

**Contents**

**Safety and suitability of premises, environment and equipment** ..... 1

Health and safety general standards ..... 1

Insurance cover ..... 1

Awareness raising ..... 2

Safety of adults ..... 2

Windows ..... 2

Doors and floors ..... 2

Electrical/gas equipment ..... 2

Storage ..... 2

Outdoor area ..... 2

Hygiene ..... 3

Activities and resources ..... 3

Maintaining children’s safety and security on the premises ..... 3

Security ..... 3

Supervision of children on outings and visits ..... 4

Risk assessment ..... 4

Fire safety and emergency evacuation ..... 5

Extreme incident procedure ..... 5

Shut down drill ..... 6

For an intruder in the building ..... 6

No smoking ..... 6

**Safety and suitability of premises, environment and equipment**

**Health and safety general standards**

Our setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment. The person who is responsible for health and safety is Laura Holmes

**Insurance cover**

We have public liability insurance and employers’ liability insurance.

### **Awareness raising**

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- Health and safety is discussed regularly at staff meetings.
- We operate a no-smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

### **Safety of adults**

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces 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 in appropriate languages.
- Adults do not remain in the building on their own
- The sickness of staff and their involvement in accidents is recorded.
- We keep all cleaning chemicals in their original containers.

### **Windows**

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

### **Doors and floors**

- We take precautions to prevent children's fingers being trapped in doors.
- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

### **Electrical/gas equipment**

- All conform to safety requirements and are checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked daily to make sure 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.

### **Storage**

- All resources and materials are stored safely.
- All equipment are stored or stacked safely to prevent them falling or collapsing.

### **Outdoor area**

- Our outdoor area is securely fenced.
- It is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of any poisonous plants, herbicides and pesticides.

- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

### **Hygiene**

- We seek information from the Health Protection Agency to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes the play room, kitchen, rest area, toilets and nappy changing areas.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- We implement good hygiene practices by:
  - Cleaning tables between activities;
  - Cleaning and checking toilets regularly;
  - Wearing protective clothing;
  - Providing sets of clean clothes;
  - Providing tissues and wipes;
  - Ensuring individual use of flannels, towels and toothbrushes.

### **Activities and resources**

- Equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- 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, and any dangerous items are repaired or discarded.
- All materials 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.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the manager and the management team.

### **Maintaining children's safety and security on the premises**

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

#### **Children's personal safety**

- We ensure all staff have undergone a DBS check
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor any activity.

### **Security**

- Systems are in place for the safe arrival and departure of children

- The times of the children's arrivals and departures are recorded.
- The arrival and departure of any adults- staff, volunteers and visitors- are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

### **Supervision of children on outings and visits**

Children benefit from being taken out of the setting to go on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Our adult to child ratio on outings is high.
- Named children are assigned to individual staff to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Outings are recorded in an outings record book kept in the setting, stating:
  - The date and time of the outing
  - The venue and mode of transport used.
  - The names of the staff members assigned to each of the children.
  - The time of return.
- Staff take a mobile phone on outings, as well as a first aid kit, wipes, spare clothing, nappies, snacks and water.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two adults accompany children on outings and a minimum of two remain behind with the rest of the children.

### **Risk assessment**

Our setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

We follow the five steps as follows:

1. Identification of a risk: where is it and what is it?
  2. Who is at risk?
  3. Assessment as to whether the risk is high, medium or low
  4. Control measures to reduce/eliminate risk.
  5. Monitoring and review.
- Our risk assessment covers adults and children and includes:
  - Determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or inspectors;
  - Checking for and noting hazards and risks indoors and outside, in relation to our premises and activities;
  - Assessing the level of risk and who might be affected;
  - Deciding which areas needs attention;
  - Developing an action plan.
  - The risk assessment is written and reviewed regularly.
  - We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.

### **Fire safety and emergency evacuation**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Laura Arnold is familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer.

- The basis of fire safety is risk assessment.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire-fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
- Clearly displayed
- Explained to new members of staff, volunteers and parents; and
- Practised regularly
- Records are kept of fire drills and of the servicing of fire safety equipment.

### **Emergency evacuation procedure**

- Children are familiar with the sound of the fire alarm due to regular fire drills.
- The children, staff and parents are clearly made aware of fire exits when starting at the setting.
- Children are led by adults to the assembly point.
- A register is carried out by the room leaders to ensure all children and staff are accounted for.
- The time it takes to complete a fire drill is recorded.
- In the event of a real fire, the on duty Fire Marshall will contact the emergency services as soon as possible after evacuation.
- Parents will then be phoned once every child and adult has been accounted for and emergency services are present.

The fire drill record book contains; the date and time of the drill, how long it took, whether there were any problems for delayed evacuation, and any further action taken to improve the drill procedure.

### **Extreme incident procedure**

This will be activated in response to various situations such as:

- A reported incident or disturbance within the local community which could pose a potential threat or risk to the staff or children at the Nursery.
- An intruder on the site of the Nursery posing a risk to staff or children.
- The Nursery being informed or aware of a risk locally such as air pollution (smoke etc).
- A major fire or explosion in the vicinity of the Nursery that means that the Nursery is the safest place to stay rather than leaving.

A whistle will be blown to advise of a potential threat, when heard each room to blow their whistle to ensure all rooms are aware to spread the warning throughout the whole Nursery.

All children and staff will remain in their own rooms.

Those outside should immediately move to the nearest room in the Nursery if this does not endanger them. (Close and lock all doors and windows if safe to do so.)

Everyone should keep away from doors and windows and where possible stay towards the centre of the room, under tables if possible. The safety of the children is paramount from physical and emotional harm so every effort will also be made to shield children from any developing situation.

If the Nursery is deemed to be in immediate danger and if it is safe to do so, the fire alarm can be turned on under the SILENT mode which will trigger an automatic call to the emergency services. The alarm will remain SILENT as to not cause confusion about whether to evacuate the building as in a normal fire drill and/or the emergency services will be alerted.

If the Nursery is not in immediate danger due to the incident being within the wider community, we will await further instruction from the appropriate authority.

All parents will be informed at the earliest time possible and a full evaluation will be conducted to ensure that every child and staff member was fully supported and that the procedure went as planned.

#### **Shut down drill**

- Blow Whistle
- Return to your room if safe to do so, or to the nearest safest room
- Close and lock all doors and windows, close blinds if safe to do so
- Sound SILENT fire alarm or call 999
- Gather in the safest place in the room, away from sight, possibly the centre of the room under tables
- Remain until notified it is safe to move and await instruction

#### **For an intruder in the building**

In the case of an intruder in the building we follow the above protocol if that is deemed the safest measure.

If we are able to exit the building without exposing ourselves to greater danger and we are aware of the intruder's location, we will lead the children, in silence and in small groups, away from the building. If safe to do so we will gather in the Sports Hall car park. Await further instruction from the Nursery Manager or the appropriate authority.

#### **No smoking**

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment- both indoors and outdoors.

- All staff, parents and volunteers are made aware of our No-smoking policy.
- We display no-smoking signs
- The no-smoking policy is stated in our information for parents.
- Staff who smoke do not do so during working hours, unless on a break and off the premises.
- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.