

Felixstowe Nursery School

Safeguarding and Welfare Requirement: Safety and Suitability of premises, Environment and Equipment environment and equipment
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Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.
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Health

The provider must promote the good health of children attending the setting.
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Health and safety general standards

Statement: - The health and safety of the children is of paramount importance. We are aware of health and safety issues and promote health and safety to children, parents, volunteers and staff at all times.

- 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.
- We display the required health and safety poster in the main playroom.
- Our members of staff responsible for health and safety are
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- They are competent to carry out these responsibilities.

Insurance: - The 'certificate of Employers' Liability Insurance is on display at all times.

Procedures

Awareness raising:-

- Staff's receive appropriate health and safety instruction during their induction period and is continually kept up to date by reading policies, current legislation, attending and receiving appropriate training courses. It is a shared responsibility. We ensure employee well-being, by following correct lifting techniques and storage of potentially dangerous substances
- Children are made aware of health and safety issues through daily practises, a variety of practical activities, stories and discussions.
- Parents are made aware of our health and safety policies and practises prior to their child/children starting nursery.
- Our setting has a strict No Smoking Policy.

Children's Safety:-

- All staff, support staff and regular volunteers are DBS (Disclosure and Barring Service) checked.
- No member of staff will be left alone with a child, there is a minimum of two staff at all times
- No child will be left unsupervised. Correct supervision and support is maintained at all times.
- All doors/exits are supervised by a member of staff at the start and end of session.
- No unauthorised person will be allowed access into the nursery.
- We operate a password system, parents tell us a password and the person collecting the child identifies themselves and provides the password for safe collection of the child.
- All activities and resources are checked for safety and suitability.
- Group discussions, activities and resources are provided to promote their own personal safety awareness and advise how to achieve it.
- They will only be allowed to leave the premises with authorised persons.

Safety of adults:-

- All staff receive an induction to the settings policies and procedures
- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment.
- We ensure that all warning signs are clear and in appropriate languages.
- We ensure that adults do not remain in the building on their own.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.
- Wear appropriate protection when dealing with body fluids.
- All cleaning products/ chemicals are kept in original containers and Control of Substances Hazardous to Health (COSHH) Regulations records kept in case somebody has a reaction to them or is hurt by them.

Security:-

- All doors/exits are supervised by a member of staff at the start and end of the session, ensuring safe arrival and departure.
- No unauthorised person will be allowed access into the nursery.
- The main entrance door has a double safety lock to prevent children from opening the door themselves. The kitchen door has a high chain lock on it to prevent the children entering it.
- All windows are secured by security locks that require a key to open them.
- All personal and valuable belongings are kept in the locked kitchen area.
- All visitors must sign in and out of the nursery.
- All persons entering and leaving early are documented.

Windows:-

- All windows are locked by a key and lower windows remain closed during session.
- There are safety glass panels in the two playroom doors to aid supervision at all times.

Doors:-

- All doors are supervised by a member of staff at start and end of session.
- The main entrance door has a child proof double lock on it to prevent them opening it themselves.
- All fire doors and exits are kept clear at all times.
- We take precautions to stop children's fingers from being trapped in doors.

Floors:-

- All floor coverings are checked to ensure they are clean and not damaged or uneven.
- All spills are cleaned up immediately.

Electrical/gas equipment:-

- All power sockets have safety covers on them.
- The boiler and heating are serviced regularly by St. Johns as they own the building.
- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Electric sockets, wires and leads are properly guarded and we teach the children not to touch them.
- We check radiators daily to make sure the temperatures are correct.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds. Children use mobile sinks to prevent so can use independently and ensure correct temperatures.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.

Storage:-

- All equipment is stored safely to prevent it falling.
- Hazardous materials are stored on a high shelf or in the locked kitchen.
- Some toys and equipment is stored in outside shed which is padlocked for safety.
- Equipment that is stored high up is accessible using a step ladder to prevent adults over stretching and injuring themselves.

Outdoor area:-

- Our outdoor area is secure all gates are securely fastened. The side gate leading to the churchyard is checked and shut.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun-cream is applied and hats are worn during the summer months.
- We supervise outdoor activities at all times; and particular children on climbing equipment.

Hygiene:-

- We seek information from the Public Health England 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(s), kitchen, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- 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:
 1. cleaning tables between activities;
 2. cleaning and checking toilets regularly, a signed sheet confirms checks have been made
 3. wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 4. providing sets of clean clothes;
 5. providing tissues and wipes and encouraging safe disposal of them in correct bins
 6. encouraging children to put hands over their mouths to prevent the spread of germs when coughing.
- Antibacterial gel is used on hands prior to snack time to minimise the risk of germs if no running water available such as on outings.
- Different coloured cloths are used for the kitchen area, cleaning tables and cleaning up messy art activities and floors to prevent cross-contamination.

Control of substances hazardous to health

- We implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

Activities and Resources:-

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe because of repair is needed.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely. We check children who are sleeping regularly, intervals of at least every ten minutes. This is recorded with the times checked and the initials of the person undertaking the check.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable
- 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.

Jewellery and accessories

- Staff do not wear jewellery or fashion accessories, such as belts or high heels that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest.

Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)

Further guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)

This policy was adopted at a meeting of Felixstowe Nursery School.

Held on

Date to be reviewed.....

Signed by Chairperson.....

Signed by Manager.....

Based on pre school learning alliance policies & procedures