



POLLYANNA PRE-SCHOOL CIO

HEALTH & SAFETY POLICY

1. Statement of Intent

Pollyanna Pre-School CIO recognises its responsibility to provide and maintain a safe, secure and suitable environment for children, parents and carers, employees, volunteers, visitors and contractors.

The health, safety and welfare of children are of paramount importance. Pollyanna Pre-School CIO will take all reasonably practicable steps to identify hazards, assess associated risks and put appropriate control measures in place.

Health and safety is a shared responsibility. All staff, volunteers and other adults working within the setting are expected to take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.

Pollyanna Pre-School CIO will:

- comply with applicable health and safety legislation and the current Early Years Foundation Stage (EYFS) statutory framework;
- maintain safe premises, equipment and working practices;
- undertake suitable and sufficient risk assessments;
- provide appropriate information, instruction, supervision and training;
- maintain appropriate first aid arrangements;
- provide effective emergency and fire procedures;
- record, investigate and learn from accidents, incidents, near misses and hazards;
- maintain appropriate hygiene and infection-control arrangements;
- ensure children are appropriately supervised;
- ensure appropriate safeguarding and security arrangements are in place; and
- regularly review the effectiveness of health and safety arrangements.

The current EYFS statutory framework for group and school-based providers came into force on 1 September 2026 and sets the statutory safeguarding and welfare requirements that Pollyanna Pre-School CIO must meet.

2. Responsibilities

2.1 Board of Trustees / Setting Health & Safety Lead

The board of trustees has overall responsibility for ensuring that Pollyanna Pre-School CIO has appropriate arrangements in place to protect the health, safety and welfare of children, staff, volunteers and visitors.

The Board of Trustees and the setting health and safety lead will:

- ensure adequate resources are available to meet health and safety requirements;
- ensure appropriate insurance is maintained;
- support the Preschool Manager in implementing this policy;
- ensure significant health and safety concerns are addressed;
- ensure appropriate maintenance arrangements are in place for the premises;



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- work with the Stoke Mandeville Community Centre where responsibility for the building or building systems rests with the Stoke Mandeville Vale Community Association; and
- review and approve this policy.

2.2 Preschool Manager / Health & Safety Lead

The Preschool Manager, Emma Newman, is responsible for the day-to-day implementation and monitoring of health and safety arrangements within Pollyanna Pre-School CIO.

Responsibilities include:

- implementing this policy;
- ensuring appropriate risk assessments are completed and reviewed;
- ensuring staff receive appropriate health and safety information and training;
- monitoring accidents, incidents and hazards;
- ensuring appropriate action is taken following accidents and incidents;
- ensuring statutory notifications are made where required;
- maintaining appropriate health and safety records;
- ensuring first aid arrangements are maintained;
- liaising with the Community Centre/SMVCA regarding premises and building safety;
- ensuring equipment and resources are appropriately maintained;
- monitoring staff compliance with health and safety procedures; and
- reporting significant health and safety concerns to the Management Committee.

2.3 All Employees

All employees are responsible for:

- taking reasonable care of their own health and safety and that of others;
- following Pollyanna's health and safety procedures;
- reporting hazards, accidents, incidents and near misses immediately;
- using equipment and resources safely;
- following risk assessments and control measures;
- maintaining appropriate supervision of children;
- reporting damaged or unsafe equipment;
- following emergency and evacuation procedures;
- maintaining good hygiene practices; and
- raising concerns with the Manager if they believe a health and safety risk has not been adequately addressed.

2.4 Volunteers, Students, Visitors and Contractors

Volunteers, students, visitors and contractors will be made aware of relevant health and safety requirements.



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Visitors and contractors will be appropriately supervised where necessary and will not be permitted to have unsupervised access to children unless this is authorised and they meet all applicable suitability and safeguarding requirements.

3. Health & Safety Training and Awareness

Health and safety forms part of staff induction.

Induction will include, as appropriate:

- emergency and fire procedures;
- evacuation arrangements;
- first aid arrangements;
- accident and incident reporting;
- safeguarding and security;
- safe lifting and manual handling;
- COSHH and safe use of cleaning substances;
- infection control and hygiene;
- safe use of equipment;
- outdoor safety;
- supervision requirements;
- emergency procedures; and
- relevant risk assessments.

Health and safety training will be refreshed when required and will form part of the settings ongoing staff training.

Health and safety matters may also be discussed during staff meetings, supervisions and one-to-one meetings where relevant.

Children will be supported to develop an age-appropriate understanding of health, safety, personal hygiene and how to manage risks safely.

4. Insurance

Pollyanna Pre-School CIO maintains appropriate insurance cover, including employers' liability and public liability insurance.

Current insurance certificates will be retained and made available as appropriate.

Where the Community Centre is responsible for building insurance or particular building systems, responsibility will be clarified with the Community Centre/SMVCA.

5. Risk Assessment

Pollyanna Pre-School CIO uses risk assessment as an important part of its health and safety arrangements.

Risk assessments will:

- identify significant hazards;



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- identify who may be harmed;
- assess the level of risk;
- identify appropriate control measures;
- identify who is responsible for implementing controls;
- identify when the assessment should be reviewed; and
- be reviewed when circumstances change.

Risk assessments will be reviewed:

- routinely;
- following an accident or significant incident;
- following a near miss where appropriate;
- when new equipment is introduced;
- when new activities are introduced;
- when the environment changes;
- when there is a significant change in staffing or the needs of children;
- following significant changes to legislation or guidance; and
- whenever management considers a review necessary.

Specific risk assessments may be completed for:

- the premises;
- outdoor areas;
- individual activities;
- outings;
- equipment;
- fire and emergency evacuation;
- hazardous substances;
- manual handling;
- food preparation;
- infection control;
- contractors and maintenance work; and
- individual children where additional risks have been identified.

Risk assessments will be proportionate to the activity and will not prevent children from experiencing appropriate challenge, exploration and learning.



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6. Safety of Children

Pollyanna Pre-School CIO will maintain appropriate staffing levels and supervision arrangements in accordance with the current EYFS statutory framework and the individual needs of the children attending.

The setting will ensure:

- children are appropriately supervised at all times;
- statutory adult-to-child ratios are maintained;
- appropriate qualified staff are available as required;
- children are not left unsupervised;
- children are protected from unauthorised access or removal;
- appropriate arrival and collection procedures are followed;
- visitors are appropriately controlled;
- staff are aware of children's individual health, medical, SEND and safeguarding needs;
- equipment is suitable for children's ages and stages of development; and
- activities are appropriately risk assessed.

Pollyanna's safeguarding arrangements are set out in the Safeguarding and Child Protection Policy.

7. Staff Suitability and Access to Children

Pollyanna Pre-School CIO follows the current EYFS requirements regarding suitability checks, safer recruitment and DBS arrangements.

Only appropriately authorised and suitable adults will have access to children.

Where staff, volunteers, students or other adults are subject to suitability requirements, these must be completed in accordance with the current EYFS statutory framework before they undertake duties that require them to have access to children.

The setting will follow its Safer Recruitment and Safeguarding policies regarding DBS checks, references, suitability and allegations.

8. Supervision and Toileting

Children will be appropriately supervised when using the toilet.

Pollyanna's arrangements include:

- another member of staff being informed when a child is taken to the restroom by an adult;
- access doors to the cloakroom and main hall remaining open during times when a child is in the restroom, where appropriate and safe to do so;
- staff checking the toilet area before entering to identify any immediate hazards;
- staff remaining appropriately available while children are toileting;
- children being encouraged to wash their hands after using the toilet; and
- appropriate privacy and dignity being maintained for children.

Staff will follow the setting's safeguarding procedures regarding intimate care and toileting.



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9. Safety of Adults

Pollyanna Pre-School CIO will take reasonable steps to protect the health and safety of employees, volunteers, students, visitors and contractors.

Staff will receive guidance on:

- safe lifting and manual handling;
- safe movement of equipment;
- safe storage;
- safe use of steps;
- safe use of cleaning products;
- personal protective equipment;
- reporting hazards and accidents; and
- emergency procedures.

Staff sickness and work-related accidents will be recorded and managed in accordance with the relevant setting procedures.

10. Manual Handling

Staff will avoid unnecessary manual handling wherever possible.

Where lifting or moving equipment is necessary:

- staff will assess the task before undertaking it;
- suitable equipment will be used where appropriate;
- staff will ask for assistance with heavy, awkward or large items;
- children will not be used to assist with moving heavy equipment;
- staff will follow safe lifting techniques; and
- risk assessments will be completed where manual handling presents a significant risk.

11. Display Screen Equipment

Pollyanna Pre-School CIO recognises its responsibilities under the Health and Safety (Display Screen Equipment) Regulations.

Where staff regularly use display screen equipment as part of their work, appropriate consideration will be given to:

- workstation set-up;
- posture;
- lighting;
- screen position;
- breaks;
- equipment condition; and
- individual needs.



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12. Security and Premises Access

Pollyanna Pre-School CIO has systems in place for the safe arrival and departure of children.

The setting will maintain procedures to:

- prevent unauthorised access;
- prevent children leaving unnoticed;
- prevent children being collected by unauthorised persons;
- monitor visitors;
- record attendance;
- record visitors where appropriate;
- maintain appropriate collection information; and
- respond to security incidents.

Arrival and departure records will be maintained for children and staff, and appropriate records will be maintained for volunteers and visitors.

Doors will be secured appropriately during operating hours.

The setting's safeguarding procedures must be followed if an unknown or unauthorised adult attempts to gain access to the setting or collect a child.

13. Windows

Windows will be maintained in a safe condition.

Where necessary:

- low-level windows will be constructed or protected to reduce the risk of accidental breakage;
- windows will be secured to prevent children climbing through them;
- damaged windows will be reported immediately; and
- appropriate action will be taken where a window presents a hazard.

14. Doors and Access Points

Doors will be maintained so that they do not create unnecessary risks to children or adults.

Pollyanna will:

- secure doors where necessary to prevent children leaving unsupervised;
- ensure fire exits remain accessible;
- ensure doors can be opened appropriately in an emergency;
- use appropriate door safety measures;
- ensure children cannot access restricted areas; and
- check access-control systems regularly.

The children's toilet doors have door stops to prevent children becoming locked inside.

Magnetic door sensor alarms are installed on the side entrance door and relevant fire doors within the main hall, subject to the Community Centre's arrangements and maintenance responsibilities.



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15. Floors and General Environment

Floor surfaces will be checked regularly and, where appropriate, daily.

Staff will report and address:

- wet floors;
- spills;
- damaged flooring;
- uneven surfaces;
- trip hazards;
- trailing cables; and
- other environmental hazards.

Areas presenting an immediate danger will be isolated from children until the hazard has been dealt with.

16. Electrical and Gas Safety

Children will not have access to electrical or gas equipment.

Building electrical, gas and fixed systems are subject to the responsibilities of the Community Centre/landlord where applicable.

Pollyanna will ensure that:

- damaged electrical equipment is removed from use;
- staff report faults immediately;
- electrical leads are positioned safely;
- sockets are not overloaded;
- portable equipment is visually checked before use;
- appropriate formal inspection/testing is undertaken based on risk and manufacturer requirements;
- electrical equipment is used in accordance with manufacturers' instructions; and
- electrical and gas cupboards remain inaccessible to children.

Pollyanna will liaise with the Community Centre/landlord regarding statutory inspection and maintenance of fixed electrical, gas and building systems.

17. Heating, Temperature and Ventilation

The preschool aims to maintain a comfortable temperature suitable for young children.

Staff will monitor the temperature and take appropriate action where the hall or other areas become excessively cold or hot.

Additional heating will only be used where it is safe to do so and where appropriate controls are in place.

Portable heaters must:

- be suitable for the environment;
- be positioned safely;



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- not be accessible to children;
- not create a trip or fire risk; and
- be switched off when no longer required.

If the environment cannot be maintained at a safe and suitable temperature, management may decide to modify or suspend provision, including closure where necessary.

Ventilation will be maintained appropriately while considering children's comfort and safety.

18. Storage

Resources and equipment will be stored safely.

Staff will ensure:

- heavy items are stored securely;
- resources cannot easily fall or collapse;
- cupboards are appropriately secured where necessary;
- hazardous items are kept inaccessible to children;
- storage does not obstruct fire exits;
- staff use appropriate steps rather than climbing on furniture; and
- damaged storage equipment is removed from use.

19. Outdoor Area

The outdoor area will be checked before children use it.

Checks will consider:

- hazardous objects;
- broken equipment;
- animal faeces;
- standing water;
- damaged surfaces;
- unsafe weather conditions;
- gates and boundaries;
- equipment stability;
- trip hazards; and
- other environmental risks.

Where water collects on equipment, it will be removed before children use the equipment.

Outdoor activities will be appropriately supervised.

Garden gates will be secured during children's outdoor play where necessary to prevent children leaving the area.

Outdoor equipment will be inspected and maintained in accordance with manufacturer instructions and risk assessments.



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20. Equipment and Resources

All equipment and resources must be suitable for the age, stage and needs of the children attending. Where practicable, equipment will be checked before purchase or hire and otherwise on arrival.

Staff will ensure:

- equipment is safe before use;
- damaged equipment is removed from use;
- equipment is appropriately cleaned;
- resources are stored safely;
- resources are age appropriate;
- physical play is supervised;
- tools are used safely;
- paints, glues and similar materials are suitable for children's use;
- sand is clean and suitable for play; and
- large equipment is not disposed of without management approval where it forms part of the setting's provision.

21. Cleaning and Hygiene

Pollyanna Pre-School CIO maintains high standards of cleanliness and hygiene.

The setting will follow current public-health guidance and its Infectious Disease Policy.

Daily routines will encourage children to develop good personal hygiene practices.

The setting will ensure:

- hands are washed appropriately;
- tables are cleaned before and after food;
- toilets are cleaned regularly;
- nappy-changing areas are appropriately cleaned;
- protective clothing and disposable gloves are used where appropriate;
- suitable handwashing facilities are available;
- children have access to tissues;
- clean spare clothing is available;
- resources are cleaned regularly;
- frequently used resources are cleaned more frequently where required;
- bodily fluids are dealt with safely; and
- cleaning products are stored securely.

The hall, kitchen, toilets and relevant areas used by Pollyanna will be cleaned in accordance with the setting's cleaning arrangements.

The main hall and community-centre facilities are cleaned by the cleaner employed by Stoke Mandeville Community Centre Association (SMVCA), where applicable.



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Pollyanna will liaise with SMVCA where there are concerns regarding the cleanliness or suitability of shared areas.

22. Bodily Fluids

Blood, urine, faeces, vomit and other bodily fluids will be dealt with promptly and safely.

Staff will:

- wear appropriate PPE;
- keep children away from contaminated areas;
- use appropriate cleaning/disinfection products;
- follow manufacturers' instructions;
- dispose of contaminated materials safely; and
- wash hands thoroughly afterwards.

Staff will report any significant contamination, exposure or injury to management.

23. Hazardous Substances and COSHH

Pollyanna Pre-School CIO recognises its responsibilities under the Control of Substances Hazardous to Health Regulations (COSHH).

Cleaning chemicals and other hazardous substances will be:

- stored securely and inaccessible to children;
- retained in their original labelled containers wherever possible;
- used in accordance with manufacturers' instructions;
- subject to appropriate COSHH assessment where required;
- accompanied by appropriate safety information where necessary;
- handled using suitable PPE;
- kept away from food and children's resources; and
- disposed of safely.

Staff must never use an unidentified substance.

Cleaning products must not be transferred into unlabelled containers.

Where a product presents a significant risk, the setting will retain and refer to relevant Safety Data Sheet information.

Any exposure, spill or suspected poisoning will be dealt with as an emergency and appropriate medical advice sought.

24. Fire Safety

Pollyanna Pre-School CIO will work with Stoke Mandeville Community Centre Association, as landlord/building manager, regarding fire safety arrangements for the building.

The setting will maintain appropriate arrangements for:

- fire prevention;



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- fire detection;
- emergency evacuation;
- fire drills;
- staff awareness;
- visitor awareness;
- maintaining clear escape routes;
- keeping fire doors unobstructed;
- accounting for children, staff and visitors; and
- contacting emergency services.

The building's fire risk assessment and fire safety arrangements will be taken into account in Pollyanna's own risk assessments and procedures.

Fire doors and escape routes must never be obstructed.

Staff must not wedge open fire doors unless this is specifically permitted by an appropriate fire safety system.

Fire alarms, emergency lighting, extinguishers and other fixed fire-safety equipment will be maintained through the appropriate building arrangements.

Pollyanna will not interfere with building fire-safety equipment without authorisation.

25. Fire Drills and Emergency Evacuation

Emergency evacuation procedures will be:

- clearly displayed;
- explained to staff and volunteers during induction;
- explained to relevant visitors where necessary;
- practised regularly; and
- reviewed following drills and real emergencies.

Pollyanna will normally practise fire evacuation drills at least once every half term, unless a risk assessment or operational circumstance requires an alternative arrangement.

Fire drill records will include:

- date and time;
- number of children and adults present;
- evacuation time where practicable;
- whether any problems occurred;
- any delays;
- actions identified; and
- whether further improvements are required.

The emergency evacuation procedure will identify:

- how children are familiarised with the alarm;



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- fire exits;
- the assembly point;
- how children are supervised during evacuation;
- how children, staff and visitors are accounted for;
- who takes responsibility for registers/attendance information;
- who contacts the emergency services;
- how parents/carers are contacted where required; and
- arrangements for children or adults requiring additional assistance.

Further details are contained within the Emergency Evacuation and Fire Drill Policy.

26. Emergency Situations

Pollyanna Pre-School CIO will maintain emergency procedures for foreseeable emergencies, including:

- fire;
- serious accident or injury;
- intruder or unauthorised access;
- missing child;
- severe weather;
- flood;
- gas leak;
- electrical failure;
- serious illness;
- violence or threatening behaviour;
- security incidents; and
- other critical incidents.

Staff must follow the relevant emergency procedure and the instructions of emergency services.

The setting's Emergency Evacuation, Safeguarding, Missing Child and other relevant policies should be followed as appropriate.

27. Accidents, Incidents and Near Misses

All accidents, incidents and significant near misses will be recorded and reviewed.

Where a child has an accident or injury:

- appropriate first aid will be provided;
- the child will be monitored;
- parents/carers will be informed on the day where appropriate;
- an accident record will be completed;
- the accident will be reviewed to identify any hazard or preventative action;
- records will be completed accurately and objectively; and



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- further medical assistance will be obtained where necessary.

Accidents involving children are recorded through Tapestry in accordance with the setting's current procedures.

Where a serious accident or incident occurs, management will consider whether:

- Ofsted must be notified;
- HSE must be notified under RIDDOR;
- the local authority or another agency must be notified;
- the safeguarding procedure must be followed;
- the insurance company should be notified; and
- an internal investigation or risk assessment review is required.

28. RIDDOR

Pollyanna Pre-School CIO will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Not every accident is reportable under RIDDOR.

The Manager will assess whether an incident is reportable in accordance with current HSE guidance.

Workers

- work-related deaths;
- specified injuries;
- injuries resulting in the worker being unable to carry out their normal work for more than seven consecutive days;
- certain diagnosed occupational diseases; and
- specified dangerous occurrences.

An over-seven-day injury must be reported within 15 days of the accident.

Specified injuries and other incidents requiring immediate notification must be reported without delay and within the applicable statutory timeframe.

Children, visitors and other non-workers

Certain work-related injuries to non-workers are reportable where the person is taken directly from the scene to hospital for treatment as a result of the injury, subject to the RIDDOR requirements.

The fact that a child or visitor attends hospital does not automatically mean that the incident is reportable.

The person responsible for making a RIDDOR report will be the appropriate responsible person under RIDDOR.

A record of reportable incidents will be retained in accordance with applicable record-keeping requirements.

29. Ofsted Notifications

Pollyanna Pre-School CIO will notify Ofsted of significant events and incidents where required by the current EYFS and Ofsted requirements.



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Notifications will be made as soon as possible and always within 14 days where a notification is required.

This includes, where applicable:

- significant events affecting children in the setting;
- serious accidents or incidents requiring notification;
- relevant allegations of harm or abuse by a person living, working or looking after children on the premises; and
- other events specified by the current Ofsted notification requirements.

From 1 September 2026, Ofsted's guidance specifically requires providers to notify Ofsted of allegations of harm or abuse, rather than the previous wording of "serious harm", where the allegation concerns someone living, working or looking after children on the premises.

The Manager will ensure that notification decisions are made promptly and that the relevant online Ofsted reporting process is used.

30. Incident Recording

An incident record will be maintained for significant incidents, including where appropriate:

- break-ins;
- burglary or theft;
- unauthorised access;
- fire;
- flood;
- gas leak;
- electrical failure;
- significant attack or violence involving staff, parents or visitors;
- significant discriminatory or racist incidents;
- death of a child or adult;
- terrorist threats or attacks; and
- other significant emergencies.

Records will include, where appropriate:

- date and time;
- nature of the incident;
- people involved or affected;
- action taken;
- emergency services involvement;
- police reference/crime number where applicable;
- follow-up action;
- risk assessment changes; and
- insurance notification where applicable.



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Safeguarding concerns about children must be recorded through the Safeguarding/Child Protection procedures rather than being treated simply as a health and safety incident.

31. Critical Incidents

In the event of a critical incident involving a child or adult:

- emergency services will be contacted where necessary;
- first aid will be provided;
- staff will follow emergency procedures;
- children will be appropriately supervised;
- safeguarding procedures will be followed;
- parents/carers will be contacted where appropriate;
- Ofsted and other agencies will be notified where required; and
- the incident will be reviewed afterwards.

In the event of a terrorist threat or attack, staff will follow the instructions of the emergency services and the setting's emergency procedures.

32. First Aid

Pollyanna Pre-School CIO will comply with the current EYFS requirements for paediatric first aid.

At least one person with a current full Paediatric First Aid (PFA) certificate will be on the premises and available at all times when children are present.

A person with a current full PFA certificate must also accompany children on outings.

Pollyanna aims to maintain a high level of PFA-trained staff to provide resilience and prompt access to first aid.

Staff holding relevant Level 2 or Level 3 qualifications must meet the applicable PFA requirements before being included in required ratios where the EYFS requires this.

New staff will complete the required PFA training within the timescale permitted by the EYFS and will not be included in ratios where the statutory PFA qualification requirement has not been met.

PFA certificates will be monitored and renewed in accordance with the applicable requirements.

While children are eating, Pollyanna will ensure appropriate PFA cover is available in accordance with current EYFS requirements.

Current first aid arrangements will take account of:

- the number of children;
- staff numbers;
- the layout of the premises;
- children's individual medical needs;
- activities taking place; and
- the need for a first aider to respond quickly.



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33. First Aid Equipment

The first aid kit will:

- be easily accessible to adults;
- be kept out of children's reach;
- contain appropriate first aid supplies;
- be checked regularly;
- have expired or used items replaced promptly; and
- be maintained by the Health & Safety Lead or delegated staff member.

The setting will maintain additional first aid equipment appropriate for outings.

34. Emergency Medical Treatment

Where a child requires urgent medical attention, staff will act in the child's best interests and seek appropriate emergency medical assistance.

Parents/carers will be contacted as soon as practicable.

Where necessary, staff will accompany a child to hospital in accordance with the setting's emergency procedures and staffing arrangements.

Parent/carer emergency contact information and relevant medical information will be readily available to authorised staff.

35. Administration of Medication

Pollyanna Pre-School CIO does not routinely administer medication unless this is necessary and agreed in accordance with its Administering Medicines Policy.

Where medication is administered:

- appropriate parental consent will be obtained;
- medication will be stored securely;
- medication will be in date;
- administration will be recorded;
- staff will follow the child's individual healthcare/medical arrangements where applicable; and
- emergency medication will be readily accessible to authorised staff where required.

Further details are contained within the Administering Medicines Policy.

36. Sickness and Infection Control

Pollyanna Pre-School CIO follows current public-health guidance regarding illness and infectious diseases.

Children and staff who are unwell will be managed in accordance with the setting's Infectious Disease Policy and current health-protection guidance.

The setting will:

- promote good hand hygiene;
- maintain appropriate cleaning arrangements;



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- manage bodily fluids safely;
- follow exclusion guidance where applicable;
- monitor potential outbreaks;
- seek appropriate professional advice where required; and
- communicate relevant health information to parents/carers.

The Manager will consider whether an outbreak requires notification to any relevant authority.

37. Food Hygiene

Pollyanna Pre-School CIO maintains high standards of food hygiene when preparing and serving food.

The setting will follow:

- food hygiene legislation;
- appropriate food safety procedures;
- its Food and Drink Policy; and
- relevant local authority/environmental health guidance.

Food preparation surfaces will be cleaned appropriately before use.

Staff involved in food preparation will follow appropriate hygiene procedures.

Allergies, dietary requirements and individual medical needs will be managed in accordance with the child's records and relevant setting policies.

Pollyanna is registered with the local authority Environmental Health Department as required.

38. Food Poisoning

If food poisoning is suspected, management will consider whether the illness may be linked to food provided by the setting.

Where appropriate, the Manager will contact the relevant Environmental Health/local authority service and follow any investigation or public-health advice.

Where a notifiable disease or other event requires notification to Ofsted or another authority, this will be completed within the required timescale.

39. Records and Data Protection

Pollyanna Pre-School CIO maintains records necessary to support the health, safety, welfare and safeguarding of children and adults.

Records may include:

- authorised collection information;
- parent/carers contact details;
- emergency contacts;
- allergies and dietary requirements;
- medical information;
- SEND information;



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- parental consents;
- attendance;
- visitor records;
- accidents;
- incidents;
- safeguarding concerns;
- medication records; and
- relevant risk assessments.

Personal information will be processed and retained in accordance with the UK GDPR, Data Protection Act 2018, and Pollyanna's Data Protection and Record Retention policies.

Health and safety records will only be accessed by authorised persons and will be retained for the appropriate period.

40. Outings – Routine Activities

For activities taking place away from the main preschool environment but within the Community Centre grounds or usual local area:

- an appropriate risk assessment will be completed;
- appropriate parental consent will be obtained;
- EYFS staffing ratios will be maintained;
- children will be appropriately supervised;
- staff will consider individual children's needs;
- appropriate first aid provision will be available; and
- emergency contact information will be available.

41. Outings Away From the Setting

Before an outing takes place:

- a risk assessment will be completed;
- the venue will be assessed where appropriate;
- staffing arrangements will be considered;
- children's individual needs will be considered;
- emergency procedures will be established;
- appropriate parental consent will be obtained;
- emergency contact information will be taken; and
- a first aid kit and appropriate emergency supplies will be taken.

Pollyanna's normal risk-assessed outing ratio is 1 adult to 2 children, or another ratio determined to be appropriate following assessment of the specific activity and children's needs.

This is a Pollyanna-specific control measure and does not replace the statutory EYFS ratio requirements.

Children will be assigned to staff members to support effective supervision.



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Where appropriate, children and adults will wear high-visibility vests.

The Pollyanna "Going Out Bag" will contain, as appropriate:

- attendance/signing-in information;
- telephone/radio;
- first aid kit;
- tissues;
- nappies and wipes;
- required medication;
- emergency contact information; and
- other items appropriate to the activity.

A current full PFA-trained person will accompany children on outings as required by the EYFS.

42. Major Outings

A major outing is an activity further afield from Stoke Mandeville Community Centre and its grounds.

For major outings:

- specific parental consent will be obtained;
- a detailed risk assessment will be completed;
- the venue will be reviewed in advance where practicable;
- venue safety information will be considered;
- appropriate staffing ratios will be maintained;
- emergency arrangements will be established;
- children will wear Pollyanna high-visibility jackets where appropriate; and
- appropriate first aid and emergency information will be taken.

43. Visitors and Contractors

All visitors and contractors must follow the setting's safeguarding and health and safety requirements.

The setting will:

- identify visitors where appropriate;
- record visitors in accordance with its procedures;
- ensure visitors are appropriately supervised;
- prevent unauthorised access to children;
- ensure contractors do not create avoidable risks;
- separate children from hazardous work areas; and
- review risk assessments where building work or maintenance could affect children.

Where work is being undertaken within the Community Centre, Pollyanna will liaise with SMVCA and contractors to ensure children are protected from hazards such as dust, tools, chemicals, scaffolding, noise or restricted access.



POLLYANNA PRE-SCHOOL CIO

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44. Smoking and Vaping

Pollyanna Pre-School CIO operates a no-smoking and no-vaping policy within the setting and areas where children are present.

Staff, visitors and contractors must comply with the setting's No Smoking Policy.

45. Monitoring and Review

Health and safety arrangements will be monitored through:

- daily environmental checks;
- equipment checks;
- accident and incident reviews;
- risk assessment reviews;
- fire drills;
- staff meetings;
- staff supervisions;
- one-to-one meetings;
- training records;
- maintenance records; and
- feedback from staff, parents/carers and relevant professionals.

Where an accident or incident identifies a weakness in existing arrangements, the relevant policy, procedure or risk assessment will be reviewed.

This policy will be formally reviewed at least annually and sooner if:

- legislation changes;
- EYFS requirements change;
- Ofsted requirements change;
- there is a significant accident or incident;
- premises arrangements change;
- new equipment or activities are introduced; or
- management considers a review necessary.

46. Related Policies and Documents

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Emergency Evacuation and Fire Drill Policy
- Outings Policy
- Food and Drink Policy
- Administering Medicines Policy
- Infectious Disease Policy



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HEALTH & SAFETY POLICY

- No Smoking Policy
- Risk Assessments
- Staff Code of Conduct
- Staff Handbook
- Safer Recruitment Policy
- Missing Child Policy
- Data Protection Policy
- Record Retention Policy
- Accident and Incident Records
- Fire Drill Records
- Medication Records
- Visitor Records

47. Legal and Statutory Framework

This policy has regard to the following legislation, statutory frameworks and guidance, as applicable:

- Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers – effective from 1 September 2026
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Electricity at Work Regulations 1989
- Manual Handling Operations Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First-Aid) Regulations 1981
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Food Safety Act 1990
- Food Safety and Hygiene (England) Regulations 2013
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- applicable Ofsted registration and notification requirements
- relevant current HSE and public-health guidance.

The statutory EYFS framework sets the standards that early years providers must meet to ensure children are kept healthy and safe.



POLLYANNA PRE-SCHOOL CIO

HEALTH & SAFETY POLICY

Review and Approval

This policy was reviewed and adopted on: 1st September 2026

Signed by Management Committee: 

Print Name: Nikita Wehrle

Version: 1.0 2026

This policy is reviewed **annually** or sooner in response to changes in legislation, guidance, or setting practices.

POLLYANNA PRE-SCHOOL CIO – HEALTH & SAFETY COMMITMENT

Pollyanna Pre-School CIO is committed to providing a safe, secure and healthy environment in which children can learn, develop, play and thrive.

Health and safety is everyone's responsibility. Staff are expected to remain vigilant, identify and report hazards, follow agreed procedures and act promptly where a child, adult or visitor may be at risk.

The setting will continually review its arrangements to ensure that health and safety practice reflects the needs of the children, the premises and the current statutory requirements.