Health and Safety Policy

Prepared	September 2026	**Review due**	September 2027 or sooner
Policy lead	Emma Johnson	**Role**	Manager
Safety lead	Lynne Funnell	**Role**	Health, Safety, Fire and Risk Officer
Approved by	Heydays Preschool Committee	**Applies to**	Children, staff, volunteers and visitors
Version	2.0	**Premises**	Four Marks Primary School site

Our commitment

Heydays provides a safe, secure and healthy environment for children, staff, volunteers, families and visitors. We manage significant risks carefully while preserving the challenge, exploration and independence that children need for healthy development.

Health and safety is part of safeguarding and everyday practice. Everyone must notice hazards, take immediate reasonable action, report concerns and learn from accidents and near misses.

Immediate action

- For a life-threatening emergency, call 999, give first aid within your competence and alert the Manager.
- Stop an activity or isolate an area, substance or item when there is an immediate risk.
- Report accidents, illness, damage, hazards and near misses promptly and record them using the correct setting procedure.
- Where an incident may involve abuse, neglect or unsafe adult conduct, follow the Safeguarding and Child Protection Policy as well as this policy.

1 Purpose and scope

This policy explains how Heydays identifies, controls and reviews risks to children and adults. It applies to employees, apprentices, students, volunteers, committee members, visitors, contractors and anyone working on behalf of the setting.

It covers the preschool rooms and outdoor areas, shared parts of the school site, arrival and collection, food and drink, personal care, sleep, Forest School, local walks, outings, events and any activity arranged by Heydays.

It should be read with the safeguarding, fire and evacuation, first aid and accident, medicines, illness and exclusion, food and allergy, safer sleep, attendance, missing child, late collection, intimate care, outings, mobile phone and camera, and staff wellbeing arrangements, together with relevant risk assessments.

2 Legal and statutory framework

This policy reflects the Early Years Foundation Stage statutory framework for group and school-based providers effective from 1 September 2026 and relevant duties under the Health and Safety at Work etc. Act 1974 and associated regulations.

The arrangements also take account of the Management of Health and Safety at Work Regulations 1999, Workplace (Health, Safety and Welfare) Regulations 1992, Regulatory Reform (Fire Safety) Order 2005, Control of Substances Hazardous to Health Regulations 2002, Manual Handling Operations Regulations 1992, Control of Asbestos Regulations 2012, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, Health and Safety (First-Aid) Regulations 1981, food hygiene and allergen requirements, and any later amendment or replacement.

We use current HSE, Ofsted, Department for Education, UK Health Security Agency and local authority guidance. Where Heydays and Four Marks Primary School share duties or controls, both parties cooperate, exchange relevant information and agree who will take action.

3 Responsibilities

Who	Responsibility
Committee	Acts as employer and governance body, provides resources, approves arrangements, seeks competent advice and monitors whether responsibilities are being met.
Manager - Emma Johnson	Has day-to-day responsibility, ensures risks are addressed, staff are informed and trained, incidents are reviewed and statutory notifications are considered and made.
Health, Safety, Fire and Risk Officer - Lynne Funnell	Coordinates checks, risk assessments, fire arrangements and action logs; supports staff; liaises with the Manager and school/site representatives.
All staff	Follow procedures, supervise effectively, use equipment safely, complete checks, report hazards and incidents, cooperate with training and stop unsafe activity when necessary.
School/site management	Works with Heydays on shared-premises matters such as fire systems, asbestos, utilities, access, maintenance, contractors and emergency arrangements.
Parents and carers	Provide accurate medical and emergency information, follow illness, medication and collection arrangements and raise relevant concerns promptly.
Visitors and contractors	Follow site instructions, sign in, remain within authorised areas, report hazards and provide relevant risk, method and competence information before work begins.

4 Risk assessment and proportionate practice

We assess risks so precautions are sensible, effective and proportionate. Risk assessment supports, rather than prevents, worthwhile play and learning. Children are helped to recognise simple hazards and develop safe judgement at a level suited to their age and development.

Staff use dynamic assessment throughout the day and written assessments where a significant risk, specific person, repeated activity, change, outing or legal requirement makes a record necessary. Assessments identify who may be harmed, existing controls, further action, the responsible person and a review point.

Risk assessments are reviewed after an accident or near miss, a change in premises, equipment, staffing, children's needs or guidance, and whenever controls appear ineffective. Individual assessments are completed where a child or worker has particular health, disability, pregnancy or other needs.

Daily checks

- Entrances, gates, exits, rooms, toilets, sleep areas and outdoor spaces are checked before use.
- Floors, furniture, play resources, climbing equipment and storage are checked for damage, instability, contamination and entrapment or choking risks.
- Temperatures, ventilation, lighting, water, hygiene supplies and emergency routes are monitored.
- Hazards are removed, guarded, isolated or clearly communicated. Defective items are labelled and taken out of use until repaired or disposed of safely.

5 Shared premises, maintenance and contractors

Heydays operates on the Four Marks Primary School site. The Manager and safety lead maintain clear communication with the school about which organisation controls each area, system and task. This includes fire alarms and drills, emergency lighting, extinguishers, asbestos information, gas and electrical safety, water hygiene, security, construction work, grounds and access routes.

Heydays obtains or can access relevant site records and instructions and communicates any change that may affect children or staff. The school is informed promptly of defects or hazards within its control; Heydays records the report and follows up until risk is acceptably controlled.

Before maintenance or construction work, the responsible parties agree segregation, timing, access, dust and noise controls, service isolation, emergency arrangements and how children will be kept away. Contractors receive relevant asbestos and site safety information before disturbing the building fabric and are not left with unsupervised access to children.

6 Premises, security and equipment

The premises are clean, secure, appropriately heated, lit and ventilated, with suitable toilets, handwashing, drinking water and space for rest and activity. Entrances and exits are controlled so children cannot leave unnoticed and unauthorised people cannot enter.

Furniture and equipment are suitable for age, size and intended use, positioned safely and maintained in good condition. Safety devices are not removed or defeated. Manufacturers' instructions are followed. Electrical equipment is visually checked, used away from water where required and inspected or tested according to risk, not simply by an arbitrary annual schedule.

Medicines, cleaning products, tools, sharp items, batteries, plastic bags, matches, aerosols and other hazardous items are secured and inaccessible to children. Blind cords, hot surfaces, windows, doors and finger traps are controlled.

7 Supervision, deployment and daily routines

Children are adequately supervised at all times. Deployment considers age, individual needs, behaviour, the activity, environment and lines of sight, not ratios alone. Registers are accurate and staff communicate when children or adults move between areas.

Free-flow and outdoor play are organised so staff know which children are in each area and help is available promptly. A staff member working in the garden alone follows the setting's deployment and communication arrangements and remains within ratio with reliable access to support.

Children are released only to authorised adults. Arrival and collection controls, headcounts and gate procedures are followed consistently. Visitors sign in, receive essential information and are supervised unless their role and checks permit otherwise.

8 Fire, evacuation and other emergencies

Heydays cooperates with the school and every relevant responsible person so fire precautions are coordinated across the shared premises. A suitable fire risk assessment is maintained and reviewed, evacuation routes and assembly points are known, alarms and equipment are tested by the responsible party and records are available.

Staff receive fire instruction at induction and updates thereafter. Drills are practised and recorded at suitable intervals and include varied times and scenarios. Personal emergency evacuation needs are planned for children, staff or visitors who may need assistance.

On discovering fire or another emergency, staff raise the alarm, call emergency services where required, evacuate without collecting belongings, sweep only if safe and assigned, take the register and emergency information, conduct headcounts and do not re-enter until authorised. Lockdown, severe weather, utility failure, flooding and loss of safe premises are managed through the relevant emergency plan.

9 First aid, accidents and statutory reporting

A first-aid needs assessment informs the number, competence and deployment of first aiders, supplies and facilities. Appropriate paediatric first-aid cover is available whenever children are present and on outings. Equipment and emergency medication are accessible to staff but secured from children.

First aid is given promptly within the person's competence. Parents are informed of any accident, injury and first-aid treatment on the same day or as soon as reasonably practicable. Head injuries, allergic reactions and deterioration are managed according to the relevant procedure and emergency advice.

Accidents, occupational ill health, dangerous occurrences and significant near misses are investigated proportionately. The Manager decides whether a report is required under RIDDOR and keeps required records. A RIDDOR report does not replace safeguarding or Ofsted notification.

Ofsted and local notification

The Manager or registered person reports significant childcare incidents online as soon as possible and always within 14 days. This includes a child's death, serious accident, injury or illness while in care, food poisoning affecting two or more children, and events affecting the safety of the premises or quality of childcare. Relevant local safeguarding or health agencies are also informed and their advice followed where required.

10 Medicines, illness and infection prevention

Parents provide current health, allergy and emergency information. Medicines are accepted, stored, administered and recorded under the Medicines Policy, with written parental permission and appropriate training for individual healthcare needs. Emergency medication accompanies the child throughout the day and on outings.

Children or staff who are unwell follow the Illness and Exclusion Policy and current public-health advice. Staff respond to outbreaks, vomiting, diarrhoea, rashes or notifiable disease concerns promptly and seek advice where necessary.

Hand hygiene, respiratory hygiene, cleaning, ventilation, safe nappy changing, suitable personal protective equipment and safe handling of bodily fluids reduce infection risk. Blood or body-fluid spills are managed using the correct kit and procedure, with waste disposed of safely.

11 Food, allergies, mealtimes and drinking water

Food is sourced, stored, prepared and served hygienically. The setting maintains current food-business arrangements where applicable, follows allergen controls and prevents cross-contact. Individual dietary and medical information is visible to those who need it without unnecessary disclosure.

Children are seated safely and always within sight and hearing of an adult while eating. Food is prepared in a form appropriate to each child's age and development; choking hazards are assessed, children are not rushed and staff know how to respond to choking and anaphylaxis. Weaning arrangements are agreed with families and follow current EYFS expectations.

Fresh drinking water is available and children are encouraged to drink. Hot drinks are kept out of children's reach and are not carried through play areas in unsafe containers.

12 Safer sleep and rest

Sleep and rest arrangements follow the 2026 EYFS requirements and the Safer Sleep Policy. Individual routines and health needs are discussed with families, but any arrangement must remain safe.

Children sleep on suitable, clean equipment in an appropriately ventilated area. They are positioned safely, checked at recorded intervals according to risk and remain within effective supervision. Sleep equipment is not used in a way that creates entrapment, overheating, suffocation or fall risk. Any concern about breathing, colour, temperature or responsiveness is treated as an emergency.

13 Hazardous substances, cleaning and waste

Substances that may harm health are identified and assessed under COSHH. The setting first considers whether a safer product or method can be used, then controls exposure through secure storage, dilution, ventilation, equipment, personal protective equipment and training. Safety data sheets support, but do not replace, a suitable assessment of the actual task.

Products remain in labelled original containers unless a correctly labelled working container is necessary. Chemicals are never mixed or left unattended around children. Staff know what to do after a spill, splash, ingestion or inhalation and how to access first-aid information.

Waste, nappies, food waste, sharps or broken glass are contained and removed safely. Cleaning equipment is stored hygienically and separately where required.

14 Manual handling, work at height and staff health

Hazardous manual handling is avoided where reasonably practicable. Tasks that cannot be avoided are assessed and redesigned or controlled. Staff use stable posture, suitable equipment and team assistance and do not lift a child or object when it is unsafe to do so.

Only suitable step equipment is used for work at height. Chairs, tables and children's equipment are not used as steps. Staff do not undertake maintenance beyond their competence.

The employer assesses risks to staff health, including work-related stress. Supervision, reasonable workload planning, breaks, communication and early support are used to reduce risk. Once notified in writing, an individual risk assessment is completed for a pregnant worker, someone who has given birth within the previous six months or is breastfeeding, and reviewed as circumstances change.

15 Outdoor learning, Forest School and outings

Outdoor learning is planned to retain beneficial challenge while controlling significant hazards. Weather, surfaces, boundaries, water, plants, tools, fire, animals, road access and individual needs are considered. Clothing, sun protection, hydration and shelter arrangements are proportionate to conditions.

Forest School, local walks and outings have appropriate consent, staffing, first aid, emergency contacts, medication, communication, headcounts and travel arrangements. Staff dynamically reassess conditions and change or stop an activity when controls are no longer effective.

Registered childcare is not provided from premises where a banned dog breed is kept or present. Other animals are managed through hygiene, allergy, temperament and supervision controls.

16 Utilities, asbestos and water safety

Heydays does not disturb the building fabric or arrange intrusive work without confirming the school or other dutyholder's asbestos controls. Staff and contractors are told to stop work immediately if unexpected material or damage is found and to isolate the area pending competent advice.

Gas, electrical, heating, emergency lighting and fire-protection systems are maintained by competent persons under the agreed shared-site arrangements. Certificates, inspections and remedial actions relevant to Heydays are available or confirmed with the school.

The party controlling the water system assesses and manages legionella risk. Heydays supports controls by reporting temperature, stagnation, contamination or outlet concerns and following agreed flushing or access arrangements. Hot water used by children is controlled to prevent scalding.

17 Reporting, learning and monitoring

All hazards, defects, accidents, illnesses, near misses and unsafe practices are reported promptly. Urgent risks are controlled immediately; non-urgent actions are recorded with an owner and target date and followed through to completion.

The Manager and safety lead review patterns rather than considering incidents in isolation. They check whether risk assessments, supervision, training, equipment, the environment or procedures need to change and share learning with staff.

Monitoring includes daily checks, accident and medication records, fire records, first-aid and training expiry dates, COSHH information, contractor controls, equipment and premises actions, staff feedback and evidence supplied through shared-site arrangements. The Committee receives sufficient information to provide oversight.

18 Training and review

Health and safety forms part of induction for staff, volunteers, students and apprentices. Training is proportionate to role and may include first aid, fire, food safety and allergens, infection control, manual handling, COSHH, risk assessment, Forest School, medication and emergency procedures.

Staff are expected to apply training in practice and ask when unsure. Competence is checked through discussion, observation, drills, supervision and record review, not attendance at training alone.

This policy is reviewed at least annually and sooner following a significant incident, change to law or guidance, alteration to premises or practice, or evidence that arrangements are not effective.

19 Setting and emergency contacts

Contact	Details
Setting	Heydays Preschool, c/o Four Marks Primary School, Kitwood Road, Four Marks, Alton, GU34 5AS
Email	admin@heydayspreschool.com
Emergency services	999
Police non-emergency	101
Ofsted	https://www.gov.uk/guidance/report-a-serious-childcare-incident | 0300 123 1231
HSE RIDDOR	https://www.hse.gov.uk/riddor/
NHS urgent advice	111
School/site contact	Four Marks Primary School - use the current agreed site contact arrangements

20 Document approval

Approved by	Valerie Lucas	**Date**	September 2026
Signature		**Next review**	September 2027
Amendment	Version 2.0 - rewritten and updated for the September 2026 EYFS and current HSE requirements	**Date**	September 2026