

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Health

The provider must promote the good health of children attending the setting.

Parc Eglos Nursery: Health and safety general standards

See also Parc Eglos School Health and Safety Policy (Located on the Parc Eglos School Website)

Policy statement

We believe 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, staff and volunteers 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.
- Our member of staff responsible for health and safety is:

Mr Martyn Pennell

- He is competent to carry out these responsibilities.
- He has undertaken health and safety training and regularly updates his knowledge and understanding.
- We display the necessary health and safety poster in:

Parc Eglos Nursery Reception Area and the School Staff Room

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in:

Parc Eglos Nursery Reception Area

Procedures

Awareness raising

- During our induction training for staff and volunteers, we ensure they have a copy of our health and safety policy, so that all adults are able to adhere to our policy and procedures and they understand their shared responsibility for health and safety. The policy pack gives direction to other documents that cover matters of employee well-being, including manual handling and the storage of potentially dangerous substances. We also talk explicitly to new staff, students and volunteers about the fire drill, food hygiene, kitchen safety, dynamic risk assessments and general safeguarding issues, before their first session begins.

- We keep records of the policy pack being given to new staff and volunteers, who are asked to sign the records to confirm that they understand that it is their responsibility to abide by the procedures in the policy at all times. They are guided to **Mr Pennell** if they have any queries.
- We make our policy available on our website to the parents of new and existing children, so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed as a matter of course at our Staff Supervision and staff meetings.
- We operate a non smoking policy on Cornwall County Council premises.
- We make children aware of health and safety issues through discussions, planned activities and routines.

Windows

- Low level windows are made from materials that prevent accidental breakage or we ensure that they are made safe, protecting them from accidental breakage or vandalism from people outside the building.

Doors

- Staff are vigilant about preventing children's fingers from being trapped in doors.

Floors and walkways

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways are left clear and uncluttered except where children are playing in the space and provision is packed away regularly.

Electrical/gas equipment

- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our electrical distribution board is located in the switch cupboard and is kept locked.
- Fires, heaters, electric sockets, wires and leads are properly guarded and we teach the children not to touch them.
- There are sufficient sockets in our setting to prevent overloading.
- Socket covers are provided when sockets are not in use
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all indoor areas of our setting.

Storage

- All resources and materials, which are used by the children, are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is fenced and gates are bolted and checked at regular intervals.
- 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.
- 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 raked regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that suncream is applied and hats are worn during the summer months.
- We supervise outdoor activities at all times.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes the Tadpoles and Frogs rooms kitchen, rest area, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
- We regularly clean resources and equipment, dressing-up clothes and furnishings.
- The toilet area is checked at intervals throughout the day by staff members, including hand washing and disposal facilities for nappies. There is a system in place for the checks to be signed for.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning and checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes

Activities, resources and repairs

- 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.
- 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 suitable for use by early years children.
- We ensure that sand is clean and suitable for children's play.
- The adult/child ratios during play activities are in line with EYFS statutory requirements.
- We teach children to handle and store tools safely.
- We check children who are sleeping regularly. There are sleep records in place to record sleep times and checks.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Jewellery and accessories

- Staff do not wear any jewellery, particularly earrings, necklaces or bracelets that pose danger to the children or themselves. They do not wear fashion accessories, such as belts or high heels.
- 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.

Safety of adults

- We ensure that safe storage, movement, lifting and erection of large pieces of equipment, is under the supervision of, or undertaken by, the site manager, Mr **Martyn Pennell**.
- If working at height to store equipment in the shed or to create displays in the rooms, staff use suitable platforms provided by the school.
- We ensure that all warning signs are clear.
- We ensure that adults follow safe working procedures and notify the manager or deputy manager if they need to access the building out of hours.
- Staff accidents are reported to **Mr Martyn Pennell, Health and Safety Officer**.

Control of substances hazardous to health

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- COSHH Records of all substances that may be hazardous to health (such as cleaning chemicals) and where they are stored, is kept in the cupboard outside School Office. These state what the risks are and what to do if they have contact with eyes or skin or are ingested.
- Hazardous substances are stored safely away from the children.
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- 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.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

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 can be obtained from Mr Martyn Pennell (Health and Safety Officer for the School and Nursery)

- 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 by

Pathways Nursery

On

9th December 2013

Reviewed:

Jan – March 15

Next Review due by:

January 2018

Signed on behalf of the provider

Parc Eglos Nursery

Name of signatory

Mr Marc Talbot

Role of signatory (e.g. chair, director or owner)

Chair of Governors