



Health and Safety Policy

Pavilion Pre School (Aigburth) CIO is committed to providing a safe, healthy and secure environment for all children, staff, volunteers, parents, visitors and contractors.

The health, safety and welfare of children is our highest priority. We recognise that effective health and safety management is an essential part of providing high-quality early years education and care.

We will take all reasonably practicable steps to:

- prevent accidents, injuries and ill health;
- identify and manage hazards and risks;
- provide safe premises, equipment and resources;
- ensure appropriate supervision of children;
- provide suitable information, instruction and training;
- maintain appropriate staff competencies;
- respond appropriately to accidents, incidents and emergencies;
- comply with relevant legislation and guidance; and
- continually review and improve our health and safety arrangements.

Health and safety is the responsibility of everyone working within the setting.

Legal and Regulatory Framework

Pavilion Pre School (Aigburth) CIO will have regard to all relevant legislation and statutory guidance, including, where applicable:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Electricity at Work Regulations 1989
- Food Safety Act 1990 and associated food hygiene regulations
- Control of Asbestos Regulations 2012, where applicable
- Children and Families Act 2014, where applicable



Health and Safety Policy

- Equality Act 2010
- The Early Years Foundation Stage (EYFS) statutory framework
- Current Department for Education guidance relating to early years and wraparound childcare.

The setting will also follow relevant local authority guidance and advice from competent health and safety professionals where appropriate.

3. Responsibilities

Nominated Individual – Emma Sweeney Reid

The Nominated Individual has overall responsibility for ensuring that the organisation has appropriate arrangements in place to promote the health, safety and welfare of children and staff.

The Nominated Individual will:

- ensure that health and safety is given appropriate priority;
- ensure that adequate resources are made available;
- ensure that appropriate policies and procedures are implemented;
- receive reports relating to significant health and safety matters;
- ensure that serious concerns are investigated appropriately;
- monitor compliance with the policy; and
- ensure that appropriate action is taken where health and safety standards are not being met.

The Nominated Individual will work closely with the Operations Manager and other members of the leadership team.

Operations Manager – Sue MacGregor

The Operations Manager is responsible for the day-to-day implementation and management of this policy.

Responsibilities include:

- ensuring that appropriate risk assessments are completed and reviewed;
- ensuring staff understand their health and safety responsibilities;
- arranging appropriate training and refresher training;
- ensuring accidents, incidents and near misses are recorded and reviewed;



Health and Safety Policy

- ensuring appropriate action is taken following accidents or identified hazards;
- monitoring the condition and safety of the premises;
- ensuring equipment is appropriately maintained;
- coordinating emergency procedures;
- liaising with relevant external agencies where necessary;
- ensuring health and safety records are maintained;
- monitoring compliance across the pre-school and clubs; and
- reporting significant health and safety issues to the Nominated Individual/Trustees.

As Designated Safeguarding Lead, Sue MacGregor will also ensure that health and safety concerns which may constitute safeguarding concerns are managed in accordance with the Safeguarding Policy.

Designated Safeguarding Lead – Sue MacGregor

The Designated Safeguarding Lead will ensure that health and safety matters are considered alongside safeguarding responsibilities.

Any health and safety concern involving:

- a child's welfare;
- unsafe adult behaviour;
- inadequate supervision;
- an unexplained injury;
- a concern regarding a member of staff or volunteer;
- an allegation against an adult; or
- circumstances that may place a child at risk of harm

must be reported to the DSL in accordance with safeguarding procedures.

The DSL will make referrals to relevant agencies where required.

Deputy DSL – Pre-School – Delyth Corry

Delyth Corry will support the DSL in relation to safeguarding and health and safety matters within the pre-school.

In the absence of the DSL, Delyth will take appropriate action in accordance with the setting's safeguarding and emergency procedures.



Health and Safety Policy

Deputy DSL – Clubs – Nadezhda Knox and Laura Turner

Nadezhda Knox and Laura Turner will support the DSL in relation to safeguarding and health and safety matters within the breakfast and after-school clubs.

In the absence of the DSL, they will take appropriate action in accordance with the setting's safeguarding and emergency procedures.

All Staff

All staff have a responsibility for maintaining a safe environment.

Staff must:

- take reasonable care of their own health and safety and that of others;
- follow all health and safety policies and procedures;
- follow risk assessments and control measures;
- actively supervise children;
- report hazards immediately;
- report accidents, incidents and near misses;
- use equipment appropriately;
- attend required training;
- maintain appropriate professional conduct;
- ensure children are never left unsupervised where supervision is required;
- challenge unsafe practice appropriately; and
- immediately report any safeguarding concern.

Staff must not undertake a task for which they have not received appropriate instruction or training.

Risk Assessment

The setting will maintain a systematic approach to identifying and controlling risks.

Risk assessments will be completed for activities, environments and situations where a significant risk may exist.



Health and Safety Policy

These may include:

- indoor activities;
- outdoor play;
- messy and sensory play;
- cooking and food activities;
- safer eating;
- sleeping arrangements;
- toileting and nappy changing;
- outings and trips;
- arrival and collection;
- breakfast club;
- after-school club;
- use of equipment;
- manual handling;
- cleaning and COSHH;
- fire and emergency situations;
- infectious illnesses;
- individual children with additional needs;
- children with medical conditions or allergies; and
- any new or unusual activity.

Risk assessments will identify hazards, who may be harmed, the level of risk and the control measures required.

They will be reviewed:

- at least annually;
- following an accident or significant incident;
- following identification of a new hazard;
- when circumstances change;
- when new equipment or activities are introduced; and
- when there is reason to believe that the assessment is no longer valid.

Staff will undertake dynamic risk assessments where circumstances change unexpectedly.



Health and Safety Policy

Daily Health and Safety Checks

Appropriate daily checks will be completed before children access the environment.

Checks will include, where applicable:

- entrances and exits;
- gates and fencing;
- indoor rooms;
- floors and surfaces;
- toilets and changing areas;
- outdoor play areas;
- equipment;
- furniture;
- electrical items;
- heating and ventilation;
- lighting;
- hazardous substances;
- first aid supplies;
- fire exits;
- emergency equipment; and
- general cleanliness.

Any hazard identified must be dealt with immediately where possible.

Where an issue cannot be rectified immediately, the area or equipment will be made safe and appropriate action taken.

Supervision of Children

Children will be appropriately supervised at all times.

Staff will remain alert to children's whereabouts, activities and individual needs.

Supervision will take account of:

- children's ages and developmental stages;
- the nature of the activity;
- the environment;



Health and Safety Policy

- identified risks;
- children's additional needs;
- individual medical needs;
- staffing levels; and
- the requirements of the EYFS.

Staff must position themselves appropriately to maintain effective supervision rather than remaining in fixed locations where this could compromise children's safety.

Staff-to-Child Ratios

The setting will comply with statutory EYFS requirements relating to staff-to-child ratios and appropriate supervision.

Ratios will be considered alongside:

- children's ages;
- individual needs;
- qualifications and experience of staff;
- the environment;
- activities being undertaken; and
- any additional risks.

The setting will ensure that staffing arrangements remain appropriate throughout the session, including during transitions, outdoor play, toileting, meals and collection periods.

Premises and Security

The setting will take reasonable steps to ensure that premises are secure and suitable for children.

Staff will:

- ensure external doors and gates are secure;
- follow agreed collection procedures;
- challenge unidentified visitors;
- ensure visitors sign in and out where required;
- ensure children are not able to leave the premises unsupervised;



Health and Safety Policy

- report damage to doors, gates, fencing or security systems; and
- ensure that children are only released to authorised individuals in accordance with the setting's procedures.

Particular attention will be given to security during busy arrival and collection periods.

Breakfast and After-School Clubs

The breakfast and after-school clubs will operate under the same overarching health and safety principles as the pre-school.

Specific consideration will be given to:

- children arriving from home or school;
- safe movement between locations where applicable;
- registration and attendance;
- handover arrangements;
- collection arrangements;
- children leaving with authorised adults;
- children attending activities outside the main setting;
- food and drink;
- allergies and dietary requirements;
- supervision during less structured periods;
- homework and quiet activities;
- outdoor play;
- the transition between school, club and home;
- emergency procedures; and
- safe staffing levels.

Children attending the clubs will be registered on arrival and their attendance monitored throughout the session.

Any child who is expected but does not arrive will be followed up in accordance with the setting's attendance procedures.



Health and Safety Policy

Arrival and Collection

The setting will maintain clear procedures for the safe arrival and collection of children.

Staff will:

- ensure children are signed in/registered appropriately;
- maintain awareness of who is on the premises;
- only release children to authorised individuals;
- follow procedures where an unauthorised or unexpected person attempts collection;
- report concerns to the DSL/manager;
- ensure children are brought safely to the designated collection point; and
- never allow a child to leave the premises without appropriate authorisation.

Safe Use of Equipment

All equipment will be suitable for its intended purpose and appropriate to children's ages and developmental stages.

Staff will:

- check equipment before use;
- remove damaged equipment immediately;
- report defects;
- ensure equipment is stored safely;
- follow manufacturer's instructions where appropriate; and
- ensure children are supervised when using equipment.

Equipment will be maintained, cleaned and replaced where necessary.



Health and Safety Policy

Outdoor Play

Outdoor areas will be checked before children use them.

Staff will check for:

- damaged equipment;
- unsafe surfaces;
- animal faeces;
- broken glass or other foreign objects;
- poisonous or harmful plants;
- excessive water or mud;
- unsuitable weather conditions;
- damaged fencing or gates; and
- other hazards.

Appropriate measures will be taken during extreme or unsuitable weather.

Children will have access to appropriate clothing and protection where required.

Food Safety and Safer Eating

The setting will follow appropriate food hygiene and safer eating procedures.

Staff will:

- follow food hygiene requirements;
- check food is suitable for children;
- follow individual dietary requirements;
- be aware of allergies;
- prevent cross-contamination;
- ensure food is stored appropriately;
- ensure children are appropriately supervised when eating;
- follow safer eating procedures;
- ensure children are seated appropriately while eating; and
- follow the setting's procedures for choking incidents.

All known allergies and dietary requirements will be communicated to relevant staff.



Health and Safety Policy

Allergies and Medical Conditions

The setting will ensure appropriate arrangements are in place for children with medical conditions and allergies.

Relevant information will be recorded and made available to staff who need to know.

Individual healthcare plans will be developed where required.

Staff will receive appropriate information and training where necessary.

Medication will be stored securely and administered in accordance with the setting's Medication Policy and parental consent.

Emergency medication must be readily accessible to authorised staff and must not be stored in a location where it cannot be accessed quickly during an emergency.

First Aid

The setting will maintain appropriate first aid provision.

First aid equipment will:

- be appropriately stocked;
- be accessible to staff;
- be checked regularly; and
- be replenished when necessary.

Appropriately trained first aiders will be available in accordance with EYFS requirements.

All accidents and injuries will be recorded in accordance with the setting's procedures.

Parents/carers will be informed of significant accidents, injuries or first aid treatment as appropriate.



Health and Safety Policy

Accidents, Incidents and Near Misses

All accidents, incidents and near misses must be reported promptly.

Records will include:

- date and time;
- location;
- people involved;
- description of what happened;
- action taken;
- first aid provided, where applicable;
- witnesses;
- parent/carer notification, where applicable; and
- any further action required.

Accidents and incidents will be reviewed to identify whether changes to procedures, supervision or risk assessments are necessary.

Serious incidents will be escalated to the Operations Manager and Nominated Individual as appropriate.

RIDDOR

The setting will report incidents to the relevant enforcing authority where legally required under RIDDOR.

The Operations Manager will determine, with appropriate advice where necessary, whether an incident is reportable.

Records of reportable incidents will be retained in accordance with legal requirements.

Fire Safety and Emergency Evacuation

The setting will maintain appropriate fire safety arrangements.

These will include:

- suitable fire risk assessment;
- clearly identified emergency exits;



Health and Safety Policy

- appropriate fire detection and alarm systems;
- fire extinguishers and other equipment as required;
- emergency evacuation procedures;
- designated assembly points;
- regular fire drills;
- staff awareness of evacuation procedures; and
- appropriate arrangements for children requiring additional assistance.

Fire exits must remain clear and accessible at all times.

Staff must never block fire doors or emergency routes.

Emergency Procedures

Procedures will be maintained for foreseeable emergencies, including:

- fire;
- serious accident or injury;
- missing child;
- unauthorised person on the premises;
- serious illness;
- severe weather;
- utility failure;
- gas leak;
- flood;
- suspected contamination;
- lockdown or security threat; and
- other significant emergencies.

Staff must familiarise themselves with emergency procedures and follow instructions from the manager or emergency services.

Infection Prevention and Control

The setting will promote good hygiene and infection prevention practices.

This includes:

- regular handwashing;
- appropriate cleaning;
- safe disposal of waste;



Health and Safety Policy

- appropriate management of bodily fluids;
- use of gloves and other PPE where necessary;
- appropriate nappy changing procedures;
- cleaning of frequently touched surfaces;
- appropriate management of illness and exclusion periods; and
- communication with parents where infectious illnesses may affect the setting.

Staff must follow the setting's Infection Control and Illness Policy.

COSHH and Cleaning Materials

Cleaning products and other hazardous substances will be appropriately assessed and controlled.

Cleaning products must:

- be stored securely and away from children;
- remain in their original containers where possible;
- be clearly labelled;
- be used in accordance with manufacturer's instructions; and
- never be accessible to children.

COSHH assessments will be completed where required.

Staff must not mix cleaning chemicals unless expressly permitted by the manufacturer's instructions.

Manual Handling

Staff will take reasonable steps to avoid unnecessary manual handling.

Where manual handling is necessary, staff will:

- assess the task;
- use appropriate techniques;
- seek assistance where necessary;
- use equipment where appropriate; and
- report any injury arising from manual handling.

Particular care will be taken when supporting children who require physical assistance.



Health and Safety Policy

Electrical Safety

Electrical equipment will be maintained in a safe condition.

Staff must:

- report damaged cables, plugs or equipment immediately;
- remove unsafe equipment from use;
- avoid overloading sockets;
- keep electrical equipment away from water;
- ensure portable equipment is checked/tested as appropriate; and
- follow manufacturer's instructions.

Only appropriately competent persons should undertake electrical repairs.

Lone Working

The setting will minimise lone-working risks wherever reasonably practicable.

Where lone working is necessary, appropriate procedures will be followed.

Staff must have access to appropriate means of communication and must know how to obtain assistance in an emergency.

Risk assessments will consider lone-working arrangements where applicable.

Visitors, Volunteers and Contractors

Visitors and contractors will be appropriately managed while on the premises.

Visitors may be required to:

- sign in and out;
- wear identification;
- remain accompanied where appropriate;
- comply with health and safety requirements; and
- follow safeguarding procedures.



Health and Safety Policy

Contractors undertaking work on the premises will be expected to maintain appropriate health and safety standards.

Staff Training

Staff will receive appropriate health and safety information and training as part of their induction.

Training may include:

- first aid;
- fire safety;
- food hygiene;
- safer eating;
- manual handling;
- COSHH;
- risk assessment;
- infection control;
- safeguarding;
- emergency procedures; and
- any specialist training required for individual children or activities.

Training will be refreshed where necessary.

Records of staff training will be maintained.

Safeguarding and Health & Safety

Health and safety and safeguarding are closely connected.

Any concern that a child's safety may have been compromised through:

- inadequate supervision;
- unsafe practice;
- inappropriate conduct;
- failure to follow procedures;
- unsuitable premises or equipment;
- an allegation against an adult; or



Health and Safety Policy

- any other circumstance that may place a child at risk

must be reported immediately to the DSL.

The setting's Safeguarding and Child Protection Policy will be followed.

Children with Additional Needs

The setting will make reasonable adjustments to ensure that children with additional needs can participate safely.

Risk assessments will consider individual circumstances without unnecessarily restricting children's opportunities for learning and development.

Where necessary, the setting will work with parents/carers and relevant professionals to identify appropriate control measures.

Staff Health and Wellbeing

The setting recognises that staff health and wellbeing can have an impact on children's safety and the quality of care provided.

Staff should report any health condition, injury, medication or other circumstance that may affect their ability to safely undertake their duties.

Appropriate support and adjustments will be considered where necessary.

Staff must not work while under the influence of alcohol, illegal drugs or any medication that significantly impairs their ability to safely perform their duties.

Monitoring and Review

Health and safety arrangements will be monitored regularly by the Operations Manager.

This will include:

- reviewing accident and incident records;
- reviewing risk assessments;
- monitoring daily safety checks;



Health and Safety Policy

- checking equipment and premises;
- reviewing staff training;
- monitoring compliance with procedures;
- considering feedback from staff and parents; and
- taking action where improvements are identified.

Serious incidents or repeated concerns will be reviewed promptly rather than waiting for the annual policy review.

Staff Responsibilities – Quick Reference

Role	Key Health & Safety Responsibility
Nominated Individual – Emma Sweeney Reid	Overall organisational oversight and ensuring appropriate arrangements/resources are in place
Operations Manager – Sue MacGregor	Day-to-day implementation, monitoring, risk assessments, incidents, training and premises safety
DSL – Sue MacGregor	Safeguarding concerns linked to health and safety
Deputy DSL – Pre-School – Delyth Corry	Supports DSL and oversees safeguarding arrangements within the pre-school
Deputy DSL – Clubs – Nadezhda Knox	Supports DSL and safeguarding/health & safety arrangements within clubs
Deputy DSL – Clubs – Laura Turner	Supports DSL and safeguarding/health & safety arrangements within clubs



Follow procedures, supervise children, identify hazards and report concerns immediately

Related Policies and Procedures

- Safeguarding Policy
- Risk Assessment Policy/Procedure
- First Aid Policy
- Recording and reporting of accidents and incidents policy
- Fire Evacuation Policy
- Infection Control Policy
- Administering Medicines Policy
- Safer Eating/Food Safety Policy
- Safer Sleeping Policy
- COSHH arrangements
- Lost Child Procedure
- Emergency/Lockdown Procedure
- Supervision of children on outings and visits policy
- Staff Code of Conduct
- Behaviour Leadership Policy
- Mental health and wellbeing policy

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