

Razzy's Daycare & Nursery

Health & Safety Policy



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Introduction

Razzy's Daycare & Nursery is committed to creating a safe and healthy environment for children, staff, parents, visitors, and contractors. The nursery recognises that maintaining a safe setting is essential for children's welfare, staff well-being, and overall operational effectiveness. The Nursery Manager holds overall responsibility for the implementation of this policy and for ensuring that all staff are adequately trained and supervised to maintain the highest standards of health and safety. All staff members have a duty to follow procedures, take reasonable care of themselves and others, and report hazards, incidents, or near misses without delay. Parents and visitors are expected to follow nursery procedures while on the premises to maintain a safe and secure environment.

Legal Framework

Razzy's Daycare & Nursery operates in full compliance with the following legislation and statutory guidance:

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Regulatory Reform (Fire Safety) Order 2005
- EYFS Statutory Framework 2025
- Management of Health and Safety at Work Regulations
- Public Health Guidance (including Infection Control in Schools & Nurseries)

Aims and Objectives

The aim of this policy is to provide a comprehensive framework to ensure the health, safety, and well-being of all children, staff, and visitors. This includes maintaining safe equipment and premises, supervising children effectively, managing risks, promoting hygiene, and ensuring compliance with legal and statutory requirements. The nursery seeks to foster a

proactive culture of health and safety, where staff are empowered to identify hazards, participate in training, and implement safe working practices.

Roles and Responsibilities

The Nursery Manager is responsible for overseeing all health and safety matters, including implementing policies, carrying out and reviewing risk assessments, maintaining records of staff training, and ensuring compliance with all statutory requirements. The Nursery Manager is also responsible for reporting serious accidents or incidents to external authorities where required and ensuring that all staff understand their responsibilities in maintaining a safe environment.

All staff members are responsible for taking reasonable care of themselves, the children, and others in the nursery. They must follow all health and safety procedures, supervise children appropriately at all times, and report hazards, accidents, or near misses immediately to the Nursery Manager. Staff are trained to use personal protective equipment (PPE) where required, including during cleaning, food preparation, intimate care, and first aid.

Parents also play a key role in supporting health and safety by adhering to nursery procedures while on the premises, supervising their own children where appropriate, and reporting any concerns to the Nursery Manager. They are expected to follow nursery procedures during drop-off and collection, inform staff of illnesses, allergies, or medical conditions, and support staff in reinforcing safety practices. Parents are encouraged to provide feedback on health and safety matters to support continuous improvement.

Supervision of Children

Children at Razy's Daycare & Nursery are supervised at all times in accordance with EYFS 2025 requirements. Staff deployment is planned to maintain ratios and ensure that all children are within sight or hearing of a qualified adult. Registers are completed at arrival and departure, and headcounts are conducted regularly throughout the day. Special attention is given during high-risk activities such as water play, climbing apparatus, cooking, or outdoor exploration, with additional staff present where necessary. Babies and toddlers are monitored continuously during feeding, nappy changing, and sleep, and staff follow detailed procedures to ensure their safety and well-being. Temporary staff, students, and relief staff are supervised and fully briefed to maintain consistent supervision standards.

Environment and Equipment

The nursery environment, equipment, and resources are subject to rigorous checks daily and annually to ensure they are safe, clean, and suitable for children's use. Electrical equipment is PAT tested regularly, and any faults are addressed immediately. Furniture, including cots, highchairs, and large items, is checked for stability, and dangerous areas such as kitchens or

boiler rooms are secured to prevent unauthorised access. Fire exits, doors, and walkways are kept clear at all times, and cleaning materials and hazardous substances are stored safely following COSHH guidance. Risk assessments are updated regularly and signed off by the Nursery Manager.

Fire Safety and Emergencies

Fire safety is a priority at Razzy's Daycare & Nursery. Fire alarms are tested regularly, and evacuation drills are conducted at least termly. Staff are trained in emergency procedures, including the safe evacuation of all children, checking rooms, taking registers, and supervising children at assembly points. Emergency contact details are maintained for all children and staff. Procedures are also in place for managing accidents, medical emergencies, severe weather, or lockdown situations. Staff understand their responsibilities and are trained in the use of fire-fighting equipment where appropriate.

Health and Hygiene Practice

Handwashing and Personal Hygiene

- Staff and children follow strict handwashing routines: on arrival, before and after meals, after using the toilet, after outdoor play, and following any contact with bodily fluids.
- Staff model good hygiene practices and encourage children to develop independent hygiene routines appropriate to their age.
- Staff maintain personal hygiene, wear clean uniforms, and use PPE (gloves, aprons) when required, such as during nappy changing, intimate care, or cleaning.

Infection Control

Razzy's Daycare & Nursery implements robust procedures to minimise the risk of infection. Staff follow strict handwashing, cleaning, and sterilisation routines, especially when handling food, bottles, and during intimate care. Protective gloves and aprons are worn where appropriate. Children showing signs of illness are monitored and, where necessary, temporarily excluded in line with public health guidance. Procedures are in place for handling bodily fluids, spillages, and contaminated materials safely. Staff receive ongoing training to ensure infection control procedures are applied consistently and effectively.

Food Safety

Food preparation, storage, and handling comply with current hygiene standards. Staff are trained in safe food handling, including formula milk preparation, bottle sterilisation, and allergen management. Mealtimes are closely supervised to reduce choking risks and promote healthy eating. Staff work closely with parents to support weaning and cater to individual dietary requirements. Babies and young children are fed safely with bottles

prepared to the correct temperature and used immediately, while older children are encouraged to self-feed safely under supervision.

Risk Assessment and Monitoring

All nursery activities, both onsite and during outings, are subject to comprehensive risk assessments to ensure children's safety. Potential hazards, unsafe practices, and near misses are recorded, reported, and reviewed to prevent recurrence. Regular audits of premises, equipment, and staff practices are conducted to maintain compliance with statutory requirements and best practice guidance. Staff receive ongoing training and support to implement risk management measures effectively. The Nursery Manager ensures that all risk assessments are reviewed, updated, and communicated to staff, students, and visitors where relevant.

Review

This Health & Safety Policy is reviewed at least annually or sooner if there are changes to legislation, EYFS guidance, staffing, premises, or operations. Staff, parents, and external professionals are encouraged to provide feedback to continuously improve health and safety practices within the nursery.