

The Enchanted Wood Day Nursery Ltd: Safety and Suitability of Premises, Environment and Equipment

Health and safety general standards

Policy statement

Our nursery believes that the health and safety of children is of paramount importance. We make our nursery 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 staff member's responsible for health and safety are:

Elly Parsons and Karen Batcheler

- They are competent to carry out these responsibilities.
- They have undertaken health and safety training and regularly update their knowledge and understanding.
- We display the necessary health and safety poster in:

The Nursery Staff Room

Insurance cover

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

Office Area

Procedures

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.

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

- 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 Nursery.
- As necessary, health and safety training is included in the annual training plans of staff, and 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.

Windows

- Low level windows are made from materials that prevent accidental breakage.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

Doors

- We take precautions to prevent children's fingers from being trapped in doors using finger guards, these can be found on all doors as well as sliding doors in base rooms.

Floors and walkways

- All 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.

Electrical/gas equipment

- 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 or staff members except Management and is always locked.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- 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 of the Nursery including storage areas.

Storage

- All resources and materials which are used by the children, are stored safely.

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

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

Outdoor area

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and other unsafe items before it is used.
- Staff members are aware of the dangers of poisonous plants, herbicides and pesticides. Any poisonous plants will be removed safely and the children kept away from the area.
- Our frog pond is securely covered.
- We leave receptacles upturned to prevent collection of rainwater. 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.
- We check that children are suitably dressed for weather conditions and types of outdoor activities, ensuring sun cream is applied and hats are worn during the summer months.
- 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 nursery, which includes the play room(s), kitchen, rest area, 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:
 - 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; and
 - ensuring individual use of flannels and towels.

Activities and resources

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

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the nursery.
- 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.
- We make safe and separate from general use any areas that are unsafe if a repair is needed.
- All materials, including paint and glue, 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 at regular intervals of at least every ten minutes. This is recorded with the times checked and initials of the person undertaking the check.
- If children fall asleep in-situ, it may be necessary to move or wake up the child 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 Management Team.

Jewellery and accessories

- All staff members wear suitable clothing whilst at Nursery and abide by the guidelines written in the Staff Handbook.
- It is responsibility of the parents to ensure that any jewellery worn by children poses no danger, particularly earrings which can get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- We ensure that hair accessories and dummy clips are removed before children sleep or rest.

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, they are provided with safe equipment to do so.
- All warning signs are clear and at eye level
- Adults do not remain in the building on their own.

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

- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

Control of substances hazardous to health

- All staff members implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- The cleaning company keep a record of all substances that may be hazardous to health - such as cleaning chemicals. All cleaning equipment used by the cleaners is stored in a locked cleaning cupboard.
- Hazardous substances are stored safely away from the children.
- Where possible the Nursery keeps a record of daily substances used that may be hazardous to health. These records state what the risks are and what to do if they have contact with eyes or skin or are ingested.
- The Nursery staff as well as the cleaners keeps all cleaning chemicals in their original containers.
- We keep the chemicals used in the Nursery to the minimum in order to ensure health and hygiene is maintained. We do not use: -
 - Bleach
 - Anti-bacterial soap wash, unless specifically advised during an infection outbreak such as Pandemic flu or anti- bacterial cleaning agents, except in the toilets, nappy changing area, table cloths and food preparation areas.
 - Antibacterial sprays are not used when children are nearby.
- 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 PPE (Personal, Protective, Equipment) 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)