



## **JAMmy Tots Nursery – Health & Safety Policy**

**Date:** April 2026

**Manager / Responsible Person:** Jenene Morgan

**Next Review:** April 2027

### **1. Purpose**

The purpose of this policy is to ensure that all children, staff, visitors, and volunteers at JAMmy Tots Nursery are provided with a safe and secure environment. This policy outlines responsibilities, procedures, and standards to minimise risks, prevent accidents, and comply with statutory requirements.

This policy aligns with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Early Years Foundation Stage (EYFS) 2025
- Ofsted requirements

### **2. Scope**

This policy applies to:

- All children, staff, volunteers, and visitors
- Nursery premises, both indoor and outdoor
- Activities, outings, and events organised by JAMmy Tots Nursery

### **3. Policy Statement**

JAMmy Tots Nursery is committed to:

- Providing a safe and healthy environment for all children and staff
- Promoting the wellbeing of children, including their physical, emotional, and mental health
- Ensuring that all staff understand and follow health and safety procedures
- Complying with all relevant health and safety legislation and best practice guidance



#### **4. Responsibilities**

##### **Owner/Manager:**

- Overall responsibility for health and safety compliance
- Ensures risk assessments are completed and reviewed regularly
- Ensures staff are trained in health and safety procedures, first aid, and emergency response
- Investigates and reports accidents and incidents as required

##### **Staff and Volunteers:**

- Follow nursery health and safety procedures at all times
- Report hazards, incidents, or unsafe practices immediately to the manager
- Supervise children carefully and ensure their safety during all activities
- Participate in training sessions related to health and safety

##### **Children and Parents:**

- Children encouraged to understand safe practices in age-appropriate ways
- Parents must inform staff of allergies, medical conditions, or health needs

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#### **5. Risk Assessment**

- Risk assessments conducted for all areas of the nursery, including indoor and outdoor spaces, equipment, and activities
- All outings and off-site activities have specific risk assessments
- Risk assessments reviewed termly or when significant changes occur
- Control measures implemented to minimise identified risks

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#### **6. Accident and Incident Procedures**

- All accidents and incidents are recorded in an Accident/Incident Log
- First aid administered promptly by trained staff
- Parents notified immediately of any significant incident or injury
- Serious incidents reported to Ofsted or relevant authorities as required by law



#### **Paediatric First Aid:**

- All staff are trained in Paediatric First Aid and refreshed annually
- First aid kits are maintained, fully stocked, and accessible at all times
- Records of first aid administered are kept securely

#### **7. Fire Safety**

- Fire risk assessment completed for nursery premises
- Fire extinguishers, smoke detectors, and emergency lighting maintained and tested regularly
- Evacuation plan clearly displayed in all areas
- Termly fire drills conducted and logged
- Attendance registers used during drills to ensure all children and staff accounted for

#### **8. Food Safety and Hygiene**

- Staff adhere to food hygiene regulations when preparing and serving meals
- Kitchen and dining areas cleaned daily and maintained to high hygiene standards
- Allergies and dietary requirements recorded and strictly observed
- Children encouraged to wash hands before eating and after using the toilet

#### **9. Infection Control**

- Children with infectious illnesses are kept at home until fully recovered
- Staff follow strict handwashing protocols
- Toys, equipment, and surfaces cleaned and disinfected regularly
- Procedures in place for managing vomiting, diarrhoea, or other infectious incidents



## **10. Security**

- Access to the nursery is controlled at all times
- Visitors sign in and are supervised while on premises
- Children only released to authorised adults with prior parental consent

## **11. Equipment and Premises**

- All equipment checked regularly for safety and suitability
- Outdoor play equipment inspected and maintained termly
- Any damaged equipment removed or repaired immediately
- Adequate supervision ensured during all activities

## **12. Monitoring and Review**

- Health and safety procedures reviewed annually or after any significant incident
- Manager maintains records of risk assessments, accidents, and staff training
- Policies updated to reflect changes in legislation or best practice guidance

## **Conclusion**

JAMmy Tots Nursery is committed to maintaining a safe, secure, and healthy environment for children, staff, and visitors. All staff, parents, and volunteers share responsibility in ensuring that risks are minimised and children's wellbeing is protected at all times.