Health and Safety Policy

Reporting Person: Nursery Manager (Designated Health & Safety Officer)

Approved By: Director – Wonder Whiz Kids Nursery

Start Date: 1st September 2025

Review Date: 1st September 2027

1. Purpose

This policy ensures that Wonder Whiz Kids Nursery provides a safe, healthy, and nurturing environment for all children, staff, and visitors, in compliance with EYFS statutory requirements and KHDA guidelines.

2. Scope

This policy applies to:

- All nursery staff (permanent, temporary, and volunteers).
- All children enrolled at the nursery.
- Visitors, contractors, and parents while on nursery premises.

3. Policy Statement

Wonder Whiz Kids Nursery is committed to safeguarding and promoting the welfare, health, and safety of all children. The nursery adopts a preventive, proactive, and responsive approach to health and safety.

This policy is also included in the HR Policy and forms part of staff contracts and codes of conduct.

4. Responsibilities

Management

- Ensure compliance with EYFS and KHDA standards.
- Provide continuous Health & Safety and Safeguarding training.
- Ensure all staff are Paediatric First Aid (CPD accredited) trained.
- Conduct termly risk assessments.

Staff

- Follow daily safety protocols.
- Act as Key Workers for their assigned children, ensuring their overall welfare.
- Report accidents, hazards, or concerns immediately.
- Maintain accurate records of incidents, meals, and sleep logs.

Key Worker System

Each child is assigned a Key Worker who is responsible for:

- Monitoring safety, nutrition, and sleep.
- Acting as the main communication point with parents.
- Reporting incidents directly to the Nursery Manager.

5. Incident Management and Disciplinary Actions

Reporting Process

- All incidents/accidents are recorded in the Incident Log.
- Parents are informed promptly.
- Serious cases are reported to KHDA and relevant authorities.

Disciplinary Measures

- First Breach: Verbal warning with retraining.
- Second Breach: Written warning filed in HR records.
- Serious Breach/Negligence: Immediate suspension pending investigation or termination.

6. Training Requirements

- Mandatory Paediatric First Aid & CPD Training for all staff.
- Annual refresher courses on health & safety, safeguarding, and fire safety.
- Food hygiene and Safe Sleep training.

7. Safe Sleep Policy (Children 1 Year +)

- Children are always supervised during sleep.
- Safe sleeping environment: firm mattress, no loose bedding, pillows, or toys.
- Children placed on their backs for sleep.
- Room temperature monitored.
- Staff check every 10 minutes, recorded in the Sleep Log.
- A trained adult must be present at all times.

8. Nutrition and Safe Eating Policy

- Meals and snacks follow EYFS nutrition guidance.
- Individual dietary and allergy needs are strictly followed.
- Food is cut into age-appropriate sizes to prevent choking.
- Children are always supervised while eating.
- Staff trained in choking response procedures.

9. Food Storage and Hygiene

- All food is stored in designated clean storage areas, separate from cleaning materials and chemicals.
- Perishable items are kept refrigerated at the correct temperature (2–5°C).
- Dry food is stored in sealed, labelled containers.
- Expiry dates are checked daily; expired or spoiled food is disposed of immediately.
- Food preparation areas are cleaned and sanitised before and after use.
- Staff handling food must wash hands thoroughly and wear appropriate protective gear (gloves, aprons, hairnets).
- Cross-contamination is prevented by using separate utensils and boards for raw and cooked foods.
- KHDA-approved hygiene inspections are carried out regularly.

10. Safeguarding and Supervision

- Staff-to-child ratios follow KHDA/EYFS requirements.
- Children are never left unattended, including during naps.

- Visitors are signed in and supervised.

10. Monitoring and Review

- This policy is reviewed annually by the Nursery Manager and Director.
- Updated sooner if required by changes in KHDA or EYFS guidelines.
- Staff feedback is considered during reviews.