

This policy was reviewed & adopted at a meeting of The Heathers Nursery held on 9th May 2019.
Review date: May 2020



**THE HEATHERS NURSERY
POLICIES AND PROCEDURES**

POLICY 3: Suitable Premises, Environment and Equipment

<p>General Welfare Requirement: Suitable Premises, Environment and Equipment Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.</p>
--

	Page Number
Suitable Premises, Environment and Equipment	
3.1 Risk Assessment	2
3.2 Health and Safety General Standards	3
3.3 Fire Safety and Emergency Evacuation	6
3.4 Recording and Reporting of Accidents and Health and Safety Incidents	9

3.1 Risk Assessment

EYFS Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

Policy statement

This setting believes 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 by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Our risk assessments follow the following steps:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, cleaners etc?
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Procedures

- Our risk assessment process covers adults and children and includes:
 - checking for and noting hazards and risks indoors and outdoors, and in our premises and for activities;
 - assessing the level of risk and who might be affected;
 - deciding which areas need attention; and
- All risk assessments are written and are reviewed every six months and following any accidents.
- All new equipment will have a risk assessment carried out.
- We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.

3.2 Health and Safety General Standards

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being		3.3 The learning environment	

Policy statement

This setting believes 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 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.
- Our member of staff responsible for health and safety is Debbie Barker.
- 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 kitchen.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice boards in the cloakroom and the classroom.

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.
- 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.

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 or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.

- The sickness of staff and their involvement in accidents is recorded. The records are reviewed monthly to identify any issues that need to be addressed.
- We keep all cleaning chemicals in their original containers.
- We have up-to-date information for control of substances hazardous to health (COSHH).

Windows

- Windows are secured so that children cannot climb through them.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Electrical equipment

- All electrical equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Heaters, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked daily to make sure they are not covered.
- 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 including storage areas.

Storage

- All resources and materials from which children select 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 securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- 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.
- All outdoor activities are supervised at all times.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority 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 play room(s), kitchen, toilets and nappy changing areas.
- The nursery is deep cleaned weekly by our cleaner when the nursery is closed, including during the holidays when resources are cleaned.
- The nursery floors and rugs are professionally cleaned at least annually.

- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and a used tissue bin for the children to dispose of their own tissues.

Activities and resources

- 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 setting.
- 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.
- 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 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.

3.3 Fire Safety and Emergency

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The health and safety officer and deputy 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. These are carried out by a the health and safety officer and deputy.
- The manager has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment - Educational Premises* document.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire-fighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- Smoke detectors are in place to raise the alarm.
- A foam fire extinguisher is located by the main fire exit in the nursery.
- A 2kg dry powder extinguisher and fire blanket (1.2 x 1.2 meters in size) are located in the kitchen. Three domestic type 240 volt (with internal battery back-up) interlinked smoke alarms are positioned in the play area.
- A CO2 extinguisher and a water extinguisher are located in the lobby of the school classroom.
- All adults present are made aware of the total number of children and adults in attendance on the day and this is recorded on the wipe board in the nursery and classroom. The Fire Officer and Supervisor are listed for each session on the same board.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once every six weeks.
 - Records are kept of fire drills and the servicing of fire safety equipment.
 -

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.
- A log to show all children and staff have taken part in regular fire drills.

Emergency evacuation procedure

On hearing the fire alarm:

- Fire Officer and helpers ensure the children leave the building at an orderly pace via the exit towards the fire assembly point on the school playground. Any adult/child with a personal emergency evacuation plan (PEEP) to be supported by their allocated person. Fire Support person is responsible for the head count of children and adults at the playground gate.
- Fire Supervisor collects the register, first aid kit, phone and walkie talkie and checks the building is empty. Fire Supervisor informs other class of the evacuation and makes their way to the assembly point. Note: Self registration board must be taken when evacuating the school classroom.
- Fire Officers calls the register for each classroom, Adult headcount.
- Fire Supervisor from the nursery classroom phones the Fire Brigade in the event of a real fire.
- No person must leave the assembly point until permission has been given by their individual Fire Officer. Fire support persons to count children back into building once the all clear given by their Fire Officer.
- In a real fire situation, the children will be evacuated to a safe place within the school buildings.
- In a real fire situation, a member of staff appointed by the Fire Officers shall contact parents/carers to inform them of the evacuation and request their child be collected immediately.
- In a real fire situation, the chairperson will be contacted and advised on the situation.

Role of staff in accident/emergency

On witnessing an accident/emergency staff will:

- Administer first aid if necessary, or if unqualified appoint a first aider to do so, the first aid box is located within the washroom of the toilets on the wall and on top of the cupboard next to the sink in the classroom
- Call the emergency services if required
- Inform child's parents - all children have 2 emergency numbers available in the building and classroom
- Organise accompaniment to hospital where necessary
- If the accompaniment of a child to hospital compromised the staff:child ratios another member of staff would be called in. If this was not possible we would contact all families evacuation and request their child be collected immediately.

Staff accident/emergency

- All accidents are to be recorded in the staff accident book.
- The above procedure is followed as per child accident/emergency
- If a member of staff has an accident at work, and, as a direct result is taken to hospital or is subsequently unable to report for work for more than three consecutive working days, then the Chairperson of the Management Committee must report the accident to the local

Environmental Health Department, telephone number 01603 431133 (Broadland District Council).

- If a member of staff is taken unwell or has an accident and this affects the ratios, another member of staff will be called in. In extreme cases if this cannot be done and ratios cannot be maintained, parents will be telephoned and asked to collect their children.
- The chairperson will be contacted and advised of the situation.

Intruder on the premises

In the event of an intruder being found on the premises:-

- a) a security password will alert all staff
- b) children and staff will be moved to a safe place within the school buildings
- c) the police and school will be immediately alerted
- d) the parents/carers of the children or next available nominated person will be called to arrange collection if it is not safe to re-enter the premises
- e) the Chairperson will be contacted and advised of the situation.

When outside if any staff are concerned about anyone acting suspiciously outside the Nursery perimeter a whistle will be sounded and children will be taken indoors quickly and safely without raising alarm. Police and school will be notified immediately.

Emergency closure of the Nursery

When the decision to close the Nursery has been taken by the Manager and the children are within the setting:-

- a) all parents/carers will be advised by telephone and asked to collect their child immediately
- b) if parents/carers are not available the next available emergency contact will be telephoned until contact with the appropriate person has been made
- c) no child is to leave the Nursery with any other adult unless that person is listed on collection document as an emergency contact for that child, without permission from the parent/carer
- d) all children leaving will be marked out in the register and the time recorded
- e) the staff will remain until every child has left the premises
- f) the Chairperson will be advised as soon as practicable of the circumstances resulting in the decision being taken to close.

3.4 Recording and Reporting of Accidents and Health and Safety Incidents

(Including procedure for reporting to HSE, RIDDOR)

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.4 The wider context	

Policy statement

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as health and safety incidents and there are separate procedures for this.

Procedures

Our accident book:

- is kept safely and accessibly;
- is accessible to all staff and volunteers, who know how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring immediate transfer to hospital from the nursery of a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences. We follow the procedures outlined in the Norfolk County Council guidance Critical Incidents and Trauma Management.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our incident book. See below.

Our incident log

- We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for electricity emergency services, carpenter and plumber. Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.

- We keep an incident folder for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - break in, burglary, theft of personal or the setting's property;
 - an intruder gaining unauthorised access to the premises;
 - fire, flood or electrical failure;
 - attack on member of staff or parent on the premises or nearby;
 - any racist incident involving staff or family on the Nursery's premises;
 - death of a child, and
 - a terrorist attack, or threat of one.
- In the incident folder we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed.
- The incident folder is not for recording issues of concern involving a child. This is recorded in the child's own file.