

TWINKLE TOES NURSERY

Health and Safety Policy

Policy lead: Sumaya Ahmed, Nursery Manager

Deputy responsible person: Rehana Pandor

Date reviewed: October 2026

Next review: October 2027, or sooner if legislation, guidance, premises or working practices change.

1. Policy statement

Twinkle Toes Nursery is committed to providing a safe, healthy and secure environment for children, staff, parents, students, contractors and visitors. We will take all reasonably practicable steps to prevent accidents, reduce risks, maintain safe premises and equipment, and protect everyone's health, safety and welfare. We will comply with relevant health and safety legislation and the current Early Years Foundation Stage (EYFS) statutory framework. Health and safety are a shared responsibility. All staff must follow this policy, report hazards promptly and take reasonable care to prevent harm.

2. Roles and responsibilities

Nursery Manager — Sumaya Ahmed

The Nursery Manager is responsible for:

- Overseeing the implementation of this policy and ensuring staff understand their responsibilities.
- Ensuring suitable risk assessments are completed, recorded, reviewed and acted upon.
- Arranging maintenance, repairs, safety checks and appropriate staff training.
- Ensuring accidents, incidents, hazards and near misses are recorded and followed up.
- Ensuring relevant incidents are reported to the appropriate authorities when legally required.
- Ensuring appropriate emergency procedures and first aid arrangements are in place.

Deputy Manager

The Deputy Manager will carry out these responsibilities in the Nursery Manager's absence and ensure urgent safety concerns are addressed.

All staff

Staff must:

- Take reasonable care of their own safety and that of others.
- Follow nursery procedures, training and instructions.
- Supervise children appropriately and maintain safe staff-to-child ratios.
- Check rooms, outdoor areas and equipment before use and throughout the day.
- Report hazards, defective equipment, accidents and near misses immediately.
- Use protective equipment and cleaning products correctly.
- Never ignore an unsafe situation or leave a hazard unaddressed.

Students and volunteers must be appropriately supervised and must not be left responsible for children beyond their authorised role and competence. Parents, visitors and contractors must follow the nursery's safety instructions.

Contractors must obtain management approval before undertaking work.

3. Premises and daily safety checks

The nursery will maintain safe indoor and outdoor environments, including appropriate lighting, ventilation, cleanliness, heating, sanitation and access routes.

Staff will complete and record daily risk assessments before children use the relevant areas. Checks will include:

- Floors, doors, windows, furniture, fixtures and fittings.
- Toys, play equipment and other resources.
- Outdoor play areas, gates, fencing and surfaces.
- Toilets, nappy-changing areas and handwashing facilities.
- Electrical equipment, sockets and accessible cables.
- Fire exits, escape routes and emergency equipment.
- Potential choking hazards, sharp objects and other accessible dangers.

Any hazard must be removed or isolated immediately where safe to do so. Defective equipment must be taken out of use until it has been made safe. Significant issues must be reported to management and recorded, including the action taken.

The nursery will maintain suitable entry and exit security; monitor visitors and ensure children cannot leave the premises unsupervised. Smoking and vaping are prohibited on nursery premises.

4. Risk assessments

The nursery will identify hazards, assess who may be harmed, implement suitable control measures and record significant findings as required by law.

Risk assessments will cover, as appropriate:

- Rooms, outdoor areas and equipment.
- Cleaning, food preparation and hazardous substances.
- Manual handling and staff wellbeing.
- Children with medical conditions, allergies, disabilities or additional needs.
- Fire, evacuation and other emergencies.
- Outings, transport and activities away from the premises.
- Contractors, maintenance work and temporary hazards.

Risk assessments will be reviewed regularly and whenever circumstances change, including after an accident, near miss, complaint or identification of a new hazard. Staff must understand the controls relevant to their work.

An individual risk assessment will be completed for anyone with specific needs or for any activity involving additional risks.

5. Fire safety and emergencies

The nursery will maintain suitable fire detection, alarm and emergency arrangements. Fire exits and escape routes must remain clear and accessible.

All staff must know:

- The evacuation procedure and designated assembly point.
- Their responsibilities during an emergency.
- How to raise the alarm and contact the emergency services.
- How children, including babies and those needing additional assistance, will be evacuated safely.

Fire drills will be carried out regularly, recorded and reviewed to identify any improvements needed. Fire equipment and alarms will be inspected and maintained at appropriate intervals.

Emergency contact details and relevant attendance information must be accessible to staff during an evacuation.

Other emergency arrangements, including serious injury, gas leaks, power failure and unsafe premises, will be explained to staff and reviewed when necessary.

6. First aid, accidents and incidents

Please see first aid policy.

7. Hygiene and infection prevention

See sickness policy, safeguarding policy and food hygiene.

8. Cleaning products and hazardous substances

Cleaning products, chemicals and other hazardous substances must be:

- Stored in locked areas inaccessible to children.
- Kept in their original, clearly labelled containers.
- Used according to the manufacturer's instructions.
- Covered by suitable COSHH assessments where required.
- Accompanied by relevant safety data and appropriate control measures.
- Used with suitable PPE where the risk assessment or instructions require it.

Staff must never mix cleaning chemicals or decant substances into food or drink containers. Products must be used, diluted and stored safely in accordance with their instructions.

Any spill, exposure or suspected poisoning must be dealt with promptly using the appropriate procedure. Emergency medical advice must be sought where necessary.

9. Food safety and allergies

See food safety and hygiene policy.

10. Electrical equipment and utilities

Electrical equipment must be suitable for its intended use, maintained safely and checked as appropriate. Damaged plugs, cables or equipment must be taken out of use and reported. Electrical sockets and cables must be protected from children where necessary. Staff must not carry out electrical repairs unless appropriately qualified and authorised.

The nursery records the following utility locations:

- **Water stop tap:** Front of property.
- **Gas point:** Basement.
- **Fuse box:** Basement.

- **Main electricity box:** Basement.

Management must ensure these locations are accurate, accessible to authorised adults and known to relevant staff. Utility supplies should only be isolated by an appropriate person when safe to do so.

11. Hot drinks, hot food and burns prevention

Hot drinks must not be carried or consumed where they could spill onto children. Hot drinks are not permitted in children's rooms, drinks must be in secure, lidded cups and handled with particular care when walking around the nursery.

Hot food and liquids must be kept out of children's reach. Staff must check temperatures before serving food to children and ensure cooking or food-serving activities are appropriately supervised.

12. Room temperatures and ventilation

Staff will monitor room temperatures using the thermometers provided and record readings in accordance with nursery procedures. Rooms must be maintained at a comfortable and safe temperature, with particular attention to babies and children who may be more vulnerable to becoming too hot or too cold.

Staff must respond to unsuitable temperatures by adjusting heating, ventilation, clothing or activities as appropriate and informing management when the problem cannot be resolved. Fans and other cooling equipment must be positioned securely and used so that children cannot access moving parts, cables or other hazards.

Babies must follow the nursery's safer sleep procedures and current EYFS requirements, including appropriate temperature and bedding arrangements. (see safer sleep policy)

13. Manual handling and moving children

The nursery will reduce manual handling risks wherever reasonably practicable. Staff must use safe techniques and any appropriate equipment or assistance when moving children, furniture or other loads.

Before lifting or carrying, staff should consider the child's needs, the task, the environment, the distance involved and their own ability to carry out the task safely.

Staff must:

- Keep the child or load close to the body and avoid twisting.
- Plan the route and remove obstacles.
- Avoid carrying unnecessary items at the same time as a child.
- Stop if a child is struggling or the task becomes unsafe.
- Seek assistance when needed.
- Report pain, injury or unsafe handling practices promptly.
- Have enough staff to supervise children going up and down the stairs.

Where children can safely participate in tasks such as climbing onto an appropriate changing facility, staff should encourage independence in line with the child's age, ability and the equipment's safety requirements.

Individual assessments and suitable adjustments will be made for pregnant workers, staff with health conditions or disabilities, and anyone else who may be at increased risk. Tasks must be allocated according to competence and assessed risk, rather than relying on blanket assumptions.

Staff will receive relevant manual handling instruction and further training where needed. The separate Manual Handling Policy must also be followed.

14. Pregnant workers and staff wellbeing

The nursery will assess workplace risks for pregnant workers and workers who have recently given birth or are breastfeeding, where applicable.

Suitable adjustments or additional control measures will be considered, including risks associated with lifting, prolonged standing, infectious diseases, chemicals and fatigue.

Staff must inform management of relevant work-related concerns so that appropriate individual assessments and adjustments can be considered confidentially.

15. Children's supervision and safe play

Children must be supervised according to their age, development, needs and the risks associated with the activity.

Staff must maintain the required staff-to-child ratios and remain alert to changing circumstances.

Children will be encouraged to explore and learn about appropriate risks within a safe, supervised environment.

Staff must:

- Check toys and resources for damage, cleanliness and age suitability.
- Remove broken or unsafe equipment immediately.
- Store small objects, sharp items and choking hazards safely.
- Ensure outdoor play equipment is suitable and safely maintained.

- Follow individual care plans and risk assessments.
- Take additional precautions for children with medical conditions, allergies or additional needs.

The nursery must not provide childcare on premises where a banned dog breed is kept or is present, in accordance with the applicable EYFS requirements. Any animal-related activities must be appropriately risk-assessed and supervised.

16. Students, volunteers, visitors and contractors

All students, volunteers and visitors must receive appropriate information about relevant safety procedures. Their access and responsibilities must be suitable for their role.

Children must not be left in the care of a person who is not authorised or suitably competent to supervise them.

Contractors must agree their work with the Nursery Manager in advance, and any work that could affect children's safety must be controlled or carried out when children are not exposed to the risk.

17. Training and communication

Sumaya Ahmed is responsible for monitoring staff health and safety training.

Health and safety procedures will be covered during staff induction and reinforced through meetings, updates and additional training where necessary.

Training records will be maintained. Staff must confirm that they understand the procedures relevant to their responsibilities and raise questions or concerns with management.

Parents will be given relevant information about nursery safety arrangements and are encouraged to report any concern promptly.

18. Reporting hazards and reviewing the policy

Any person who identifies a hazard must report it promptly to the Nursery Manager or Deputy Manager. Immediate action must be taken to protect children and others where a risk is identified.

Management will record significant concerns, actions taken and any further work required. Accidents, near misses, inspection findings and changes in guidance will be used to improve safety arrangements.