



**The Butterfly Rooms (Incorporating Woodlands) LTD**

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*  
Telephone Number: 01708 863 737

**Health and Safety Policy Statement**

*(EYFS & Ofsted Compliant – 2026)*

At The Butterfly Rooms (Incorporating Woodlands) Ltd, we believe that the health, safety and wellbeing of children, parents, staff and visitors are of paramount importance. We are committed to providing a safe, secure and healthy environment in which children can learn, play and develop in line with the **Early Years Foundation Stage (EYFS) statutory framework** and **Ofsted inspection requirements**.

**Policy Objectives**

This policy aims to:

- Ensure risks are minimised and managed effectively so children can thrive in a safe and healthy environment.
- Ensure health and safety practice meets **current UK legislation and EYFS requirements**.
- Promote physical health, mental wellbeing, hygiene and infection control.
- Ensure staff, parents and visitors understand their roles and responsibilities in maintaining health and safety.

**Designated Health & Safety Officers**

- **Head Health & Safety Officers:** Jack Sherwin and Claire Gilliam
- **Deputy Health & Safety Officer:** Sophie Drake
- **Additional Officers:** Aimee Thompson, Alanta Lawless, Emily Brown, Grace Leeman, Taylor Cochrane

All designated officers have completed appropriate health and safety training and refresh their knowledge regularly to ensure compliance with current guidance and legislation.

**Safeguarding Responsibilities**

- **Designated Safeguarding Lead (DSL):** Sarah Cheale
- **Deputy DSLs:** Alanta Lawless, Aimee Thompson, Emily Brown
- **Safeguarding Level 3:** Sophie Drake, Taylor Cochrane, Grace Leeman

All DSLs and deputies have completed appropriate safeguarding training in line with EYFS requirements and follow safer recruitment, allegations management and whistleblowing procedures. Safeguarding is embedded into all aspects of health and safety practice.

## **Insurance Coverage**

We maintain:

- Public Liability Insurance
- Employers' Liability Insurance

Insurance certificates are displayed on the premises.

Paediatric First Aid (PFA) certificates and safeguarding training records are available for inspection at all times.

## **Health & Safety Procedures**

### **Training and Awareness**

- All staff receive induction training covering health and safety, safeguarding, emergency procedures and manual handling.
- Regular refresher training is provided, including fire safety, hygiene and risk assessment.
- Parents are informed of health and safety arrangements during the registration and settling-in process.

### **Mental Health and Wellbeing**

- Staff wellbeing is promoted through supportive management and access to wellbeing resources.
- Workplace stress risks are considered as part of overall risk assessment processes.
- Trained Mental Health First Aiders are available: Alison Bean or Simone Turner.

### **Fire and Electrical Safety**

- Fire evacuation procedures are displayed and practised through regular fire drills.
- Fire safety equipment is maintained and checked in line with current legislation.
- Electrical equipment is visually checked and maintained to ensure safety.
- All heaters, cables and sockets are positioned and guarded to prevent harm.

### **Manual Handling and Workstation Safety**

- Staff receive training in safe lifting and handling techniques.
- Equipment and furniture are appropriate for use and maintained in good condition.
- Any home or remote working is risk-assessed where applicable.

### **Personal Protective Equipment (PPE) and Hygiene**

- PPE is provided where required and used appropriately.
- Cleaning and infection control procedures follow current public health guidance.
- Hygiene routines support children's independence and wellbeing.

### **Environmental Practices**

- Cleaning products are risk-assessed and stored securely.

- Where possible, environmentally responsible products and waste practices are used, without compromising safety.

### **Control of Hazardous Substances (COSHH)**

- All hazardous substances are stored securely and used in line with COSHH regulations.
- Risk assessments are in place for all cleaning and chemical products.
- Staff receive guidance on safe handling and emergency procedures.

### **Risk Assessment**

- Written and dynamic risk assessments are used to identify and reduce hazards.
- Risk assessments are reviewed regularly and whenever significant changes occur.
- All staff are responsible for reporting hazards immediately.

### **Paediatric First Aid**

- At least one member of staff holding a current Paediatric First Aid certificate is on site at all times and accompanies children on outings, in line with EYFS requirements.

### **Legal and Statutory Framework**

This policy is underpinned by:

- Health and Safety at Work etc. Act 1974
- Regulatory Reform (Fire Safety) Order 2005 (as amended)
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Manual Handling Operations Regulations 1992
- Statutory Framework for the Early Years Foundation Stage (current edition)
- Ofsted Early Years Inspection Framework

### **Review Record**

- **Date of last review:** 5<sup>th</sup> May 2026
- **Next scheduled review:** 5<sup>th</sup> May 2027
- **Reviewed by:** Head Health & Safety Officers / DSL
- **Approved by:** Senior Management Team

This policy was adopted by

On

Date to be reviewed

The Butterfly Rooms Ltd

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5<sup>th</sup> May 2026

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5<sup>th</sup> May 2027

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Signed on behalf of the Management  
committee

Name of signatory

A.Thompson

Miss Aimee Thompson