



HEALTH AND SAFETY POLICY

360 Vision – Early Years, Wraparound & Holiday Provision

1. Statement of Intent

360 Vision is committed to safeguarding children and promoting their welfare by providing a safe, healthy, and secure environment in which children can learn, play, and develop. We recognise that children’s safety, health, and wellbeing are fundamental to high-quality early years provision.

We will take all reasonable steps to:

- Maintain safe, suitable premises and equipment
- Ensure staff are competent, trained, and supervised
- Promote positive behaviour and emotional wellbeing
- Respond promptly and effectively to accidents, incidents, and emergencies
- Provide a place of work, systems of work and equipment that are safe and do not create a risk to the health, safety and welfare of our children, employees, members of associated companies and the general public, so far as it is reasonably practicable
- Provide appropriate information, instruction, training, and supervision for all employees
- Provide sufficient finance, human resources and infrastructure to enable health and safety to function effectively
- Provide specialist health and safety advice including monitoring of on-going health and safety performance and providing advice in connection with establishing a healthy and safe place of work
- Commit to complying with all applicable occupational health and safety legislation and other requirements
- Prevent or minimise any risks to occupational health and safety in all forms wherever possible
- Prevent and avoid accidents, injuries and ill-health to our children, staff and others who may be affected by our operations, and to prevent damage to property
- Strive to improve our overall occupational health and safety performance through review and annual audit (April)
- Make this policy available to our parents, employees, contractors and other relevant parties by making it readily available and on request.

Health and safety is a shared responsibility, embedded in daily practice, supervision, training, and reflective review.

2. Legal and Regulatory Framework

This policy operates in accordance with:

- EYFS Statutory Framework – Safeguarding and Welfare Requirements
- Health and Safety at Work Act 1974
- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Regulatory Reform (Fire Safety) Order 2005
- Food Safety Act 1990 & Food Hygiene Regulations

3. Roles and Responsibilities

3.1 Registered Person / Directors

The Registered Person holds ultimate accountability for health and safety and will ensure that:

- Robust policies and procedures are in place and implemented
- Adequate resources, staffing, and training are provided
- Serious accidents, injuries, or safeguarding concerns are reported to Ofsted, the Local Authority, and the HSE where required
- Health and safety arrangements are monitored and reviewed

3.2 Health & Safety Officers

The designated Health & Safety Officers are responsible for:

- Overseeing the implementation of this policy
- Ensuring risk assessments are completed, reviewed, and acted upon
- Monitoring accident and incident records to identify trends
- Supporting managers and staff with guidance and training

3.3 Managers

Managers will ensure that:

- Premises are safe, secure, clean, and suitable for children
- Daily environment and equipment checks are completed and recorded where required
- Staff ratios meet EYFS Wraparound requirements at all times
- Emergency procedures are known, practised, and effective
- Visitors follow safeguarding and security procedures

3.4 Staff and Volunteers

All staff and volunteers must:

- Take reasonable care of their own health and safety and that of others
- Follow all policies, procedures, and risk assessments
- Report hazards, accidents, near misses, or concerns immediately
- Attend mandatory training, including Paediatric First Aid
- Model safe, hygienic, and calm behaviour at all times
- Contribute to a safe and supportive working environment by raising concerns promptly with a manager, including wellbeing or workload concerns that could impact safe practice

Failure to follow health and safety procedures may result in disciplinary action.

4. Risk Assessment

360 Vision uses a risk-benefit approach, recognising that managed risk supports children's learning and development.

Risk assessments are carried out:

- Before each term begins, session, or activity
- When introducing new equipment or resources
- When there are changes to premises or staffing
- To meet individual children's needs, including SEND

Daily Practice:

- Pre-session checks: indoor/outdoor areas, equipment, toilets, exits
 - During sessions: hazards addressed immediately
 - Post-session checks: accidents, incidents, and learning reviewed
- Findings inform adaptations to practice and are shared with staff.

5. Premises and Equipment

360 Wrap Around operates in hired premises where building compliance and maintenance are managed by the venue's facilities team. 360 Wrap Around remains responsible for identifying hazards, reporting concerns promptly, and ensuring that areas used by children are safe and suitable during our operating hours. Managers will report repairs/requirements to the relevant site contact and follow up until resolved.

We ensure that:

- Premises are well-lit, ventilated, temperature-appropriate, and clean
- Furniture and equipment are stable, age-appropriate, and well-maintained
- Outdoor areas are checked for hazards (weather, debris, animal waste)
- Broken or unsafe equipment is removed immediately
- Equipment is stored safely and used only in line with risk assessments.

6. Staffing, Ratios & Training

360 Vision ensures that:

- All staff are suitably vetted, including DBS checks
- EYFS Wraparound staff-to-child ratios are always met or exceeded
- At least one person with a current Paediatric First Aid (PFA) qualification is present at all times
- Staff receive induction, supervision, and ongoing training

6.1 Training:

Includes:

- Health & Safety - Inhouse site of risk assessments in onboarding pack and review of this and all policies.
- Safeguarding- Online course
- Behaviour management - Policy, in-house periodic training.
- Emergency procedures - Periodic fire drill/ lockdown drill In house

- Infection control- Inhouse and where appropriate online (Kitchen managers and servers)

7. Health, Hygiene & Infection Control

We maintain high standards of hygiene by:

- Promoting regular handwashing
- Cleaning and disinfecting toilets and high-touch areas daily
- Following exclusion guidance for illness
- Ensuring cuts and abrasions are covered
- Managing body fluids safely in line with Intimate Care procedures

Children are supported to develop good personal hygiene habits.

8. COSHH (Control of Substances Hazardous to Health)

Applicable legislation:

Control of Substances Hazardous to Health

No new substances should be brought onto the premises without the notification to the Manager.

360 will do all that they can to avoid the use of substances hazardous to health in their work. Where it is not possible to avoid hazardous substances, a COSHH risk assessment will be completed to identify risks and implement appropriate control measures.

COSHH classifications:

Class 1 -These substances are not hazardous, no further action, just to follow the manufacturers' directions for use.

Class 2 - These substances are hazardous but used in very small quantities and in such ways that the risks are assessed as insignificant e.g. Tippex. No further action is required other than following the manufacturer's directions for use.

Class 3 - These substances are hazardous and risks can be significant. The risks must be assessed and necessary control measures devised and communicated to the persons involved with its use. Such assessments must be kept within the departmental folders.

Safety data sheets will be obtained for all Class 3 hazardous substances used. (Appendix)

These will be used in the risk assessment process and to assess if the product could potentially be harmful to the environment.

9. Disabilities, Accessibility and the Equality Act

Applicable legislation:

- The Equality Act

Refer to the Diversity, Equity and Inclusion policy; Accessibility Support Plan(s) and Equal opportunities policy.

360 is an inclusive provider dedicated to providing adequate facilities and accessible experiences to all visitors, staff and children who attend our setting.

All staff are required to identify when a child has a mobility impairment or injury.

Parents are required to notify the 360 if a child is injured resulting in a need for alternative arrangements.

Individual requirements will be reviewed on a case by case basis to ensure that the needs of those individuals can be met.

Visitors are asked to identify any known disabilities when booking to attend any event held at the setting to ensure we make adequate arrangements for access.

10. Medication & Food Safety

- Medication is administered only with written parental consent
- Medicines are stored securely and out of children's reach
- Clear records are kept of dosage, timing, and administrator
- Allergies and dietary requirements are clearly recorded and shared

Food is prepared and handled in line with food hygiene guidance by trained staff.

11. Safeguarding, Behaviour & Supervision

Health and safety is integral to safeguarding. We:

- Promote positive behaviour through clear boundaries and consistency, behaviour escalation is parallel to the risks the behaviours can cause. We promote our rules and boundaries and use safe language when discussing with children.
- Ensure children are appropriately supervised at all times including following ratios and best practice on lone working and intimate care.
- Follow safeguarding best practise and procedures we set out as a company, including onboarding training and record keeping.
- Follow safeguarding procedures for any welfare concerns including but not limited to timely reporting, escalation and outsourcing of support where appropriate.
- Ensure visitors sign properly and are supervised and never left alone with children.

12. Emergency Procedures

Clear procedures are in place for:

- Fire and evacuation - Fire safety prevention, including routine inspection, auditing and testing, regular maintenance, and training. Escape routes are clear, escape doors are operable and design is compliant to the latest British standards. Fire evacuations will be simulated on an annual basis and appropriately recorded (next review February 2026). Fire extinguishers and blankets available where appropriate.
- Serious injury or medical emergencies - Must follow first aid policy and then report as required to RIDDOR and Ofsted. Parents contacted and any best practice enhancements that be made following an incident to be implemented ASAP.
- Missing children - Follow missing children policy and follow procedure, ensure clear communication between teams and with managers/DSL, parents/carers and external agencies where appropriate. Follow up with assessment of how the child went missing and if any changes to process can be implemented to reduce future risk.

- Public health incidents- Identify any potential hazards that could lead to a public health incident - infectious diseases, chemical spills, mass food poisoning. Implement risk assessments where necessary and protocols for managing and reporting.

Fire drills are practised regularly, and emergency contact information is accessible at all times.

13. Accident, Incident Reporting & Record Keeping

We maintain accurate records of:

- Accidents and incidents
- Near misses to be reported asap to the Manager and escalated to DSL where appropriate.
- Medication administration - charts and forms to be filled correctly and accurately to ensure data is correct and relevant to each child.
- Risk assessments carried out as required as above.
- Staff training- A live spreadsheet is stored with the dates of mandatory training of staff including but not limited to First aid, Safeguarding and prevent duty.

Records are reviewed to identify patterns and improve practice.

14. Lone Working

Applicable legislation:

- Health and Safety at Work
- Management of Health and Safety at Work Regulations

360 recognises its right and duty to ensure that risk levels are not increased by working alone. Where risks cannot be controlled to an acceptable level, lone working will not be permitted. 360 will take all reasonable steps to minimise the risk to lone working, and where possible remove the need for lone working all together. In instances where the risk cannot be mitigated lone working will not be permitted.

Any staff needing to work out of normal operating hours are required to ensure that they are signed in as present on site and have notified a colleague or other responsible person that they will be on site and an estimate of the duration they anticipate being there.

Further procedures to achieve these aims will be implemented and kept under review.

15. Manual Handling

Applicable legislation:

- Manual Handling Operations Regulations

Those staff that may carry out minor direct manual handling will be given a manual handling briefing on best practice. At least two staff members on each site will be trained in manual handling and deescalation.

Specific manual handling risk assessments will be carried out where there is a high risk of injury.

16. New and Expectant Mothers

Applicable legislation:

- Management of Health and Safety at Work Regulations

360 recognises the possibility of additional risks specific to staff members' conditions. Those members of staff who become pregnant should notify, in confidence, their manager in order that their work and environment may be appropriately assessed for additional risk. Risk Assessment forms for expectant mothers are available via the DSL and will be treated as confidential and a copy retained and reviewed at least every three months as conditions change.

17. Personal Protective Equipment

Applicable legislation:

- Personal Protective Equipment at Work Regulations

Personal Protective Equipment may be required when handling food or carrying our intimate care for example. In these instances, a risk assessment to define the level of risks and any equipment available will ensure equipment provided is suitable.

This also includes personal protective equipment used by children during their sessions.

Personal Protective Equipment will be maintained and stored accordingly.

Those using PPE must do so correctly.

A check of PPE should be completed by Heads of Ops and or staff using it before use. Damaged equipment should be replaced.

18. Monitoring, Review & Living Document Statement

This Health and Safety Policy is a living document and will be:

- Reviewed at least annually
- Updated immediately following incidents, concerns, or changes
- Adapted in response to new legislation, guidance, or best practice

Staff are actively encouraged to contribute to ongoing improvements to ensure the highest standards of safety, wellbeing, and care.

Accepted by Jemma Davis December 2025

Awaiting review by Managers of all sites (TBC Jan 2026)

Review and updates January 2026

APPENDIX:

Definitions/Acronyms

Competent Person: A person with sufficient training, experience and knowledge to carry out an activity safely and effectively.

Hazard: Anything with the potential to cause harm, including a substance, activity, or situation.

Likelihood: A general measure of how probable or how frequently an event may occur.

New or Expectant Mother: An individual who has informed their employer that they are pregnant, have given birth within the previous six months, or are breastfeeding.

Residual Risk: The level of risk that remains after control measures have been implemented.

Risk: The possibility that an event will occur and cause harm, assessed in terms of likelihood and severity.

Risk Analysis: The process of estimating the level of risk associated with identified hazards.

Risk Assessment: The overall process of identifying hazards, analysing risks, and evaluating whether risks are adequately controlled.

Risk Control Measure: Any precaution, practice, system of work or physical control (such as engineering controls, administrative procedures or personal protective equipment) implemented to reduce risk.

Risk Evaluation: The process of comparing assessed risks against agreed standards, acceptable risk levels, or other defined criteria.

Risk Identification: The systematic process of determining what could cause harm, how it could occur, and who may be affected.

Risk Reduction: Actions taken to reduce the likelihood of harm, the severity of consequences, or both.

Risk Treatment: The selection and implementation of appropriate measures to modify risk.








Severity: The extent of harm or impact resulting from an event, expressed qualitatively or quantitatively.

Stakeholder: Any individual or group who may affect, or be affected by, a decision, activity, or risk.

Suitable and Sufficient: An assessment that is proportionate to the nature of the activity and level of risk, disregards trivial risks, identifies all those who may be affected, and draws on relevant legislation, guidance, and recognised industry best practice.

COSHH ASSESSMENT FORM



Substance:								
Manufacturer Details:								
How is it Used?								
Where is it Used?								
WHO MIGHT BE HARMED? (X)								
Employees	Public	Visitors	Contractors	Other:				
HAZARDS (X)								
Corrosive	Highly Toxic	Toxic	Harmful	Flammable	Explosive	Harmful to the Environment	Other:	
HAZARD TYPE (X)								
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other:	
ROUTE OF EXPOSURE (X)								
Inhalation	Skin	Eyes	Ingestion		Other:			
REQUIRED PPE (X) (State Type or Standard)								
Hand Protection	Protective Clothing	Protective Footwear	Safety Glasses	Face Shield	Face Mask	Respirator	Other:	
								
HAZARD STATEMENTS								
PRECAUTIONARY STATEMENTS								

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COSHH ASSESSMENT FORM



FIRST AID/EMERGENCY MEASURES	
Inhalation	
Skin	
Eyes	
Ingestion	
Other	
ACCIDENTAL RELEASE/SPILL RESPONSE	
FIRE FIGHTING MEASURES	
STORAGE	
DISPOSAL OF SUBSTANCES & CONTAINERS	

EXPOSURE ADEQUATELY CONTROLLED: (X)	YES	NO

RISK RATING FOLLOWING CONTROL MEASURES: (X)	HIGH	MEDIUM	LOW
ADDITIONAL CONTROL MEASURES REQUIRED:			

ASSESSMENT COMPLETED BY:					
NAME:		DATE:		REVIEW DATE:	

Assessment Number:

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