



Health & Safety Policy

Bijou Day Nursery & Crèche, Cowbridge

Policy owner: Nursery Manager / Rheolwr y Feithrinfa

Version: 2.0

Last reviewed: June 2026 / Mehefin 2026

Next review: June 2027 / Mehefin 2027

Approved by: Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

1. Policy Statement

Bijou Day Nursery & Crèche is committed to providing a safe, healthy, and stimulating environment for all children, staff, visitors, and contractors. The health and safety of every person on our premises is a matter of paramount importance. We comply with all relevant legislation and strive to exceed the minimum requirements at every level.

This policy complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Workplace (Health, Safety and Welfare) Regulations 1992, the Child Minding and Day Care (Wales) Regulations 2010 (as amended), the National Minimum Standards for Regulated Childcare (2016), the Regulatory Reform (Fire Safety) Order 2005, and CIW guidance.

2. Responsibilities

PERSON	RESPONSIBILITY
Responsible Individual (Samantha Rennison)	Overall accountability for health & safety; ensuring adequate resources, training, and policy compliance
Nursery Manager	Day-to-day management of H&S; conducting and reviewing risk assessments; leading staff training; reporting to the RI
Room Leaders	Ensuring room-level compliance; completing daily safety checks; supervising safe practice
All Staff	Following all H&S procedures; reporting hazards immediately; maintaining a safe environment; attending training

3. Premises Safety

3.1 Indoor Environment

- The premises are maintained in good repair, clean, and adequately ventilated and heated
- All rooms meet minimum space requirements per child as set out in NMS

- Furniture and equipment are age-appropriate, well-maintained, and conform to relevant safety standards (BS EN safety standards)
- Safety gates are fitted at key points; radiators are covered or thermostatically controlled
- Cleaning materials, chemicals, and hazardous substances are stored securely in locked cupboards out of children's reach, in compliance with COSHH Regulations 2002
- Hot water outlets accessible to children are thermostatically controlled to a maximum of 43°C
- Electrical equipment is PAT tested annually; sockets have safety covers where required

3.2 Outdoor Environment

- Outdoor areas are securely fenced with childproof locks on all gates
- Outdoor surfaces and equipment are checked daily before use and maintained in safe condition
- Plants, garden areas, and natural features are checked for hazards (toxic plants, sharp objects, animal faeces)
- Sun, rain, and cold weather procedures are in place (see Sun Safety Policy)

3.3 Security

- Entry to the nursery is controlled via a secure door entry system
- All visitors sign in and out and are supervised at all times
- Children are only released to authorised persons — a password system is in place for emergency collections
- A daily register of children and staff is maintained at all times

4. Risk Assessment

Risk assessments are central to our health and safety management. See our separate Risk Assessment Policy for full detail. In summary:

- Daily visual checks of all rooms and outdoor areas
- Written risk assessments for the premises, activities, outings, and individual children (reviewed at least annually)
- Dynamic risk assessments conducted by staff in real time as situations arise

5. Fire Safety

See the separate Fire Safety & Evacuation Policy. Key measures include:

- Fire risk assessment completed and reviewed annually
- Fire drills conducted at least termly (records kept)
- Fire equipment checked annually; smoke detectors tested weekly
- Evacuation routes clearly marked and kept clear at all times

6. First Aid

- All staff hold a valid paediatric first aid certificate (renewed every 3 years)
- At least one paediatric first aider is on duty at all times
- First aid kits are located in each room and checked monthly; contents are restocked promptly

- A travel first aid kit is taken on all outings

7. Food Safety & Hygiene

- Bijou holds a 5-star Food Hygiene Rating from the Food Standards Agency
- All food is prepared, stored, and served in accordance with the Food Safety Act 1990 and Food Hygiene (Wales) Regulations 2006
- Staff involved in food preparation hold a current Level 2 Food Hygiene certificate
- Allergy information is recorded, displayed, and communicated at mealtimes (see Allergy & Intolerance Policy)
- Kitchen areas are cleaned to schedule and deep-cleaned regularly

8. Infection Control

See our separate Infection Control Policy. Key measures include hand-washing routines, exclusion periods for infectious illnesses, and enhanced cleaning protocols.

9. Manual Handling

- Staff are trained in safe manual handling techniques
- Equipment (changing tables, low chairs, appropriate storage) is provided to minimise lifting
- Staff report any manual handling concerns to the Nursery Manager

10. Staff Well-being

- Staff are supported with regular supervision and access to well-being resources
- Lone working is avoided wherever possible; where unavoidable, a risk assessment is in place
- Stress, workload, and mental health are discussed in supervision sessions

11. Accidents & Incidents

See our separate Accident & Incident Policy. All accidents and incidents are recorded, reported, and reviewed to prevent recurrence.

12. Training

- All staff receive H&S induction training on their first day
- Annual refresher training covers fire safety, manual handling, food hygiene, and safeguarding
- Training records are maintained and reviewed at appraisals

13. Review

This policy is reviewed annually or sooner if legislation changes, a significant incident occurs, or CIW recommendations require it.

14. Related Policies

- Risk Assessment Policy
- Fire Safety & Evacuation Policy
- Accident & Incident Policy
- Infection Control Policy
- Sun Safety Policy
- Medication Policy
- Allergy & Intolerance Policy

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