



# **Safety and Suitability of Premises, Environment and Equipment**

## **Pack 6**

**This policy is subject to annual review. It has been created in September 2018 and is due for review in September 2021.**

**It was re- adopted by the Shelena Begum on 24th September 2021.**

**Signed: \_\_\_\_\_**

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## **8.1. Health and Safety General Standards**

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At Little Miracles Nursery we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy. We make sufficient resources available to provide a safe environment.

### **Legal framework**

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive

### **Aims and objectives**

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces
- Establish and maintain safe working practices amongst staff and children
- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery to avoid hazards and contribute positively to their own health and safety
- Maintain a healthy and safe nursery with safe entry and exit routes
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments

- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

We believe the risks in the nursery environment are low and we will maintain the maximum protection for children, staff and parents. The nursery will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensure there are suitable hygienic changing facilities
- Prohibit smoking on the nursery premises
- Prohibit any contractor from working on the premises without prior discussion with the officer in charge
- Encourage children to manage risks safely and prohibit running inside the premises
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Wear protective clothing when preparing or serving food
- We follow the EU Food Information for Food Consumers Regulations (EU FIC). These rules are enforced in the UK by the Food Information Regulations 2014 (FIR). We identify the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed.
- Follow the allergies and allergic reactions policy for children who have allergies
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Provide appropriately stocked first aid boxes and check their contents regularly
- Ensure children are supervised at all times
- Ensure no student or volunteer is left unsupervised at any time.

## Responsibilities

Responsibility for Health and Safety in the nursery is that of the nursery manager.

The Manager has overall and final responsibility for this policy being carried out at:

Little Miracles Nursery, Hind Grove Community Hall, Off Stainsby Road, Poplar, E14 6JP.

The Deputy Nursery Manager will be responsible in her absence.

All employees have the responsibility to co-operate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures)

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the deputy manager or manager.

Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees. This will include health and safety matters.

## Health and safety training

Health and safety is covered in all induction training for new staff as per table below:  
Training table:

Area	Training required	Who
Paediatric First aid	External training course	All staff
Safeguarding/Child protection	In-house training, online course, external training course	All staff and Students
Fire safety procedures	In house training	All staff and Students
Food hygiene	In house training and online course	All staff and Students
Allergy awareness	In house training and online course	All staff and Students
Changing of nappies	In house training	All staff

All staff hold a full, up to date paediatric First Aid certificate in the nursery and when on outings.

## Health and safety arrangements

- All staff are responsible for general health and safety in the nursery

- Risk assessments will be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment
- These are reviewed at regular intervals and when arrangements change
- All outings away from the nursery (however short) will include a prior risk assessment – more details are included in our outings policy
- All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe/removed from the area by this member of staff to promote the safety of children. If this cannot be achieved the manager will be notified immediately
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water
- The nursery will adhere to the Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
- All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety. We may also use benefit risk assessments for particular activities and resources for children
- We have a clear accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is to be shared with all staff, students, parents and visitors to the nursery
- We review accident and incident records to identify any patterns/hazardous areas
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates, as with all policy changes, as and when they happen

The policy is kept up to date and reviewed especially when the nursery changes in nature and size. It is revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

## **8.2. Fire Drill and Emergency Evacuation.**

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We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

### **Procedures**

- The basis of fire safety is risk assessment, carried out by a competent person.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened for the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

Our emergency evacuation procedures are :

- Clearly displayed in the premises;
- Explained to new members of staff, volunteers and parents; and
- Practiced regularly at least once every month.
- Records are kept of fire drills and the servicing of fire safety equipment.

### **Emergency evacuation procedure**

#### **All Staff Members**

##### **On hearing the fire alarm:**

- Calmly call children in your care together
- Visually check the space around you is empty
- Leave the building via the nearest, safe emergency exit
- Headcount the children in your care, alerting the manager if any are missing
- Remain outside the building until the manager deems the premises as safe

##### **Manager/Deputy Manager**

- Assign the management of the children in your care to another member of staff
- Collect the registers, visitors book and contact information
- Sweep through the building to check for children or visitors left behind
- Ensure that the fire brigade have been alerted
- Remain outside of the building until a member of the fire authority deems it safe to return
- During drills, time and record the time taken to clear the premises

##### **Our fire drill record book contains:**

- The date and time of when the drill took place
- How long it took

- Whether there were any problems that delayed the evacuation.
- Any further action taken to improve the drill procedure.





### **8.3. Maintaining children's safety and security on premises**

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Policy statement we maintain the highest possible security at our premises to ensure child safety whilst they are cared for by us.

#### **Procedures**

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

- We ensure all employed staff has been checked for criminal records using the enhanced DBS disclosure service.
- All children are supervised by adults at all times whilst in our care.
- Whenever children are on the premises they are supervised by at least 2 adults at all times.
- We carry out risk assessments to ensure the children are not made vulnerable within any parts of our premises, nor by an activity.

##### **Security**

- Systems are in place for the safe arrival and departure of children
- The times of children's arrivals and departures are recorded as they enter nursery by the staff member covering admission on that day.
- The arrival and departure times of staff, volunteers and visitors are also recorded.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of practitioners and volunteers are securely stored during sessions in the staff designated area.

##### **Start/end of the session procedures (See Visual timetable displayed at the nursery for full details)**

- Please encourage your child to put their coat and belongings on their peg. This promotes independence and assists them in getting ready for moving onto school.
- No buggies/scooters are allowed in the premises for health and safety reasons.
- We understand that the entrance /cloakroom area can get very congested and we would ask for your patience and co-operation in waiting until there is an appropriate space.
- Please help your child to identify their registration name card and place it on the self-registration board.
- 15 min grace period for arrival, any further lateness will subject to the child being turned away, due to routines being interrupted and missed circle time.
- Key workers are available for feedback/concerns/information to be passed on during the start of the day using the front entrance and then again at the end of the day at the back exit.
- Once all children are handed over Staff will then be available to talk about your child's day, respond to queries or to pass on any information.
- Passwords for anyone other than those who have parental responsibilities, who may need to drop/collect your child, should be noted on the registration

packs. Parents are to notify staff of any other adults who may collect your child on that day at the beginning of the session.

### **Visitors**

- The setting has a visitor's book which requires visitors to sign in on arrival.
- Visitors to the setting will not be left unsupervised with the children at any time.
- Staffs have a duty to approach any visitor on the premises that have not signed in. They must introduce themselves and establish immediately who the visitor is and the reason for them being on the premises.
- In the interests of security and safeguarding staff can ask visitors leave immediately and escort off the premises if needed. If the visitor repeatedly refuses to leave then the police will be called immediately.

### **Building Security**

The outside gates and entrances to the building are secure.

- Staff will: Ensure all gates are shut during session times
- The doors are locked on departure
- Report any damage to the building to the Nursery Manager
- The main door is closed and locked and the bell is working during each session

### **Equipment Security**

To ensure that fixtures and equipment are kept securely the staff will ensure that:

- All equipment is securely locked away at the end of each day
- Doors are secure and locked
- Windows are shut and locked
- Out of bounds areas doors locked and secured
- Alarms are set, when leaving the premises
- CCTV is operational at all times

## 8.4. Supervision of children on outings and visits

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### Policy statement

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 ensures that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

### Procedures

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents are always asked to sign specific consent forms before major outings. (A major outing is one that cannot be reached on foot from the nursery)
- A risk assessment is carried out before an outing takes place and is relayed to all staff members concerned.
- Our adult to child ratio complies with the EYFS Welfare standards. However, this is also re-assessed before an outing takes place by taking into account: age and stage of children as well as staff and child familiarity with the location.
- When on outings, children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Major outings are recorded in the register where the following details are recorded:
  - The date and time of outing.
  - The venue and mode of transport.
  - Names of staff assigned to named children.
  - Time of return.
  - Risk assessment.
- Staffs take the emergency bag, which has a mini first aid kit, a mobile phone and child record forms/emergency consent forms.
- The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

- Where parents accompany children and staff on outings, staff remain responsible for the children, and accompanying parents are to assist in the stewarding of the entire group rather than just their own child. Parents must not separate from the main group, with their children, during the course of an outing. This policy will be made clear to all parents accompanying outings, and will apply unless specific alternative agreement has been made.

## **8.5. No-smoking**

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Safeguarding and Welfare requirement: 3.55

The following policy applies to our nursery at Jingle Jungle Nursery/Pre-School in Poplar E14 and Barking IG11.

### **Introduction**

Second hand smoking, breathing in other people's tobacco smoke, has been shown to cause cancers, heart and respiratory disease in non-smokers.

The Health and Safety at Work Act 1974 places a duty on employers to provide a working environment that is:

'Safe, without risks to health'

Little Miracles Nursery and Pre-school acknowledge that second hand tobacco smoke is both a public and workplace health hazard and has therefore adopted this no smoking policy.

### **Aims of the policy**

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, customers and visitors.
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
- To comply with Health and Safety Legislation and Employment Law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.

### **Restrictions on smoking**

Smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the organisation.

### **Visitors**

All visitors, contractors and deliverers are required to abide by the no smoking policy. Staff members are expected to inform customers or visitors of the no smoking policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

### **Support for smokers**

For advice on giving up smoking, contact: 'The Smoke Free' Helpline: 0800 022 4332.

## **Disciplinary action**

This would take the form of our normal Disciplinary Action in the work place. We would first talk to the person and see if there was a way we could help them to give up smoking and put them in contact with the relevant organisation. If they decided this was the case, then we would support them.

Our usual procedure for discipline is: -

- Verbal warning
- Written warning
- Final written warning
- Demotion (If in a permanent position)
- Dismissal

## **8.6. Staff personal safety**

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### **Introduction**

This policy covers violence at work and aims to protect and safeguard employees whilst at work.

Little Miracles Nursery has a statutory duty to safeguard the health, personal safety and welfare of its employees whilst at work. The risk of work-related violence is often foreseeable, e.g. where previous incidents have occurred. It can therefore be assessed, minimised or prevented. In short, employers must make an assessment of the risks, remove those risks, and only where it is not possible to eliminate them, introduce comprehensive strategies to control them.

All violence to staff is unacceptable and whatever the reason will not be regarded as part of the job. Little Miracles Nursery can only protect employees if the employee reports all instances of violent behaviour. This information will enable the provider to identify if additional action is required and can also show if a trend is developing.

Employees need to maintain their own personal safety as much as possible. Employees should not attempt to protect money/valuables, property or possessions over their own safety.

### **Preventative measures and risk assessments**

Where there is a possibility that employees may be at risk of violence, a risk assessment must be conducted to determine whether the risk can be eliminated or at least reduced to a minimal level.

Managers must ensure that all employees are briefed and trained on safe systems of work and that in particular new and temporary employees receive this information as part of their induction process before they engage in any tasks.

Managers must ensure that their employees are clear about the attitudes and behaviours expected of them whilst striking the right balance between operational duties in delivering services and health and safety duties to ensure risk-management processes are both sensible and proportionate.

### **Definitions and examples**

#### **Violence**

Violence is regarded as any behaviour towards an employee in the course of their work in which an employee is abused, threatened or assaulted and that has an adverse physical or psychological effect on them. Examples of behaviour that can be regarded as violent can be described in general terms as where employees feel they have been insulted, abused, uncomfortable or threatened specific examples could be:



### **Non-physical Violence**

- threatening gestures
- verbal abuse
- harassment in all forms
- racial or sexual abuse
- swearing/shouting
- bullying
- abusive telephone calls
- road rage
- cyberbullying

### **Physical Violence**

- kicking
- use of weapons
- spitting
- assault
- punching
- throwing objects
- sexual assault
- nipping/biting/scratching
- slapping

Some forms of violence such as physical violence or explicit threats are easily identified. Others such as verbal abuse may be less obvious but, nevertheless, can have an equally damaging or hurtful effect on the recipient. However, it is important to retain a sense of proportion when judging what constitutes violent behaviour as certain words or gestures can be inoffensive to some but deeply offensive or threatening to others.

### **Investigation and preventative action**

As soon as possible after an incident the employee and manager should meet to review the circumstances of the incident. All violent incidents must be investigated and the findings recorded on the Incident forms.

Immediately following a violent incident, it is essential that the responsible manager reassess the risk with a view to preventing a recurrence.

Where there has been a recurrence of an incident despite a previous risk assessment having been carried out, a re-assessment should be undertaken to determine if other control measures could be put in place that would prevent a recurrence, such as changes in working practices, improving the layout of an interview room etc.

### **Handling money/ valuables**

Managers should ensure that there are clear procedures in place to safeguard the personal safety of employees who have particular responsibilities for handling cash or valuables in the course of their work. The over-riding rule must be that employees should never put themselves at personal risk if threatened with violence in situations of attempted theft. Employees should not attempt to protect money/valuables, property or possessions over their own safety.

## **8.7. Adverse weather**

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At Little Miracles Nursery we have an adverse weather policy in place to ensure our nursery is prepared for all weather conditions that might affect the running of the nursery such as floods, snow and heat waves.

If any of these incidents impact on the ability of the nursery to open or operate, we will contact parents via phone/text/email.

We will not take children outdoors where we judge it unsafe i.e. weather conditions make it unsafe to do so.

### **Flood**

In the case of a flood we will follow our critical incident procedure to enable all children and staff to be safe and continuity of care to be planned for.

### **Snow or other severe weather**

If high snowfall, or another severe weather condition such as dense fog, is threatened during a nursery day then the manager will take the decision as to whether to close the nursery. This decision will take into account the safety of the children, their parents and the staff team.

In the event of a planned closure during the nursery day, we will contact all parents to arrange for collection of their child.

In the event of staff shortages due to snow or other severe weather, we will contact all available off duty staff and/or agency staff and group the children differently until they are able to arrive. If we are unable to maintain statutory ratio requirements after all avenues are explored, we will contact Ofsted to inform them of this issue, recording all details in our incident file.

If we feel the safety, health or welfare of the children is compromised then we will take the decision to close the nursery.

### **Heat wave**

Please refer to our sun care policy.

### 8.8. Date to be reviewed

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All the safeguarding and child protection section of the policy was adopted by Jingle Jungle Nursery.

On: 24th July 2018

Date to be reviewed: July 2019

Signed on behalf of the provider:

Name of Signatory: Shoid Islam and Shelena Begum, Role of signatory (e.g. chair, director or owner): Director(s)

Date to be reviewed	Date reviewed	By Who	Signature
September 2019	September 2019	Shelena	
September 2020	September 2020	Shelena	
September 2021	November 2021	Shelena	