, coracles and sleep pods are not suitable for babies under 12 months.

Basic Safer Sleep Requirements

Children who are sleeping must:

- be placed on their back to sleep;
- have their own appropriate sleep space;
- sleep on a firm, flat surface;
- have their head uncovered;
- have no pillows, quilts, bumpers, wedges or loose items in the sleep space;
- have no toys or unnecessary objects in the sleep space;
- be regularly and appropriately checked;
- remain within sight and hearing of staff.

Babies under 12 months must sleep in a suitable cot.

Babies Under Six Months

For babies under six months:

- an adult must be in the same room for every sleep;
- The baby must remain within sight and hearing of the supervising adult;
- sleep checks must be completed and recorded;
- staff must remain alert to changes in the baby's breathing, position, colour, temperature or wellbeing.

St.Nicholas NurserySleep Monitoring Standard

In addition to the statutory requirement for children to be frequently checked:

- babies under six months and new babies will be checked at least every **5 minutes**;
- other sleeping children will be checked at least every **10 minutes**;
- checks must be recorded in accordance with the nursery's sleep monitoring procedure.

These are St.Nicholas NurseryNursery's minimum internal monitoring standards and do not replace the requirement for staff to respond immediately if they have any concern.

A child must be checked sooner if:

- they appear unsettled;
- they are unwell;
- their breathing or colour appears unusual;
- they have changed position;
- An individual risk assessment requires increased monitoring.

Sleep Environment

The sleep environment must be:

- clean;
- comfortable;
- appropriately ventilated;
- free from unnecessary items;
- maintained at a suitable temperature.

The recommended room temperature for babies is approximately **16–20°C**.

Staff must monitor the environment and respond appropriately to extreme temperatures.

Babies' heads must remain uncovered.

Sleep Equipment and Bedding

Cots, mattresses and sleep equipment must:

- be appropriate for the child's age and development;
- be maintained in good condition;
- be used in accordance with the manufacturer's instructions;
- be regularly checked;
- be clean and hygienic.

For babies under 12 months, the sleep space must be a suitable cot.

Where bedding is used, it must be lightweight and securely positioned. Alternatively, an appropriately fitted sleep bag may be used.

The following must not be placed in a baby's sleep space:

- pillows;
- duvets;
- quilts;
- loose blankets;
- cot bumpers;
- wedges;
- straps;
- toys;
- loose comfort items;
- other unnecessary objects.

Coracle Sleep Pods and Floor Beds

St.Nicholas Nursery recognises that floor beds, coracles and similar sleep pods may be used in early years environments.

However, in accordance with the revised 2026 safer sleep guidance:

Coracles, sleep pods and floor beds must not be used for babies aged 12 months and under.

For children over 12 months, any alternative sleep arrangement must be:

- suitable for the child's age and development;
- risk assessed;
- used in accordance with manufacturer guidance;
- appropriately supervised.

Where there is uncertainty about the suitability of sleep equipment, the child must sleep in an appropriate cot or other approved sleep space until the matter has been clarified.

Children Falling Asleep Outside the Sleep Area

If a baby or child falls asleep outside their normal sleep space:

- staff must assess the circumstances;
- babies under 12 months must be transferred to an appropriate cot;
- children over 12 months should be moved to an appropriate separate sleep space where practicable;
- staff must continue appropriate supervision;
- the circumstances must be recorded where required.

Babies and young children must not routinely be allowed to sleep in unsuitable locations such as buggies, car seats or other equipment not designed as a sleep space.

Individual Sleep Needs

Where a child has:

- a medical condition;
- developmental needs;
- additional needs;

- a disability;
- prescribed treatment;
- an individual sleep requirement;

The nursery will develop an appropriate risk assessment and/or individual care plan in consultation with parents and relevant professionals where necessary.

Staff must be aware of any individual sleep arrangements before caring for the child.

Any changes to a child's sleep arrangements must be communicated to relevant staff.

Sleep Checks and Records

Sleep records must be recorded on the Famly APP

- time sleep commenced;
- sleep checks;
- position/observations where required;
- time the child woke;
- relevant comments or concerns;
- staff member completing the check.

Any unusual observation must be reported to the room leader or manager immediately.

Sleep records will be reviewed as part of routine monitoring and quality assurance.

Safe Eating and Drinking

Children must never be left alone while eating.

Children must remain within the **sight and hearing of staff** while eating.

Staff must:

- remain attentive;

- sit or position themselves appropriately;
- monitor children for choking;
- be familiar with children's dietary requirements and allergies;
- follow individual feeding plans;
- ensure food is prepared and served safely;
- ensure children are appropriately seated;
- respond immediately to signs of choking or distress.

A suitable paediatric first aider must be available in accordance with the nursery's first aid arrangements.

Food Allergies and Dietary Requirements

The nursery will maintain appropriate procedures for:

- identifying allergies;
- recording dietary requirements;
- communicating allergy information to staff;
- displaying appropriate allergy information;
- preventing cross-contamination;
- responding to allergic reactions;
- ensuring emergency medication is accessible where required.

Staff must never assume that a food is safe because a child has eaten it previously.

Premises and Daily Safety Checks

The nursery will undertake appropriate daily checks of:

- rooms;
- furniture;
- equipment;

- floors;
- doors;
- windows;
- stairways;
- bathrooms;
- changing areas;
- sleep areas;
- outdoor areas;
- garden equipment;
- entrances and exits;
- electrical equipment;
- heating and ventilation;
- potential trip hazards.

Any unsafe item or area must be:

1. made safe immediately where possible;
2. removed from use if necessary;
3. reported to management;
4. recorded through the appropriate system;
5. referred for repair or further action.

SmartLog and other approved recording systems will be used where applicable.

Risk Assessment

Risk assessment is central to the nursery's health and safety arrangements.

Risk assessments will consider the following:

- the hazard;
- who may be affected;
- the level of risk;

- existing control measures;
- additional controls required;
- who is responsible;
- review date.

Risk assessments will be completed for relevant areas, activities and circumstances, including:

- rooms;
- outdoor play;
- trips and outings;
- sleep;
- mealtimes;
- nappy changing;
- manual handling;
- cleaning;
- COSHH;
- electrical equipment;
- fire;
- lone working;
- vulnerable staff;
- pregnancy;
- children with additional needs;
- medical needs;
- contractors;
- maintenance;
- infectious disease;
- extreme weather.

Risk assessments must be reviewed:

- regularly;
- after an incident;

- when circumstances change;
- when new equipment is introduced;
- when a new hazard is identified;
- when a child's individual needs change;
- when legislation or guidance changes.

Risk-Benefit Approach

The nursery recognises that children need appropriate opportunities to develop independence and learn to manage risk.

Staff will support children to experience manageable and appropriate risks while ensuring that significant hazards are controlled.

Risk assessments should therefore support learning and development rather than unnecessarily restrict children's experiences.

Fire Safety and Emergency Procedures

The nursery will maintain appropriate fire safety arrangements, including:

- fire risk assessment;
- fire detection and alarm systems;
- appropriate fire-fighting equipment;
- clearly marked exits;
- unobstructed escape routes;
- emergency lighting where required;
- fire drills;
- staff fire safety training;
- personal emergency evacuation plans where required.

Staff must know:

- the evacuation procedure;

- assembly arrangements;
- their responsibilities during an evacuation;
- how children requiring additional support will be evacuated.

Fire drills will be recorded and reviewed.

Electrical Safety

Staff must:

- report damaged electrical equipment immediately;
- remove unsafe equipment from use;
- never use electrical equipment with wet hands;
- keep electrical equipment away from water;
- avoid trailing cables;
- keep sockets and electrical equipment appropriately protected;
- never undertake electrical repairs unless appropriately qualified.

Electrical maintenance and testing will be completed by competent persons in accordance with ILG arrangements.

COSHH and Hazardous Substances

Cleaning products and other hazardous substances must:

- be stored securely;
- remain inaccessible to children;
- remain in appropriate labelled containers;
- be used according to manufacturer's instructions;
- have appropriate COSHH information available;
- only be used by trained staff where required.

Staff must never transfer hazardous substances into unlabelled containers.

Any spill must be dealt with immediately and safely.

Infection Prevention and Control

Staff must follow the nursery's Infection Control Policy.

This includes:

- effective handwashing;
- appropriate use of gloves and PPE;
- safe disposal of bodily fluids;
- cleaning and disinfecting appropriate surfaces;
- safe nappy changing;
- appropriate exclusion arrangements for infectious illness;
- safe handling of laundry;
- appropriate ventilation.

Any suspected outbreak must be escalated to management and managed in accordance with current public health guidance.

Manual Handling

Staff must use safe manual handling techniques when:

- lifting children;
- moving equipment;
- carrying resources;
- handling deliveries;
- moving furniture.

Staff should seek assistance when an item or task cannot safely be managed by one person.

Children should not be lifted unnecessarily.

Individual manual handling assessments will be completed where a staff member or child has specific needs.

Lone Working

Staff must follow the nursery's lone working arrangements.

Potentially dangerous activities must not be undertaken alone.

Where lone working is unavoidable:

- the activity must be risk assessed;
- appropriate communication arrangements must be in place;
- staff must know who to contact in an emergency;
- staff must report when the task is completed where required.

Lone working arrangements must never compromise the supervision or safeguarding of children.

Asbestos

The nursery will maintain appropriate asbestos information and management arrangements.

Before maintenance or building work takes place, the relevant asbestos information must be checked.

Staff must not disturb suspected asbestos-containing materials.

Any suspected damage must be reported immediately.

Accidents, Incidents and Near Misses

All accidents, incidents and near misses must be reported promptly.

Records should include:

- date and time;
- child's/staff member's name where appropriate;
- location;
- description of what happened;
- injury or concern;
- first aid provided;
- action taken;
- persons informed;
- follow-up action where required.

Parents will be informed of accidents or incidents involving their child in accordance with nursery procedures.

Serious incidents must be escalated immediately to management and ILG.

RIDDOR

Where an incident meets the criteria for statutory reporting under RIDDOR, ILG will ensure that the appropriate notification is made to the Health and Safety Executive.

The nursery will ensure that relevant information is provided promptly.

The nursery will not rely solely on the accident record to determine whether an incident is reportable.

Management will seek advice from ILG where there is any uncertainty.

First Aid

The nursery will maintain appropriate paediatric first aid provision.

First aid equipment will:

- be clearly identified;
- be accessible to staff;
- be checked regularly;
- be replenished after use;
- be kept within expiry dates;
- be appropriate for the needs of the setting.

Staff must know:

- where first aid equipment is located;
- who the paediatric first aiders are;
- how to summon assistance;
- how accidents are recorded.

Paediatric First Aid

St.Nicholas NurseryNursery will ensure that appropriate paediatric first aid arrangements are maintained in accordance with the EYFS.

The nursery will consider:

- the number of children;
- the age of children;
- room locations;
- building layout;
- outdoor areas;
- staffing arrangements;
- emergency response times.

A suitable paediatric first aider must be available in accordance with the EYFS requirements whenever children are present.

Medical Treatment

Medication will only be administered in accordance with the nursery's Medication Policy.

Where children require:

- inhalers;
- adrenaline auto-injectors;
- emergency medication;
- prescribed medication;
- individual medical support;

appropriate documentation and care arrangements must be in place.

Emergency medication must be readily accessible to authorised staff.

Staff must receive appropriate training where a child's medical needs require specialist knowledge.

Nursery Security

The nursery will maintain effective security arrangements.

These include:

- controlled entry;
- secure doors and gates;
- visitor identification;
- visitor signing-in and signing-out;
- appropriate staff awareness of visitors;
- appropriate supervision of contractors;
- safeguarding checks where required.

Visitors must not have unsupervised access to children unless appropriately authorised and cleared in accordance with safeguarding requirements.

Contractors must report to management and must be appropriately supervised where required.

Contractors and Maintenance

Contractors must:

- report to management;
- follow nursery safety procedures;
- comply with relevant risk assessments;
- keep equipment and tools inaccessible to children;
- maintain safe working areas;
- avoid working in areas occupied by children wherever practicable;
- ensure that hazards are controlled.

Management must ensure that ILG is aware of relevant contractors and planned works.

Staff Health, Wellbeing and Safety

The nursery recognises that staff wellbeing is an important part of maintaining a safe environment.

Managers will:

- encourage staff to raise concerns;
- monitor workload and staffing pressures;
- provide appropriate supervision;
- consider reasonable adjustments where required;
- undertake appropriate risk assessments;
- respond to concerns about staff health and safety;
- signpost staff to appropriate support.

Staff should report concerns before they become a safety issue.

Pregnancy and New Parents

Where a staff member informs the nursery that they are pregnant or have recently given birth, an appropriate individual risk assessment will be completed and reviewed as circumstances change.

This may include consideration of:

- lifting;
- standing;
- infection risks;
- physical demands;
- fatigue;
- working conditions;
- emergency evacuation;
- exposure to chemicals;
- other individual circumstances.

Reasonable adjustments will be considered where appropriate.

. Children with SEND or Additional Needs

Health and safety arrangements will consider the individual needs of children with SEND, disabilities or other additional needs.

Where appropriate, the nursery will develop:

- individual risk assessments;
- care plans;
- medical plans;
- communication plans;
- emergency arrangements.

Staff will receive appropriate information to ensure they can safely support the child.

. Training and Competence

Health and safety is included within staff induction.

Training requirements may include:

- paediatric first aid;
- safeguarding;
- safer sleep;
- active supervision;
- safe eating and choking awareness;
- food hygiene;
- allergy awareness;
- COSHH;
- fire safety;
- emergency evacuation;
- manual handling;
- infection control;
- nappy changing and intimate care;
- risk assessment;
- medication;
- SEND;
- stress and wellbeing;
- health and safety responsibilities.

Training will be refreshed in accordance with statutory requirements, organisational requirements and identified needs.

Safer Sleep Training

All staff working with babies and young children must understand the nursery's safer sleep arrangements.

Training must cover:

- back-to-sleep positioning;
- cot requirements;
- safe bedding;
- sleep environment;
- supervision;
- sleep checks;
- temperature;
- under-six-month requirements;
- safe use of sleep equipment;
- individual sleep plans;
- recording and escalation.

New staff must receive safer sleep information as part of their induction before working independently with sleeping children.

Staff Communication

Health and safety matters will be communicated through:

- Induction:
- staff meetings;
- room meetings;
- supervision;
- training;
- risk assessment briefings;
- policy updates;
- SmartLog or other approved systems;

- direct management communication.

Where an immediate safety concern is identified, staff must not wait for the next meeting. It must be escalated immediately.

Monitoring and Quality Assurance

The management team will monitor health and safety through:

- daily checks;
- room observations;
- supervision;
- risk assessment reviews;
- SmartLog records;
- accident and incident analysis;
- sleep records;
- fire drill records;
- equipment checks;
- staff training records;
- safeguarding monitoring;
- management meetings.

The purpose of monitoring is to identify patterns, strengthen practice and prevent recurrence.

Learning from Incidents

Following an accident, incident, near miss or safeguarding concern, management will consider:

- What happened?
- Was the risk assessment appropriate?
- Was the procedure understood?

- Was supervision adequate?
- Was staffing appropriate?
- Was equipment suitable?
- Was communication effective?
- Are there environmental factors?
- Does additional training need to be provided?
- Does the risk assessment need to be updated?
- Does practice need to change?

The focus will be on learning and improvement while maintaining appropriate accountability.

Challenging Unsafe Practice

All staff have a responsibility to speak up if they believe a child, colleague or visitor may be placed at risk.

Staff should:

1. act immediately where safe to do so;
2. raise the concern with the room leader or manager;
3. escalate to the Nursery Manager/Acting Manager where required;
4. record the concern through the appropriate process;
5. follow safeguarding or whistleblowing procedures where appropriate.

No staff member should feel unable to raise a genuine safety concern.

47. Documentation and Records

The nursery will maintain appropriate records, including:

- health and safety policy;
- risk assessments;

- daily safety checks;
- accident and incident records;
- first aid records;
- fire risk assessment;
- fire drill records;
- equipment checks;
- maintenance records;
- COSHH information;
- training records;
- sleep monitoring records;
- individual care plans;
- medical plans;
- emergency evacuation arrangements.

Records must be accurate, contemporaneous and securely maintained.

Policy Monitoring and Review

This policy will be monitored by the Nursery Manager and management team.

Health and safety will be considered through regular management and staff meetings.

Accidents, incidents, near misses, hazards and other safety information will be reviewed to identify trends and opportunities for improvement.

The policy will be formally reviewed at least annually and sooner if:

- legislation changes;
- EYFS requirements change;
- guidance changes;
- there is a significant incident;
- a new hazard is identified;
- the nursery's circumstances change;
- monitoring identifies a need for improvement.

. Staff Quick Reference – Safer Supervision

Before children arrive

- Check the room and environment.
- Remove hazards.
- Check equipment.
- Confirm staffing deployment.
- Know the number and needs of children expected.

During the session

- See the children.
- Hear the children.
- Know where children are.
- Scan continuously.
- Move around the environment.
- Communicate with colleagues.
- Maintain appropriate ratios.
- Do not become distracted by personal phones or unnecessary tasks.

During transitions

- Count children.
- Communicate responsibility.
- Check the area before leaving.
- Confirm the receiving of staff member.

During meals

- Children remain within sight and hearing.
- Stay attentive.
- Monitor choking risks.
- Know allergy information.
- Ensure appropriate first aid arrangements.

During sleep

- Follow the safer sleep policy.
- Babies under 12 months sleep in a cot.
- Babies under 6 months have an adult in the same room for every sleep.
- Children remain within sight and hearing.
- Completely required sleep checks.
- Record checks accurately.
- Escalate any concern immediately.

Staff Quick Reference – If You Identify a Safety Concern

STOP – MAKE SAFE – REPORT – RECORD – REVIEW

STOP: Prevent further risk where it is safe to do so.

MAKE SAFE: Remove the hazard or move children away.

REPORT: Tell the room leader/manager immediately.

RECORD: Complete the appropriate record.

REVIEW: Consider whether the risk assessment, supervision or procedure needs to change.

Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy;
- Safer Sleep Policy;
- Accidents and First Aid Policy;
- Medication Policy;
- Infection Control Policy;
- Food Safety and Allergy Policy;
- Fire Safety Policy;

- Risk Assessment procedures;
- Manual Handling procedures;
- Intimate Care/Nappy Changing Policy;
- SEND Policy;
- Staff Health and Wellbeing procedures;
- Staff Mobile Phone and Personal Device Policy;
- Visits and Outings Policy;
- Staff Code of Conduct;
- Whistleblowing Policy.

Date of adoption of this policy	**Nursery Manager**	**Date of Review**
Sept 2026	**Anjana Shah**	**August 2027**