

# Little Acorns Montessori

Ascot • Bracknell • Crowthorne

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## HEALTH, SAFETY & SECURITY POLICY

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### 1. Document Control

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DOCUMENT CONTROL	
Policy Title	Health, Safety & Security Policy
Setting Name	Little Acorns Montessori
Location	Ascot, Bracknell & Crowthorne, Berkshire, England
Version	1.0
Date Adopted	June 2026
Review Date	June 2027
Policy Author	Jonathan Duffy - Director
Named H&S Lead	Jonathan Duffy
External H&S Advisor	BrightSafe (part of Bright HR)
Linked Policies	Safeguarding & Child Protection Policy; Missing / Lost Child Policy; Fire Safety & Emergency Evacuation Policy; Administering Medication Policy; Sickness & Exclusion Policy; Whistleblowing Policy; Care Routines Policy

### 2. Policy Statement

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Little Acorns Montessori is committed to providing a safe, healthy and secure environment for all children, staff, parents, carers, volunteers and visitors on our premises. The health, safety and welfare of every child in our care is of paramount importance.

This policy sets out our approach to managing health, safety and security across all aspects of our provision. It applies to all areas of our setting, to all activities undertaken on and off the premises, and to everyone who comes into contact with our nursery.

This policy should be read alongside the policies listed in the Document Control table above. It does not stand alone — it forms part of our overall suite of safeguarding and welfare documentation.

This policy is reviewed annually and whenever there is a change in legislation, statutory guidance, staffing arrangements, or following any significant incident.

### 3. Statutory Framework and Legal Obligations

This policy is written in compliance with the following legislation and statutory guidance:

Legislation / Guidance	Relevance to This Policy
<b>Health and Safety at Work etc. Act 1974</b>	Primary legislation placing a duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others on the premises.
<b>Management of Health and Safety at Work Regulations 1999</b>	Requires employers to carry out suitable and sufficient risk assessments and implement preventive and protective measures.
<b>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</b>	Requires reporting of specified workplace injuries, occupational diseases and dangerous occurrences to the Health and Safety Executive (HSE).
<b>Health Act 2006</b>	Prohibits smoking in enclosed and substantially enclosed workplaces and public places in England. Applies to all areas of the nursery premises, indoors and outdoors.
<b>Regulatory Reform (Fire Safety) Order 2005</b>	Requires a fire risk assessment of the premises and implementation of appropriate fire safety measures.
<b>Food Safety Act 1990 &amp; Food Hygiene (England) Regulations 2006</b>	Govern the safe handling, preparation and storage of food for children in the setting.
<b>EYFS Statutory Framework (DfE, September 2025) — Section 3 (Safeguarding &amp; Welfare Requirements)</b>	Mandatory framework for all early years providers. Requires suitable premises, safe environments, risk assessments, insurance, health and safety policies, no smoking/vaping procedures, and safe outings procedures.
<b>EYFS 2025, Section 3.30 (Smoking &amp; Vaping)</b>	Staff and volunteers must not smoke or use e-cigarettes/vaping devices on or near the premises when children are present, or about to be present. This is a statutory requirement.
<b>EYFS 2025, Section 3.44–3.46 (Risk Assessment)</b>	Providers must carry out risk assessments and review them regularly. Hazards must be identified and action taken to reduce risks to children and adults.
<b>EYFS 2025, Sections 3.50–3.51 (Accidents &amp; Incidents)</b>	Providers must keep written records of accidents and injuries, administer first aid, and notify Ofsted and parents of serious accidents within 14 days and on the day respectively.
<b>Childcare Act 2006</b>	Registration and inspection requirements for early years providers; duty to notify Ofsted of significant events within 14 days.
<b>Bracknell Forest Safeguarding Board (BFSB) Multi-Agency Procedures (Pan-Berkshire)</b>	Local safeguarding procedures applicable to all settings in Ascot, Bracknell and Crowthorne.

### 4. General Health and Safety

#### 4.1 Named Responsibility

The member of staff responsible for health and safety is Jonathan Duffy. He is competent to carry out these responsibilities, has undertaken health and safety training, and regularly updates his knowledge and understanding.

We use BrightSafe (part of Bright HR) as our external health and safety advisor for guidance, advice, and to carry out relevant checks where and when appropriate.

All staff must display health and safety posters as directed and follow all guidance distributed by the Named H&S Lead.

## 4.2 Insurance

Little Acorns Montessori holds public liability insurance and employers' liability insurance. Certificates are displayed in the main lobby and are available for inspection by any member of staff, parent or Ofsted inspector on request.

## 4.3 Induction and Awareness

- All staff and volunteers receive a clear explanation of health and safety requirements as part of their induction, before working unsupervised with children.
- Induction training covers employee well-being, manual handling, safe storage of potentially dangerous substances, and emergency procedures.
- Records are kept of all induction training. New staff sign to confirm they have taken part.
- Health and safety is explained to parents of new children so they understand their shared responsibility.
- Health and safety is included in annual training plans and is discussed regularly at staff meetings.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

# 5. Risk Assessment

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## 5.1 Our Approach

Risk assessment is a core part of our health and safety management. Our process involves identifying hazards and risks to children and adults, indoors and outdoors, deciding which areas need attention, and developing an action plan that sets out the action required, timescales, the person responsible, and any funding needed.

## 5.2 Schedule of Checks

- Daily — before each session begins: the Named H&S Lead or senior staff member on duty carries out a visual check of all indoor and outdoor areas.
- Weekly — a more detailed check of equipment, resources, and the outdoor area.
- Termly — a full review of written risk assessments for all areas and activities.
- Annually — a comprehensive full risk assessment of the entire premises, carried out by the Named H&S Lead, with input from BrightSafe where appropriate.
- After any incident — risk assessments are reviewed and updated immediately following any accident, near miss, or significant event.

## 5.3 Scope of Risk Assessment

Risk assessments cover, but are not limited to:

- All indoor areas including rooms, kitchen, toilets, storage areas and staff areas.
- The outdoor play area and garden.
- All equipment, resources and activities.
- Arrivals, departures and transition points.
- Off-site visits and outings (see Section 11).
- Lone working.
- Manual handling.
- Food preparation and food safety.

## 6. Premises and Physical Safety

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### 6.1 Children's Safety

- Only persons who have been checked for criminal records by an enhanced DBS disclosure, and are registered with Ofsted as child carers, have unsupervised access to children, including for toileting.
- All children are always supervised by adults. Adults do not normally supervise children on their own.
- Whenever children are on the premises, at least two adults must be present at all times.

### 6.2 Security

- Systems are in place for the safe arrival and departure of children. Arrival and departure times are recorded.
- The arrival and departure times of all adults — staff, volunteers, and visitors — are recorded.
- Our systems prevent unauthorised access to the premises and prevent children from leaving unnoticed.
- Personal possessions of staff and volunteers are stored securely during sessions.

### 6.3 Windows and Doors

- Low level windows are made from or treated with materials that prevent accidental breakage or are otherwise made safe.
- Windows above ground floor are secured so that children cannot climb through them.
- Windows are protected from accidental breakage or vandalism from outside the building.
- Precautions are taken to prevent children's fingers from being trapped in doors.

### 6.4 Floors and Surfaces

- All floor surfaces are checked daily to ensure they are clean, not uneven, and not damaged.
- Any spillages are cleaned up immediately.

## 6.5 Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for handwashing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they are supervised at all times, kept away from hot surfaces and hot water, and do not have unsupervised access to electrical equipment.

## 6.6 Electrical and Gas Equipment

- All electrical and gas equipment conforms to safety requirements and is checked regularly.
- The boiler, electrical switchgear and meter cupboard are not accessible to children.
- Fires, heaters, electric sockets, wires and leads are properly guarded, and children are taught not to touch them.
- Storage heaters are checked daily to ensure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

## 6.7 Storage

- All resources and materials that children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them from accidentally falling or collapsing.

## 6.8 Outdoor Area

- Our outdoor area is securely fenced and checked for safety before use each day.
- The outdoor area is cleared of rubbish before children use it.
- Adults and children are alerted to the dangers of poisonous plants, herbicides, and pesticides.
- Where water can form a pool on or around equipment, it is emptied before children start playing outside.
- The sand pit is covered when not in use.
- All outdoor activities are always supervised.

## 6.9 Safety of Adults

- Adults are provided with guidance on the safe storage, movement, lifting and erection of large items of equipment.
- When adults need to reach up to store equipment or change light bulbs, they are provided with safe equipment to do so.
- All warning signs are clear and displayed in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded and reviewed termly to identify any issues that need to be addressed.

## 7. Hygiene

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- We seek information from the Environmental Health Department and Health Authority to ensure we remain up to date with the latest guidance.
- Our daily routines encourage children to learn about personal hygiene.
- We maintain a daily cleaning routine covering the play room(s), kitchen and toilets.
- We have a schedule for cleaning resources, equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene, including handwashing and drying facilities and nappy disposal.

We implement good hygiene practices by:

- cleaning tables between activities;
- checking toilets regularly;
- wearing protective clothing — aprons and disposable gloves — as appropriate;
- providing sets of clean clothes;
- providing tissues and wipes; and
- ensuring sole use of flannels and towels.

## 8. Food, Drink and Nutrition

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- We comply with the Safer Eating requirements of the EYFS Statutory Framework (September 2025), Sections 3.63–3.70. At all times when children are eating, a member of staff holding a current Paediatric First Aid (PFA) certificate must be present in the room and must be within both sight and hearing of the children. Where possible, staff should sit facing children while they eat, so that they can monitor for choking, prevent food sharing, and remain alert to unexpected allergic reactions.
- Before a child is admitted to the setting, we gather and record information about their special dietary requirements, food preferences, allergies, intolerances, and any other health requirements. This information is kept up to date, is shared with all staff, and is reviewed at least annually. We have ongoing discussions with parents and carers about the stage their child is at in introducing solid foods.
- At each mealtime and snack time, a named member of staff is designated as responsible for checking that food being served meets the requirements for each individual child, including checking that food is prepared in a way that minimises choking risk given that child's stage of development. Any choking incident that requires an intervention is recorded, including where and how the child choked, and parents and carers are notified on the same day. Choking records are reviewed periodically to identify patterns or trends and to implement any improvements.
- We follow the DfE Early Years Foundation Stage Nutrition Guidance (April 2025) as statutory guidance. Meals, snacks and drinks provided are healthy, balanced and nutritious. We have regard to the "provide, limit, avoid" framework set out in that guidance. Our menus and snack provision are reviewed annually against the guidance.
- Staff who prepare and handle food receive appropriate food hygiene training and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through play areas and do not place hot drinks within reach of children.
- Snack and mealtimes are supervised and children do not walk about with food and drinks.
- Fresh drinking water is always available to children.
- We operate systems to ensure that children do not have access to food or drinks to which they are allergic.

- When children take part in cooking activities, an adult-to-child ratio conforms to the requirements of the National Standards for Day Care.
- Parents always sign consent forms before any outing takes place.

See Food and Nutrition Policy for more details.

## 9. Activities and Equipment

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- Before purchase or loan, equipment and resources are checked to ensure they are safe for the ages and stages of children currently attending.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety. Dangerous items are repaired or discarded.
- All materials — including paint and glue — are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Animals visiting the setting are free from disease, safe to be with children, and do not pose a health risk.
- Pre-school pets are free from disease, safe to be with children, and do not pose a health risk. They conform to BSEN standards and are fitted with appropriate insurance cover.

## 10. No Smoking, E-Cigarettes and Vaping Policy

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Little Acorns Montessori complies with the Health Act 2006, the EYFS Statutory Framework (September 2025), and the Safeguarding and Welfare Requirements in making our setting a completely smoke-free and vape-free environment — both indoors and outdoors.

### 10.1 Scope

This policy applies to cigarettes, cigars, pipes, roll-ups, e-cigarettes, and vaping devices of all types. It applies to all staff, volunteers, students on placement, parents, carers, and visitors while on our premises.

### 10.2 The Rules

- **No person must smoke, use an e-cigarette, or vape anywhere on the nursery premises — indoors or outdoors — at any time.**
- This prohibition applies at all times, including before and after sessions and during preparation time.
- No smoking or vaping is permitted in vehicles parked on the nursery premises.
- Staff who choose to smoke or vape may only do so during their authorised break periods and away from the nursery premises. They must move to a location that is not visible to children, parents or carers.
- Staff must wash their hands thoroughly and take reasonable steps to minimise smoke or vapour odours on their clothing and breath before returning to work with children.

- No smoking or vaping materials, including e-cigarettes, vape pens, pouches, or paraphernalia, may be left where children could access them.

### 10.3 Communication and Compliance

- All staff, volunteers, parents and carers are made aware of this policy.
- No-smoking signs are displayed at all entry points to the premises.
- This policy is included in the parent/carer information provided on enrolment.
- We actively signpost staff and parents to stop smoking and vaping support if they are seeking this.
- Breaches of this policy by staff will be addressed through the nursery's disciplinary procedure.

## 11. Fire Safety and Emergency Evacuation

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### 11.1 Statement of Compliance

Little Acorns Montessori ensures that our premises present no risk of fire by maintaining the highest possible standards of fire precautions. We comply with the Regulatory Reform (Fire Safety) Order 2005. Where necessary, we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant.

### 11.2 Fire Safety Measures

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- displayed on the premises at all times;
- explained to all new members of staff, volunteers, and students during induction;
- practised as a fire drill at least once every six weeks; and
- supported by records kept of all fire drills and the servicing of fire safety equipment.

### 11.3 Fire Safety Equipment

- Fire doors are clearly marked, never obstructed, and easily opened from inside.
- Smoke detectors and alarms are fitted in appropriate high-risk areas of the building.
- Firefighting appliances conform to BSEN standards and are checked as specified by the manufacturer.

### 11.4 Practice Fire Drills

Practice drills include:

- Children becoming familiar with the sound of the fire alarm.
- Children and staff knowing where the fire exits and assembly points are.
- Children being led from the building to the assembly point in an orderly manner.
- All children and staff being accounted for by register at the assembly point.
- Recording the time taken to get all children out safely.
- Identifying who calls the emergency services, and when, in the event of a real fire.
- Confirming how parents and carers are contacted.

## 11.5 Fire Record

The Fire Drill Log is a physical record held in the nursery office. Each entry must include:

- Date and time of the drill.
- How long the evacuation took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

## 12. First Aid and Administration of Medication

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### 12.1 First Aid

- At least two members of staff with a current paediatric first aid (PFA) certificate relevant to infants and young children must be on the premises or on an outing at any one time. From September 2025, PFA must be from an accredited, nationally recognised provider.
- The first aid kit complies with the Health and Safety (First Aid) Regulations 1981.
- The first aid kit is regularly checked by a designated member of staff and restocked as necessary.
- The first aid kit is kept out of the reach of children but is easily accessible to adults.
- At the time of admission, parents and carers give written permission for emergency medical treatment and first aid.

### 12.2 Accident Book and Records

All accident and incident records are logged on the Family app. There are no paper accident forms. All staff know how to complete an accident report on Family. Parents are notified via the Family app on the day of any accident involving their child.

Our accident records include:

- All accidents involving children, regardless of severity.
- Accidents involving staff, volunteers or visitors.
- Near misses and dangerous occurrences.

### 12.3 Serious Accidents — Ofsted Notification

Ofsted must be notified as soon as reasonably practicable and always within 14 days of any:

- food poisoning affecting two or more children looked after on our premises;
- serious accident, injury to, or serious illness of, a child in our care; and
- the death of a child in our care.

Notification is made via the Ofsted online portal. The reference number is recorded on Family alongside the incident record. Failure to notify Ofsted within 14 days is a criminal offence.

### 12.4 RIDDOR Reporting

We comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). We report to the Health and Safety Executive (HSE):

- any work-related accident leading to an injury to a child or adult for which they are taken to hospital;
- any work-related injury to a member of staff which results in them being unable to work for seven or more consecutive days;
- when a member of staff suffers from a reportable work-related disease or illness;
- any death of a child or adult occurring in connection with activities relating to our work; and
- any dangerous occurrence — an event that causes injury or fatalities, or an event that does not cause an accident but could have done (such as a gas leak).

## 12.5 Local Child Protection Agencies

Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child in our care. We act on any advice given by those agencies.

Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

## 12.6 Administration of Medication

- Parents give prior written permission for the administration of any prescription or non-prescription medication.
- The administration of medication is recorded accurately on Family, and parents confirm receipt of this record.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- Children's prescribed drugs are stored in their original containers, are clearly labelled, and are inaccessible to children.

## 13. Sickness and Exclusion

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- Our policy for the exclusion of children with infectious illness is discussed with parents, including procedures for contacting parents or other authorised adults if a child becomes ill during the session.
- Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.
- We follow Public Health England / UKHSA exclusion period guidance when excluding ill children and display the relevant list in the nursery.

See Sick/Absent Child and Attendance Policies for more details.

## 14. Outings and Off-Site Visits

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All off-site visits are planned in advance and risk assessed. The following procedures apply:

### Before an outing:

1. The venue will be risk assessed, including appropriate staffing ratios.
2. Appropriate staffing levels are maintained and consent is requested from parents.
3. A letter to parents notifying them of the outing is sent in advance of major outings.

### On the day of an outing:

Essential records and equipment taken by managers include:

- Contact telephone numbers and a charged mobile phone.
- First aid kit.
- Pre-arranged meeting time and place.
- Register of children present.
- Children group with named key workers.
- Two staff to take children to bathrooms at pre-arranged times.
- Register taken before departure.

For those children remaining at the nursery during an outing, the adult-to-child ratio conforms to the requirements of the National Standards for Day Care. The children are appropriately supervised to ensure no child gets lost, and there is no unauthorised adult access to children.

## 15. Recording and Reporting

The table below sets out exactly how and where each type of record is maintained at Little Acorns Montessori.

Record Type	How and Where Recorded
<b>Accidents involving children</b>	Logged on the Famly app on the day of the accident. A notification is sent to parents via Famly on the same day. Parents are asked to acknowledge the record digitally. All staff know how to complete an accident report on Famly.
<b>Accidents involving adults (staff, volunteers, visitors)</b>	Recorded on Famly and, where RIDDOR-reportable, submitted to the HSE online. The Manager is notified on the day.
<b>Dangerous occurrences / near misses</b>	Recorded on Famly as an incident record. The Manager and H&S Lead are notified immediately. RIDDOR reporting is assessed by the Manager.
<b>Fire drill records</b>	Recorded in the physical Fire Drill Log Book, which is stored in the nursery office. Each entry must include: date and time, duration, number of children and adults present, any issues noted, and action taken.
<b>Risk assessments</b>	Maintained as written records by the Named H&S Lead and stored in the Health & Safety folder in the nursery office. Reviewed on the schedule set out in Section 5.2 of this policy.
<b>Maintenance faults and repairs</b>	Logged in the Maintenance Log kept in the nursery office. Signed off by the Manager when resolved.
<b>Notifiable incidents to Ofsted</b>	Submitted via the Ofsted online portal within 14 days. The reference number is recorded on Famly alongside the original incident record.

Records must be retained in line with the nursery's data retention schedule. Safeguarding and accident records must be retained for a minimum of three years, or until the child reaches 21 years of age (whichever is longer), in line with best practice guidance.

## 16. Roles and Responsibilities

ROLES AND RESPONSIBILITIES	
<b>Manager / Nominated Individual</b>	<ul style="list-style-type: none"> <li>• Has overall accountability for this policy and ensures it is reviewed annually.</li> <li>• Ensures all staff receive health and safety induction training before working unsupervised.</li> <li>• Notifies Ofsted of any reportable accident or significant event within 14 days.</li> <li>• Ensures public liability and employers' liability insurance certificates are current and displayed.</li> <li>• Commissions an annual full risk assessment and acts on its findings.</li> <li>• Monitors compliance with the No Smoking / No Vaping requirements at all times.</li> <li>• Liaises with BrightSafe (external H&amp;S advisor) for guidance and periodic checks.</li> </ul>
<b>Named Health &amp; Safety Lead (Jonathan Duffy)</b>	<ul style="list-style-type: none"> <li>• Carries day-to-day responsibility for health and safety compliance.</li> <li>• Conducts and reviews risk assessments on the agreed schedule.</li> <li>• Maintains all health and safety records, including risk assessment logs, drill records, and maintenance logs.</li> <li>• Ensures health and safety posters are displayed and up to date.</li> <li>• Attends health and safety training and updates the team on changes to legislation and guidance.</li> <li>• Acts as the first point of contact for BrightSafe.</li> </ul>
<b>Designated Safeguarding Lead (DSL)</b>	<ul style="list-style-type: none"> <li>• Takes lead responsibility for safeguarding-related health and safety matters.</li> <li>• Ensures accident and incident records on the Family app are completed accurately on the day.</li> <li>• Notifies Ofsted of reportable incidents within 14 days via the Ofsted online portal.</li> <li>• Ensures children's emergency contact details and medical information are current on Family.</li> </ul>
<b>Deputy DSL</b>	<ul style="list-style-type: none"> <li>• Deputises for DSL when not available.</li> </ul>
<b>All Staff</b>	<ul style="list-style-type: none"> <li>• Must follow this policy and all associated procedures at all times.</li> <li>• Must complete daily health and safety checks before the session begins.</li> <li>• Must report any hazard, maintenance issue, or safety concern to the Named H&amp;S Lead immediately.</li> <li>• Must never smoke, use e-cigarettes, or vape on or near the nursery premises.</li> <li>• Must maintain required adult-to-child ratios at all times.</li> <li>• Must complete accident and incident records on Family accurately and on the day of the event.</li> <li>• Must attend all health and safety training as required by the Manager.</li> </ul>

<b>Parents and Carers</b>	<ul style="list-style-type: none"> <li>• Must keep the nursery informed of any changes to their child's medical needs or emergency contacts.</li> <li>• Must inform the nursery of any relevant health conditions before their child's first attendance.</li> <li>• Must observe the No Smoking / No Vaping policy on all nursery premises.</li> <li>• Must follow the nursery's arrival and departure procedures at all times.</li> </ul>
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## 17. Policy Review and Monitoring

- This policy is reviewed at least annually by the Manager and Named H&S Lead.
- It must also be reviewed following any significant accident or incident, any change in legislation or statutory guidance (including EYFS updates), any change in key personnel, or any recommendation from an Ofsted inspection.
- The current version must be made available to all staff, parents, and carers on request.
- Parents and carers must be informed when the policy is significantly updated.

### Policy Sign-Off

Role	Name	Date
Owner/Director	Jonathan Duffy	June 2026