

Sandy Bears Nursery & Pre school Cholmondeley Policy 2018

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.



8.1 Health and safety general standards

Policy statement

At Sandy Bears Nursery + Pre school 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 students.

- 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:
Astone Mackintosh Smith
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- She is competent to carry out these responsibilities.
 - She has undertaken health and safety training and regularly updates her knowledge and understanding.
 - For employers: We display the necessary health and safety poster in **our staffroom/ office**
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Insurance cover

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

Parents notice board in the cloak room

Procedures

Awareness raising

- Our induction training for staff, students 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.
- We keep records of these induction training by staff signing the induction Health and safety section
- We explain health and safety issues to the parents of new 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 regularly at our staff meetings.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions in circle times, planned activities and routines.

Windows

- We do not have low level windows
- We ensure that windows are protected from accidental breakage or vandalism from people outside the building.
- We do not have any blind cords as they pose a strangulation risk for young children.
- Furniture is not placed under low windows. As this will enable children to climb.

Doors

- We take precautions to prevent 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.

Electrical/gas equipment

- 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.
- 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.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.
- Radiators are covered by a radiator guard and/or appropriately risk assessed

Storage

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

- We carry out 'safety checks' and 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.
- Our pond is fully risk assessed and designed in a way it is safe, though children are still able to explore with adult supervision. Adults are aware of the risks and have read and understood the risk assessment.
- 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. This is part of our daily checks staff sign every evening.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.

Weather

- 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 follow the MET OFFICE to check the UV rays for a hot day. We follow the advice from the MET Office and if it states the UV rays are too high and children could be in danger of overheating, we take necessary action. Children have access to water throughout the day. On warmer days this water is changed more often. Children are to wear their hats on warm hot days and staff also do this to act as positive role models.
- Children must also wear appropriate clothing in the winter months and rain. Children may keep a set of wellies at the setting and a waterproof. Adults are also encouraged to wear wellies and waterproofs/ hats to act as role models. In winter months children MUST wear waterproof and warm clothing before going outside.
- If children have appropriate clothing they must always be encouraged to go out in the rain/ wind/ snow unless a child's medical conditions has been discussed with parents.
- All staff must follow all risk assessments (Please see outdoor risk assessments)

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:
 - Children have a nose wipe station, where they are encouraged to independently wipe their noses or faces using a tissue or wipe in the mirror.
 - The children who are potty trained or toilet trained are encouraged to develop self-care skills and independence by accessing the toilet independently. The more able/ confident children are encouraged to ask for help or assistance when needed. The younger children are monitored closer and supported by their key worker or a familiar adult.
 - We work closely with parents and offer support and guidance when children are toilet training.
 - If a child requires additional support with toileting or self care, parents are given the opportunity to do so on registration, transitions, drop offs and pick ups. A health care plan is carried out and a risk assessment if necessary. All staff sign this.

- We have a daily cleaning routine for the setting, which includes Big Bears, Bear Cubs, visitors hallway/ cloak room, outside, toilets and nappy changing areas, kitchen and staff room. Children do not have access to the kitchen or staff room.
- We have a sterilising rota for cleaning resources and equipment and dressing-up clothes are washed regularly.
- 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;
 - providing sets of clean clothes;
 - providing tissues and wipes; and
 - ensuring individual use of flannels, towels, bed sheets and toothbrushes.

Environmentally friendly- reducing plastic

- We no longer wear gloves when changing nappies to reduce the use of plastic. If a child has a siled accident and it has covered areas of the child's body and clothes we do have emergency gloves when staff feel it is necessary to use.
- We place nappies straight into the nappy bin without using nappy bags. We only use nappy bags for wet/ soiled clothes to prevent them from damaging or wetting other spare clothes in the child's bag.
- We do not use aprons when changing a child. We do not feel this is necessary as we are creating a 'home from home environment' and a parent would not wear a plastic apron to change their own child. If a staff member needs to change their clothes- in the unlikely event a child has soiled on the staff member- we may be able to offer spare clothes in the office or the staff member will be covered by a manager while they go home to change.

Activities, resources and repairs

- Before purchase 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 every 10 minutes and this is recorded.
- 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 Laura Yates (Owner).
- We check children who are sleeping at regular intervals of at least every ten minutes. This is recorded with the times checked and logged on the family app by the person undertaking the check.
- When we are 'checking' on the children sleeping- we are checking their breathing, if they look comfortable, safe, are covered with a blanket and their temperature seems normal at a look. If a child is sweating then you would remove the blanket and monitor the child to see if you need to manage the room temperature/ open windows/door or remove items of clothing. If the child's arms are not covered by a blanket and they feel cold- you would cover their arms.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.

Jewellery and accessories

- Our staff who work directly with children do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Staff must not wear nail extensions/ acrylics as these are a choking hazard if they fall off.
- Staff can wear nail varnish but this must be removed if it is chipped
- 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. A risk assessment must be carried out by that child key worker.
- We ensure that hair accessories are removed before children sleep or rest.

Safety of adults

- 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 or to change light bulbs. If the staff member cannot find suitable equipment, they must inform management.
- 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.

Control of substances hazardous to health

- Our staff 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. We do not use:
 - bleach;
 - anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial spays 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.

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 by	Sandy Bears Nursery + Pre school
On	<hr/> December 2018
Date to be reviewed	<hr/> December 2019
Signed on behalf of the provider	<hr/> L.L.Yates
Name of signatory	<hr/> Laura Yates
Role of signatory (e.g. chair, director or owner)	<hr/> Owner