

1.9 Early Years – Health, Safety & Security Policy

Purpose

This policy sets out the standards and procedures to ensure the **safety, security, welfare and wellbeing** of children at all times while in our care. It reflects legal requirements, statutory guidance and best practice.

It applies to all staff, volunteers, students, visitors and contractors working in or on behalf of the setting.

Legal & Statutory Framework

Our practice is guided by the following *key laws, regulations and statutory guidance*:

a) Early Years Foundation Stage (EYFS) Statutory Framework

- The EYFS is mandatory for all early years providers in England and sets the **Safeguarding and Welfare Requirements**, including how providers must keep children safe and secure on the premises.

b) Childcare Act 2006

- Provides the legal framework for regulation and inspection of early years settings and mandates compliance with EYFS welfare standards.

c) Health and Safety at Work etc. Act 1974

- Requires employers to ensure the health, safety and welfare of everyone on the premises includes children, staff and visitors.

d) Management of Health and Safety at Work Regulations 1999

- Requires documented risk assessments and control measures.

e) RIDDOR 2013

- Requires reporting of certain incidents, injuries and dangerous occurrences to the Health and Safety Executive.

f) COSHH Regulations 2002

- Controls hazardous substances and their safe storage and use.

g) Regulatory Reform (Fire Safety) Order 2005

- Law covering fire risk assessment, evacuation, drills and fire safety equipment.

h) Safeguarding Legislation & Guidance

- Includes the **Children Acts (1989 & 2004)** and statutory guidance *Working Together to Safeguard Children*, which set out child protection duties and multi-agency working.

Safety of the Premises

a) Physical Environment

- Premises must be **safe, secure, well-maintained and suitable** for children's activities between the ages of 2 years 6 months and 11 years. (playgroup and school age children)
- All indoor and outdoor areas are checked daily and risk assessed regularly
- Equipment and materials are age-appropriate and well-maintained.

b) Risk Assessment

- Written risk assessments are completed for the premises, outings and specific activities.
- Identified hazards must be acted on promptly to reduce risks.

c) Building & Fire Safety

- Fire safety risk assessment in place and reviewed annually.
- Fire exits are clearly marked and kept free from obstruction.
- Fire drills are carried out regularly and records are kept.

d) Security of Site

- Entry/exit points are locked or supervised to prevent unauthorised access.
- Visitors must sign in and be supervised.
- External gates and fences are checked on daily site safety checks.

Supervision of Children

- Children must be supervised at all times by qualified and competent staff.
- At least 50% of EYFS staff must hold a L3 Early years qualification during every session.
- Staff-to-child ratios are maintained in line with EYFS requirements.

- Children are never left alone during sessions, transitions or activities.
- All children must remain in eye and ear shot at all times during the session.

Staff Recruitment & Training

a) Safer Recruitment

- All staff and volunteers undergo DBS checks and references are obtained.
- Identity, qualifications and suitability to work with children are verified before starting.
- [Further info under section 3- 3.3 safer recruitment policy](#)

b) Training

- All staff receive induction training on health & safety, safeguarding and emergency procedures.
- A **Designated Safeguarding Lead (DSL)** is appointed with up-to-date child protection training every 2 years.

Safeguarding & Child Protection

- Our **safeguarding policy** is in place that meets local and national requirements.
- Staff are trained to recognise signs of abuse and know how to report concerns.
- Allegations against staff are handled through a clear procedure that protects children and the accused pending investigation.

Health, First Aid & Illness

- All staff hold a **paediatric first aid certification**.
- First aid kits are accessible, and records of accidents and treatment are kept for at least 2 years.
- Children who are unwell are cared for safely and parents are contacted promptly.

Hazardous Substances & Hygiene

- Cleaning supplies, medicines, chemicals and other hazardous items are stored securely and out of children's reach.
- Infection control procedures (handwashing, food hygiene, toileting) are in place.

Records & Reporting

- Records include:
 - Accident/incident forms
 - Fire drill logs(weekly)

- Risk assessments
 - Staff training records
 - Maintenance logs
- RIDDOR-reportable incidents are reported to the Health and Safety Executive.

Secure Use of Technology & Data Protection

- Photographs, videos and personal data are gathered with consent and stored securely in line with UK GDPR.
- Staff use mobile phones and cameras only as per setting policy.