



Wonder Barn Nursery

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This policy is shared with all staff, parents and stakeholders. It is also published on via our communication app 'Family'

Role: Gemma Aziz and Rebecca Collins- Owners/Directors

Policy reviewed and updated: September 2026

Date to be reviewed: September 2027

8.1 Health and Safety General Standards

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise hazards and risks to enable the children to thrive in a healthy and safe environment.

Our members of staff responsible for health and safety are: **Gemma Aziz & Rebecca Collins**

Insurance Cover

We have public liability insurance and employers' liability insurance.

The certificate for public liability insurance is displayed in: The setting entrance window

Procedures

Awareness Raising

Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults understand their shared responsibility for health and safety. It covers employee well-being, safe lifting, and storage of potentially dangerous substances.

We keep records of these induction training sessions, and new staff and volunteers sign the records to confirm participation.

We explain health and safety to new parents, so they understand its role in daily routines.

Health and safety training is included in staff training plans and discussed at staff meetings.

We operate a no-smoking and no vaping policy.

We raise children's awareness of health and safety through discussions, planned activities and daily routines.

Windows and Doors

- Glass doors are either shatterproof or made safe.
- We protect windows from breakage or vandalism.
- We use finger guards or similar to prevent fingers from being trapped in doors.

Floors and Walkways

- Floors are checked daily for cleanliness and safety.
- Wet spills are cleaned up immediately.
- Walkways are kept clear and uncluttered.

Electrical Equipment

- All electrical equipment conforms to safety requirements and is regularly checked.
- Electrical meter cupboards are inaccessible to children.
- Wires and leads are properly guarded.
- We avoid overloading sockets.
- Electrical devices are switched off after use.
- Hot water temperature is controlled.
- Lighting and ventilation are adequate.

Storage

- Resources and materials are stored safely and appropriately.
- Equipment is stored or stacked securely to prevent collapse.

Outdoor Area

- Secure fencing is in place.
- Daily safety checks are conducted to remove hazards.
- Poisonous plants and chemicals are avoided.
- Receptacles are left upturned to prevent water collection.
- Sand pits are covered and cleaned.
- Children are dressed appropriately for the weather and sun protection is applied as needed.
- Outdoor play is supervised at all times, especially on climbing equipment.

Hygiene

- We follow current guidance from the Health Protection Agency.
- Children are encouraged to learn about personal hygiene through routines.

- We have a cleaning schedule for all areas, including kitchen and toilets.
- Resources, furnishings, and dress-up clothes are cleaned regularly.
- Toilets are kept hygienic and have adequate facilities.
- We practice good hygiene including:
 - Cleaning tables between activities
 - Regular toilet checks
 - Wearing protective clothing
 - Providing spare clothes
 - Supplying tissues and wipes

Activities, Resources and Repairs

- Equipment is checked before purchase or loan.
- Layout allows safe movement between activities.
- Equipment is regularly cleaned and repaired or discarded if unsafe.
- Unsafe areas are marked and separated.
- Materials are non-toxic.
- Sand is safe for play.
- Physical play is supervised.
- Children are taught safe tool use and storage.
- Sleeping children are checked every 10 minutes
- Children may be gently moved to ensure they sleep safely.
- Health, safety and hygiene are embedded in activities and routines.
- Large equipment is discarded only with management approval.

Jewellery and Accessories

- Staff do not wear jewellery or accessories that pose risks.
- Parents ensure children's jewellery is safe.
- Hair accessories are removed before sleep.

Safety of Adults

- Staff are guided on safe lifting and equipment use.
- Safe tools are provided for reaching and maintenance tasks.
- Warning signs are clear and in relevant languages.
- No staff remain alone in the building.
- Staff sickness and accidents are recorded and reviewed termly.

Control of Substances Hazardous to Health (COSHH)

- Staff follow COSHH guidelines.
- A record of hazardous substances and their storage is kept.
- Chemicals are stored safely, in original containers, and used minimally.
- Risk assessments are completed for each chemical.
- We do not use:
 - Bleach
 - We use soap for routine handwashing, in line with public health guidance. Anti-bacterial handwash may be used when advised during illness outbreaks or for particular medical needs.
 - Anti-bacterial sprays around children
- Staff use chemicals safely and wear protective gloves.

Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999): Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health (COSHH) (2002)
- Manual Handling Operations Regulations (1992, amended 2004)
- Health and Safety (Display Screen Equipment) Regulations (1992)

Further Guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation: A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- COSHH: What You Need to Know (HSE Revised 2009)
- Manual Handling FAQ Guide (HSE 2011)

8.2 Maintaining Children's Safety and Security on the Premises

We maintain the highest possible standards of safety and security on our premises to ensure that every child is cared for in a secure and protected environment throughout their time with us.

Procedures

Children's Personal Safety

All staff are subject to enhanced Disclosure and Barring Service (DBS) checks, including children's barred list checks, prior to employment.

Children are supervised by adults at all times.

A minimum of two staff members are present whenever children are on the premises.

Regular risk assessments are carried out to ensure that no part of the premises or activity presents a risk to children's safety or wellbeing.

Security of the Premises

- We follow clear procedures for the safe arrival and collection of children.
- The arrival and departure times of all children, staff, volunteers, and visitors are recorded.
- All visitors must sign in and out in our visitors book and state the reason for their visit.
- Visitors are only admitted with prior arrangement.
- Visitors are never left unsupervised with children unless they have undergone appropriate DBS checks.
- All staff are trained to challenge and report unauthorised persons on site.
- Entrance doors remain closed during operating hours, and gates are secured to prevent unauthorised access and to ensure children cannot leave the premises unnoticed.
- Staff and volunteers store personal belongings securely during sessions.
- Only minimal amounts of petty cash are held on site, stored securely and out of sight.

8.3 Supervision of Children on Outings and Visits

Policy Statement

Children benefit from outings to local parks, nature spaces, and community venues that enrich their learning experiences. We have clear procedures in place to ensure children are kept safe at all times while off site. All staff and volunteers understand and follow these procedures.

Procedures

All off-site activities have a clearly defined purpose with specific learning and development outcomes.

Each outing has a designated lead practitioner who is responsible for overseeing the excursion and ensuring safety protocols are followed.

Parents provide general consent at registration for their child to take part in local trips. This includes regular visits to familiar places near the setting including the large Farmhouse Garden.

For outings beyond the immediate vicinity (e.g. more than 3 minutes' walk), parents are informed in advance and a written risk assessment is completed and signed by the manager and staff attending.

Outings will not go ahead if concerns arise about the safety or viability of the activity at any point.

Children with medical conditions, allergies, or additional needs have individual risk assessments tailored to the outing (e.g. supermarket visits with a child with allergies).

All outing risk assessments are kept on file and made available for parents to view on request.

Supervision and Ratios

Our standard adult-to-child ratio is 1:2, depending on age, the nature of the outing, and staffing availability. In most cases, parents/carers are required to attend.

A minimum of two staff members accompany children on outings. If the whole setting is not involved, at least two staff remain on-site with the other children.

Each child is assigned to a named adult who is responsible for their supervision and safety throughout the outing.

Staff conduct frequent headcounts and ensure that children hold hands or use a walking rope as appropriate.

Parents who attend outings are responsible for their own child only. Where a parent has been DBS- checked and inducted as a volunteer, they may be counted in the adult-to-child ratio and have children allocated to them.

Planning and Preparation

All outings are logged in the risk assessment folder with:

- Date and time of the outing
- Venue
- Staff-to-child assignments
- Planned return time

We take a mobile phone and a bag containing:

- Tissues, wipes, spare clothing, nappies
- Any medication or health plans
- Mini first aid kit
- Snacks and water
- Sun cream, if appropriate
- Emergency contact details for all children

Staff ensure that children are dressed appropriately for the weather and activity.

Safeguarding on Outings

Staff remain vigilant to potential risks when off site and take appropriate action to protect children from harm.

Any safeguarding concerns that arise during an outing are reported in line with our safeguarding policy.

8.4 Risk Assessment

The health and safety of children, staff, volunteers, and families is of paramount importance. We aim to provide a safe, welcoming, and stimulating environment by actively assessing and managing risks, enabling children to thrive while learning to navigate risk safely as part of their development.

Risk assessment involves identifying hazards that could cause harm and taking reasonable steps to reduce or eliminate that risk. It is not about removing all risk, but ensuring that risks are understood, managed, and proportionate — particularly in play, where calculated risk-taking supports learning.

Principles of Our Approach

We follow a structured five-step approach to risk assessment:

- Identify the risk – What is the potential hazard and where is it?
- Identify who is at risk – Children, staff, parents, visitors, etc.
- Assess the risk level – How likely is it to happen, and how serious could it be?
- Control measures – What steps are taken to reduce the risk?
- Monitor and review – Is it working? If not, what needs changing?

We involve stakeholders in reviewing risk assessments, as their feedback helps evaluate whether control measures are practical and effective.

Procedures

Our risk assessment process applies to both children and adults and includes:

- Identifying where written risk assessments are needed to inform staff practice and demonstrate compliance (to parents, Ofsted, or local authorities).
- Checking indoor and outdoor spaces daily for potential hazards before each session begins.
- Making written risk assessments where required, including who may be affected, level of risk, and actions to be taken.
- Developing action plans where needed, including responsibilities and timeframes.
- Routine Safety Checks
- Daily: Staff visually check key areas and equipment before the session starts.
- Ongoing: Staff remain vigilant throughout the day and respond to any new or emerging risks.
- Annually: Professional checks (e.g. electrical safety) are completed, and records are maintained.

Specific Risk Assessments

The manager ensures that relevant risk assessments are completed and reviewed

Additional Precautions

We carry out routine checks to reduce the risk of Legionella in water systems, in line with HSE guidance. We reduce the risk of Legionella by flushing infrequently used taps weekly, running all taps following closures, and regularly cleaning taps in line with HSE guidance.

Risk assessments are written and reviewed as needed — particularly when new activities, changes to the environment, or individual needs arise.

Legal Framework

Management of Health and Safety at Work Regulations (1999)

Further Guidance

- *Five Steps to Risk Assessment* (HSE 2011)
- *Legionnaires' Disease – A Brief Guide for Dutyholders* (HSE 2012) www.hse.gov.uk/pubns/indg458.pdf

8.5 Fire Safety and Emergency Evacuation

We are committed to maintaining the highest possible standards of fire safety. The manager and staff are trained and familiar with current legal requirements, and we seek advice from competent fire safety professionals when needed. We follow procedures specific to our premises and make reasonable adjustments as required. A Fire Safety Log is maintained to record fire drills, servicing records, and any actions taken following risk assessments or incidents.

Procedures

Fire Safety Risk Assessment

Fire safety is underpinned by a written risk assessment, carried out by a competent person.

The managers have undertaken fire safety training and is responsible for completing and reviewing the setting's fire risk assessment in line with the guidance: Fire Safety Risk Assessment – Educational Premises (HMG 2006).

Where we rent premises, we obtain a copy of the building's fire risk assessment and contribute to its review where relevant.

Our fire risk assessment considers:

- Electrical plugs, wires, and sockets
- Electrical appliances
- Kitchen and cooking equipment
- Flammable materials (e.g. soft furnishings, displays, paper)
- Storage and use of flammable cleaning chemicals
- Means of escape and evacuation routes
- Any other potential fire hazards

Fire Safety Precautions

- Fire exits and fire doors are clearly marked, never obstructed, and can be opened easily from the inside.
- Smoke alarms, detectors, and fire extinguishers conform to BS EN standards, are installed in high- risk areas, and checked in accordance with manufacturer guidance.
- All electrical equipment is checked annually by a qualified electrician. Faulty equipment is removed from use until repaired or replaced.
- Emergency evacuation procedures are:
 - Clearly displayed on the premises
 - Explained to all new staff, students, and volunteers
 - Practised at least once every six weeks

Emergency Evacuation Procedure

Our procedures ensure safe and efficient evacuation:

- Children are familiarised with the fire procedure through regular drills.
- Staff point out fire exits to all new staff, volunteers, and visitors.

During drills or real evacuations:

- Each key staff member collects the register (iPad), emergency contact details, and any essential medication (e.g. inhalers, EpiPens).
- Staff lead children calmly out of the building using the nearest safe exit.
- At the assembly point, checks are made from the register. Staff confirm to the manager that all children are present.
- Evacuation should be completed within 1–2 minutes.

In the event of a real fire:

- The manager or lead practitioner (Fire Marshall) calls emergency services (999).
- The manager/those deputising contacts parents to inform them of the situation.

Fire Drills

Fire drills are held once per half term (or more frequently if needed). We record the following in our Fire Safety Log:

- Date and time of the drill
- Number of children and adults present
- Duration of the evacuation
- Any delays or issues encountered
- Actions taken to improve future drills

Legal Framework

- Regulatory Reform (Fire Safety) Order 2005

Further Guidance

- Fire Safety Risk Assessment – Educational Premises (HMG 2006) <https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

8.6 Animals in the Setting

As part of the Early Years Foundation Stage (EYFS), children learn about the natural world, including animals and other living things. Experiences involving animals — whether through visits or the animals that live near the setting — are planned with careful consideration for children's safety, wellbeing, and learning. We ensure that appropriate hygiene, risk assessments, and supervision are in place at all times.

Procedures

Animals near the Setting (e.g. Pets)

We consider the views of parents and children, and check for allergies, phobias, or religious/cultural concerns before introducing any pet to the setting and explain to prospective families that animals that live nearby.

A risk assessment is completed before introducing any new animals, identifying any hygiene, health, or safety risks. This is reviewed regularly.

Animals are well cared for by those responsible for them. They are fed appropriately and that their welfare needs are consistently met.

- Staff supervise all interactions between children and animals.
- Children are supported to learn about caring for living things and taught how to handle them gently and respectfully.
- Children wash hands thoroughly after handling animals or their housing.
- Children are not permitted to touch soiled bedding, food bowls, or animal waste.
- If animals are brought in by visitors (e.g. animal experience sessions), the owner remains responsible for the animal at all times and must:
 - Provide a risk assessment for the visit
 - Supervise animal contact
 - Ensure hygiene and safety measures are in place

Visits to Farms or Animal Facilities

A full risk assessment is carried out before any visit to a farm or animal venue. The farm's own risk assessment is reviewed if available.

We check with the venue in advance to ensure there have been no recent outbreaks of E.coli, cryptosporidium, or other infectious illnesses.

All children, staff, and volunteers wash their hands thoroughly after contact with animals and before eating or drinking.

Outdoor footwear used at farms is cleaned before re-entering the setting and not worn indoors.

Staff and volunteers who are pregnant are advised to avoid contact with lambing ewes and to consult their GP before the visit.

Our standard outings procedure applies to all animal visits off-site.

Legal Framework

- *Management of Health and Safety at Work Regulations (1999)*

Further Guidance

- *Health and Safety Regulation...A Short Guide* (HSE, 2003)
- www.hse.gov.uk/pubns/hsc13.pdf
- *Preventing or controlling ill health from animal contact at visitor attractions* (HSE, 2015) www.hse.gov.uk/pubns/ais23.pdf

8.7 No-Smoking and Vaping Policy

In accordance with health and safety legislation and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage (EYFS), our setting is a strictly no-smoking and no-vaping environment — both indoors and outdoors — at all times.

Procedures

- All staff, parents, carers, students, and visitors are made aware of our No-Smoking Policy.
- The policy is included in our information for parents and shared during staff induction.
- We actively promote smoke-free lifestyles by signposting parents and staff to support services if they wish to stop smoking.
- Smoking or vaping is not permitted anywhere on the premises, including the outdoor play areas and garden.
- E-cigarettes and vapes are treated the same as tobacco products and are not permitted to be used on-site at any time.

Staff who smoke or vape:

- May only do so during scheduled breaks and must leave the premises completely
- Must not smoke while wearing the setting's uniform — or must cover it appropriately
- Should take steps to minimise residual odour or exposure (e.g. washing hands, using mouthwash)
- Smoking is not permitted in any vehicles owned or used by the setting.
- Staff are made aware that failure to follow this policy may lead to disciplinary action.
- It is a criminal offence to smoke in smoke-free areas. Individuals can be issued with a fixed penalty notice of £50, or face prosecution and a fine of up to £200.

Legal Framework

- *The Smoke-free (Premises and Enforcement) Regulations 2006*
- *The Smoke-free (Signs) Regulations 2012*

8.8 Staff Personal Safety (Including Home Visits – if Applicable)

We are committed to ensuring the safety and wellbeing of all staff members. Staff have the right to work in a safe environment, whether on or off the premises. This policy outlines the procedures we follow to support staff safety and manage risk, including in situations involving parents or, where applicable, home visits.

Procedures

General Personal Safety

- Staff arriving early or staying late ensure that doors and windows are securely locked.
- Where possible, the first two staff members arrive together and the last two staff leave together.
- Visitors are admitted by prior appointment only and must have their identity verified on arrival.
- Only minimal amounts of petty cash are kept on-site.
- When taking cash to the bank, a risk assessment is carried out and an agreed procedure is followed.
- Staff record off-site meetings or appointments in the setting diary, including the person/place, time of meeting, and expected return time.
- Managers maintain good communication with local police and seek advice where concerns arise.

Home Visits (*Not currently carried out, but procedure is in place if needed*)

If home visits are ever introduced, the following safety procedures will apply:

- Home visits are conducted only with the manager's approval.
- A risk assessment is completed beforehand, considering the family's needs and any safety concerns.
- Staff conduct visits in pairs, usually the manager or deputy with the child's key person.
- The visit is logged in the diary, including the address, names of staff attending, and scheduled return time.
- A designated contact person in the setting is informed when the team departs and when they return.
- Staff carry a mobile phone and have agreed on an emergency code word or phrase to alert the setting discreetly if they feel unsafe. This will trigger a 999 call.
- If staff do not return on time and cannot be reached, the contact person will continue attempts to make contact, and will notify the police if necessary.
- If, on arrival, there are concerns (e.g. a parent appears under the influence), the visit does not go ahead.

Dealing with Agitated or Abusive Parents in the Setting

- If a parent appears angry, distressed, or agitated, two staff members will calmly lead the individual to a quieter space, but will not close the door behind them.
- Staff remain standing if the parent is standing, maintaining a calm but confident posture.
- Staff speak clearly and calmly, using simple, non-confrontational language.
- If shouting or aggressive behaviour continues, staff:
 - Avoid inflammatory phrases (e.g. "calm down")
 - Clearly state that the conversation will only continue once the behaviour improves
- If threatening behaviour persists, staff explain that the police will be called, and make it clear that such behaviour is not acceptable in front of children.
- Following the incident:
 - A full record is made in the child's file
 - Any agreed actions or decisions made with the parent are documented
 - Relevant correspondence is stored with the child's records

8.9 Terrorist Threat, Lockdown Procedures and the Prevent Duty

We take our duty to protect children, staff, and visitors from the risk of harm, including terrorism, very seriously. As part of our commitment to the Prevent Duty, we complete a Prevent risk assessment which is reviewed regularly and kept in the office.

This policy outlines our response to any immediate threat requiring a lockdown — an emergency protocol designed to secure the premises and keep all occupants safe by minimising movement and contact with the outside environment.

Prevent Duty and Preparedness

- The setting manager carries out a Prevent risk assessment, taking into account the location of the setting and any known risks.
- The manager stays up to date with national threat levels (available at www.mi5.gov.uk/threat-levels) and checks local police or government websites for current advice.
- Local police contact numbers are clearly displayed for quick reference.
- Emergency procedures, including lockdown, are reviewed regularly and updated as needed.
- Information about this procedure is shared with parents, and all staff are trained in their roles and responsibilities.

Lockdown Procedures

If a serious incident occurs or an imminent threat is identified (e.g. nearby police incident, potential intruder, or terrorist activity), the setting manager will assess the risk and, if appropriate, initiate a lockdown.

During Lockdown:

- Staff and children remain in their designated areas, or move to a safer space if needed.
- All external doors and windows are secured.
- Curtains and blinds are closed where possible.
- Children are encouraged to stay low, keep calm, and follow instructions.
- Staff tune into a local radio or news outlet if appropriate.
- Non-essential use of phones is avoided to keep lines open.
- If the fire alarm sounds, staff remain in place unless they see or smell smoke/fire, in which case they evacuate following standard procedures.
- The front door will not be opened until the setting manager receives the official “all clear” or is certain it is emergency services at the door.

Staff must not:

- Travel down long corridors or gather in large open areas.
- Call 999 unless there is new, urgent information or immediate danger to life. Lockdown Rehearsals
- Staff rehearse age-appropriate lockdown routines with children, such as staying quiet, moving away from windows, and listening to adults.
- Lockdown drills are carried out termly and recorded, just like fire drills.

Communicating with Parents

In the event of a lockdown, parents are informed via phone or text once lockdown is confirmed.

Suggested wording for parent message:

“Due to an incident, we have been advised by the emergency services to secure the premises and stay indoors until we receive the ‘all clear’. Please do not attempt to collect your child until we notify you that it is safe. We ask that you keep phone lines clear unless it is urgent. We will update you as soon as possible.”

After Lockdown

- Staff cooperate fully with the emergency services to ensure an orderly evacuation, if required.
- A full register and contact details are kept on hand at all times.
- Staff and children who witnessed events may be asked to provide a statement to the police.
- Parents may be understandably anxious, but will only be allowed to collect children once it is deemed safe by emergency services.

Reporting and Recording

- The setting manager will report the lockdown to their line manager as soon as possible, and complete a written report of the incident.
- A record is filed and kept securely for inspection if required.

Further Guidance and Contacts

- In an emergency, call 999.
- To report suspicious activity, call the Anti-Terrorist Hotline: 0800 789 321.

- For non-emergency police support, call 101