01 Health and Safety Policy Booklet

This document forms part of the wider Sticky Fingers Pre-School policy framework. Policy booklets contain related policies and procedures grouped by subject area for ease of access and reference. Each policy and procedure is reviewed and updated as required, with reviews brought forward where changes to legislation, guidance, risk assessments, premises, equipment, staffing, children's needs or practice require this.

Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
SF.Newlands@
stickyfingersps.co.uk

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381
SF.Redbridge@
stickyfingersps.co.uk

Sticky Fingers Pre-school
Tanners Brook
% Regents Park
Community centre
Elmes Drive
Millbrook
SO15-4PF
02380 703571
07470015388
SF.Tannersbrook@
stickyfingersps.co.uk

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ
07586560936
SF.Springroad@
stickyfingersps.co.uk

Sticky Fingers Pre-school
Portswood
Portswood Primary school
Somerset road,
Portswood,
Southampton
SO17-3AA

SF.Portswood@
stickyfingersps.co.uk

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone.
We offer children experiences to support their development, empowering them to reach their full potential

Contents

01	Health & Safety Policy
01.01	Risk Assessments - *Current copies of all of our Risk Assessments are available within each setting and are accessible to all relevant staff.*
01.01a	Allergens - Food
01.01b	Allergic Reactions - General
01.01c	Bodily Fluid Spillages During Nursery Activities
01.01d	Changing Classroom Displays
01.01e	Choking Risk Assessment (Pre-school)
01.01f	Cleaning and Replenishing Cleaning Supplies
01.01g	Cleaning General Food Preparation/Bar Areas (GREEN)
01.01h	Cleaning in Pre-school
01.01i	Cleaning Refrigerators & Freezers
01.01j	Contact With Hot Water & Hot Surfaces - Pre-school
01.01k	Early Years Practitioner Activities in the Pre-school
01.01l	Food preparation around children

01.01m	General Bio-hazards, Contamination & Infection Control
01.01n	Inspection & Use Of Outdoor Play Equipment
01.01o	Kitchen Activities
01.01p	Kitchen Areas - General Hazards
01.01q	Lone Working
01.01r	Moving and handling children
01.01s	Nappy Changing
01.01t	Opening and Closing Premises
01.01u	Outdoor play areas
01.01v	Pregnant Workers in Pre-school
01.01w	RE: Adult Visitors
01.01x	Release With Family
01.01y	Safeguarding Service Users
01.01z	Slips, trips and falls
01.01za	Volunteers In The Workplace/Taking Part in Work Activity

Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
SF.Newlands@
stickyfingersps.co.uk

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381
SF.Redbridge@
stickyfingersps.co.uk

Sticky Fingers Pre-school
Tanners Brook
% Regents Park
Community centre
Elmes Drive
Millbrook
SO15-4PF
02380 703571
07470015388
SF.Tannersbrook@
stickyfingersps.co.uk

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ
07586560936
SF.Springroad@
stickyfingersps.co.uk

Sticky Fingers Pre-school
Portswood
Portswood Primary school
Somerset road,
Portswood,
Southampton
SO17-3AA

SF.Portswood@
stickyfingersps.co.uk

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone.
We offer children experiences to support their development, empowering them to reach their full potential

01 Health and Safety Policy

Approved by: Senior Leadership Team
Date Implemented: September 2026
Last Edited: September 2026
Review Date: September 2027
Review Trigger(s): Earlier if legislation, guidance, premises, equipment, staffing or practice changes.

Responsible Persons:

- Overall responsibility - Senior Leadership Team
- Setting-Level Responsibility - Setting Manager
- Operational responsibility: Designated Health & Safety Officer
- All staff**:** Follow procedures, report hazards and contribute to risk management
-

Designated Health and Safety officers are:

SF Newlands	SF Redbridge	SF Tanners Brook	SF Spring road	SF Portswood
Katrina	Vicky	Diane	Carly	Freya

Aim

Sticky Fingers Pre-School is committed to providing a safe, clean, secure and inclusive environment where children can learn, explore and develop through appropriate challenge and managed risk. We recognise that effective health and safety is not about eliminating all risk, but about identifying hazards, implementing proportionate control measures and continually reviewing their effectiveness. We are committed to meeting all statutory health and safety requirements and the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS).

Objectives

- We recognise that we have a corporate responsibility and duty of care towards those who work in and receive a service from our provision. Individual staff and service users also have responsibility for ensuring their own safety as well as that of others. Adherence to policies and procedures and risk assessment is the key means through which this is achieved.
- All staff undertake health and safety training and regularly update their knowledge and understanding.
- We display the necessary health and safety posters.
- Insurance is in place (including public liability) and an up-to-date certificate is always displayed.
- Risk assessments are used to identify hazards, assess the level of risk and determine proportionate control measures appropriate to the specific environment, activity and individual needs.
- Risk assessments are monitored and reviewed by the setting leadership team and Health & Safety Officer. Reviews take place routinely and whenever there is a significant change, accident, incident, near miss, new hazard, change in children's needs, change to the premises or relevant legislation/guidance.

Legal references

- Health and Safety at Work etc Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Electricity at Work Regulations 1989
- Regulation (EC) No 852/2004 on the hygiene of foodstuffs
- Manual Handling Operations Regulations 1992
- Medicines Act 1968
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002, as amended
- Health and Safety (First Aid) Regulations 1981
- Childcare Act 2006

References will be reviewed when legislation, statutory guidance or relevant national guidance changes.

Further guidance

Early Years Foundation Stage (EYFS) Statutory Framework – Group and School-Based Providers
Health and Safety Executive www.hse.gov.uk/
Food Standards Agency www.food.gov.uk
GOV.UK – www.gov.uk
Southampton City Council – relevant health, safety, environmental health and early years guidance

Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
SF.Newlands@
stickyfingersps.co.uk

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381
SF.Redbridge@
stickyfingersps.co.uk

Sticky Fingers Pre-school
Tanners Brook
% Regents Park
Community centre
Elmes Drive
Millbrook
SO15-4PF
02380 703571
07470015388
SF.Tannersbrook@
stickyfingersps.co.uk

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ
07586560936
SF.Springroad@
stickyfingersps.co.uk

Sticky Fingers Pre-school
Portswood
Portswood Primary school
Somerset road,
Portswood,
Southampton
SO17-3AA

SF.Portswood@
stickyfingersps.co.uk

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone.
We offer children experiences to support their development, empowering them to reach their full potential

01 Health and Safety Policy

01.01 Risk Assessments Policy

Approved by: Senior Leadership Team
Date Implemented: September 2026
Last Edited: September 2026
Review Date: September 2027
Review Trigger(s): Earlier if legislation, guidance, premises, equipment, staffing or practice changes.

Risk assessments are carried out to ensure the safety of children, staff, parents and visitors. The setting has a corporate responsibility and duty of care for those who work in and receive a service from our provision. Everyone has a responsibility to take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.

Risk assessment means: ***Identifying aspects of the workplace, environment or activities that could cause harm to themselves or others, assessing the level of risk and deciding what measures are needed to eliminate or reduce that risk, ensuring that agreed control measures are implemented and followed.***

Risk assessments are reviewed routinely and whenever circumstances change. This includes following accidents, incidents or near misses, the introduction of new equipment, changes to the premises, changes in staffing, changes in children's individual needs, identification of new hazards, or changes to legislation or statutory guidance.

Where an accident, incident, near miss or emerging risk identifies that existing control measures may not be effective, leaders will review the relevant risk assessment and make appropriate changes. Learning will be shared with staff where necessary to support consistent practice and continuous improvement.

The law does not require all risk to be eliminated, but requires reasonably practicable measures to be taken to protect people from harm. This is particularly important when balancing the need for

children to experience appropriate risk and challenge through physically challenging play. Children need opportunities to develop their understanding of what is safe and unsafe, make appropriate choices and learn how to manage risk.

Daily safety sweeps and checks indoors and outdoors

- Safety sweeps are conducted when setting up for the day, prior to children arriving, during the day and when closing in the afternoon. Hazards identified during safety checks are addressed immediately wherever possible. Where an immediate solution is not possible, appropriate control measures are introduced, the risk is escalated to the setting leader and a formal risk assessment is completed or reviewed where necessary.

Health and Safety Risk Assessments

Health and safety risk assessments inform procedures and working practices. Staff, parents and carers are encouraged to contribute to reviews where they have relevant first-hand knowledge or experience. Their feedback is used to evaluate the effectiveness of control measures and, where necessary, inform changes to procedures, risk assessments and practice.

The Setting Manager and Health and Safety Officer undertake appropriate health and safety training and ensure that staff receive the training necessary to carry out their roles safely and effectively. They are also responsible for ensuring that required checks and maintenance of the premises are carried out, that records are maintained, and that any identified issues are followed up and addressed appropriately.

Premises, Equipment and Safety Checks

The Setting Manager and Health and Safety Officer ensure that appropriate checks, servicing and maintenance are carried out and that relevant records are maintained. This includes:

- **Gas safety** – carried out by a Gas Safe registered gas/heating engineer.
- **Electrical safety** – carried out by a suitably qualified and competent electrician.
- **Fire safety** – regular checks to ensure that fire-fighting equipment, fire alarms and other fire safety systems are in working order.
- **Heating and air conditioning** – systems are cleaned, serviced and checked at appropriate intervals.
- **Kitchen cleaning** – cleaning is carried out in accordance with the setting's cleaning schedule and food hygiene requirements, including planned deep cleaning.

Premises Risk Assessments

The Setting Manager and Health and Safety Officer ensure that relevant risk assessments are completed and reviewed for areas of the premises, including:

- entrances and exits
- outdoor areas
- sleep areas
- main kitchen
- staff room
- rooms used by others or for other purposes.

Risk assessments will consider relevant hazards, including fire safety, food safety, slips, trips and falls, security, equipment and the individual needs of children using the setting.

Off-Site Activities

The Setting Manager and Health and Safety Officer ensure that appropriate risk assessments are completed for off-site activities and duties. These may include:

- children's outings, including the use of public transport
- home visits
- meetings and training
- banking and other work-related duties carried out off-site.

Risk assessments will consider the specific activity, location, route, transport arrangements, staffing, supervision, children's individual needs and foreseeable hazards.

Work Practices

The Setting Manager and Health and Safety Officer ensure that appropriate risk assessments are completed and reviewed for relevant work practices, including:

- changing babies and providing intimate care for children
- arrivals and departures
- children with allergies and dietary requirements
- serving food in group rooms
- cooking activities with children
- supervising outdoor play and indoor/outdoor climbing equipment
- settling young children to sleep
- assessment, use and storage of equipment for children with additional needs
- visitors bringing equipment or animals as part of children's learning experiences, for example, fire engines
- incidents involving threats against staff or volunteers
- accidents, incidents or near misses involving staff or children.

Where an assessment identifies that existing control measures are not effective, the risk assessment will be reviewed and appropriate action taken. Significant learning will be shared with staff where necessary.

Security

The Setting Manager liaises with relevant Crime Prevention Officers and other appropriate agencies where necessary to ensure that security arrangements for the premises, children, staff and visitors remain appropriate and effective.

Monitoring, Review and Continuous Improvement

Health and safety arrangements are monitored by the Senior Leadership Team across all Sticky Fingers Pre-School settings. Leaders use daily safety checks, risk assessments, accident and incident records, near misses, staff feedback, parent/carer feedback, training records, premises checks and inspection records to evaluate the effectiveness of health and safety arrangements.

Where concerns, trends or emerging risks are identified, leaders take appropriate action and review relevant risk assessments, procedures, supervision arrangements, staff training or the environment.

Learning and improvements are shared with staff to promote consistent practice across the settings.

This policy and associated risk assessments are reviewed at least annually and sooner where there are changes to legislation, statutory guidance, premises, equipment, staffing, children's needs or following an accident, incident, near miss or identified risk.

Smoking, Vaping, Alcohol & Medication - *see 04.09 No smoking, vaping, alcohol and substance misuse*

- Smoking and vaping are prohibited on the setting premises, both indoors and outdoors. Staff who smoke or vape away from the premises must follow the setting's hygiene requirements before returning to work.
- Staff must not work while under the influence of alcohol, illegal substances or any medication that may impair their ability to safely care for children. Staff must inform the Setting Manager if prescribed or over-the-counter medication may affect their ability to work safely and seek appropriate medical advice where necessary.
- Alcohol must not be brought onto the premises for consumption.