

Safeguarding and welfare requirement: Safety and suitability of premises, environment & 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

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 members of staff responsible for health and safety is:
Jade Greaves and Donna McWilliams_____
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- We display the necessary health and safety poster in:
The kitchen
Insurance

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

Procedures

Awareness training

- 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 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.
- 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 setting.
- 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 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 termly to identify any issues that need to be addressed.
- We keep a record of all substances that may be hazardous to health – such as cleaning chemicals, or gardening chemicals if used. This states what risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor 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/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.
- Fires, heaters, electrical 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 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.

- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- 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.
- Our daily cleaning routine for the setting which includes play room(s), kitchen, toilets and nappy changing areas.
- 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 the disposal of 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
 - Staff carrying anti-bacterial gel at all times.

Activities and resources

- Before purchase of 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 glues, 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 regularly.
- 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.

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 at a meeting of **Stepping Stones play and learn group** name of setting

Held on: **September 10th 2013**

Signed on behalf of management committee: **DMcWilliams**

Name of signatory: **Donna McWilliams**

Role of signatory (e.g. chair/owner): **Secretary**

Date checked and updated when required.	Date to be reviewed.		Date checked and updated when required.	Date to be reviewed.
September 2014	September 2015			
September 2015	September 2016			
October 2016	October 2017			

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.

8.2 Maintaining children's safety and security on premises

Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Procedure

Children's personal safety

- We ensure all employed staff have been checked for criminal records by enhanced disclosure through the Disclosure and Barring Service.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.

This policy was adopted at a meeting of **Stepping Stones play and learn group** name of setting

Held on: **September 10th 2013**

Signed on behalf of management committee: **DMcWilliams**

Name of signatory: **Donna McWilliams**

Role of signatory (e.g. chair/owner): **Secretary**

Date checked and updated when required.	Date to be reviewed.		Date checked and updated when required.	Date to be reviewed.
September 2014	September 2015			
September 2015	September 2016			
October 2016	October 2017			

Safeguarding and welfare requirement: **Safety and suitability of premises, environment and equipment.**

Children must be kept safe while on outings.

8.3 Supervision of children on outings and visits

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 ensure 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 part of the daily activities of the setting.
- There is a risk assessment for each venue carried out, which is reviewed regularly and updated when necessary.
- Parents are always asked to sign specific consent forms before major outings.
- All written venue risk assessments are available for parents to see.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and additional needs and the type of venue.
- Named 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.
- Outings are recorded in an outings record book kept in the setting, stating:
 - the date and time of the outing
 - the venue and mode of transport
 - the names of the staff members assigned to each of the children.
- Staff take a mobile on outings, and supplies of tissues, wipes, spare clothing and nappies, a mini first aid pack, snacks and water. 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. Staff take children's care plans and any medication needed, stored in their individual bag or a clear, named plastic tub.
- Staff take a list of children with them with contact numbers of parents/carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

This policy was adopted at a meeting of **Stepping Stones play and learn group** name of setting

Held on: **September 10th 2013**

Signed on behalf of management committee: **DMcWilliams**

Name of signatory: **Donna McWilliams**

Role of signatory (e.g. chair/owner): **Secretary**

Date checked and updated when required.	Date to be reviewed.		Date checked and updated when required.	Date to be reviewed.
September 2014	September 2015			
September 2015	September 2016			
October 2016	October 2017			

Safeguarding and welfare requirement: **Safety and suitability of premises, environment and equipment.**

Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks.

8.4 Risk assessment

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.

The basis of policy is risk assessment. We follow five steps as follows:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, students etc.
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- We will control and put in place procedures to eliminate risk.
- We will monitor procedure and amend as situations arise.

Procedures

- Our risk assessment process covers adults and children and includes:
 - determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors
 - Checking for and noting hazards and risks indoors and outside, and in our premises and for activities;
 - Assessing the level of risk and who might be affected;
 - Deciding which areas need attention; and
 - Developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- 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.

Legal framework

- Management of Health and Safety at Work Regulations (1999)

Further guidance

- Five steps to Risk Assessment (HSE 2011)

This policy was adopted at a meeting of **Stepping Stones play and learn group** name of setting

Held on: **September 10th 2013**

Signed on behalf of management committee: **DMcWilliams**

Name of signatory: **Donna McWilliams**

Role of signatory (e.g. chair/owner): **Secretary**

Date checked and updated when required.	Date to be reviewed.		Date checked and updated when required.	Date to be reviewed.
September 2014	September 2015			
September 2015	September 2016			
October 2016	October 2017			

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 in the case of fire or any other emergency, and must have an emergency evacuation procedure.

8.5 Fire safety and emergency evacuation

Policy statement

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 assessed. These are carried out by a 'competent person'. In accordance with the centre.
- The committee has a fire safety officer who is competent to carry out risk assessment; this will be written for staff. This will follow the guidance as set out in the Fire Safety Risk Assessment – Educational Premises document (HMG 2006).
- We will ensure that we have a copy of the fire safety risk assessment that applies to the building and will contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- 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 in partnership with the centre.
- Records are kept of fire drills and the servicing of fire safety equipment, linking in with the centre.

Emergency evacuation procedure

- Children will be told about the fire alarms.
- Staff and parents will be informed where fire exits are located.
- When the alarm goes staff will follow set procedures displayed in the nursery.
- Register and contacts number for the children's parents will be taken out by a designated member of staff.
- Manager/deputy will do a head count as the children and staff leave the building. And the register will be taken at the designated assembly point.
- The centre fire wardens will notify when the staff can return to the nursery.
- In the event of a real fire the centre will contact the fire department.
- In the event of a real fire all parents will be contacted by telephone.

The fire drill record book must contain

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed the evacuation.
- Any further action taken to improve the drill procedure.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

- Fire Safety Risk Assessment – Educational Premises (HMG 2006)

This policy was adopted at a meeting of **Stepping Stones play and learn group** name of setting

Held on: **September 10th 2013**

Signed on behalf of management committee: **DMcWilliams**

Name of signatory: **Donna McWilliams**

Role of signatory (e.g. chair/owner): **Secretary**

Date checked and updated when required.	Date to be reviewed.		Date checked and updated when required.	Date to be reviewed.
September 2014	September 2015			
September 2015	September 2016			
October 2016	October 2017			

8.6 Animals in the settings

Policy statement

Children learn about the natural world, its animals and other living creatures, as part of the Early Years Foundation Stage curriculum. This may include contact with animals, or other living creatures, either in the setting or in visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

Procedure

Animals in the setting as pets

- We take into account the views of parents and children when selecting an animal or creature to keep as a pet in the setting.
- We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risks posed by the animal or creature.
- We provide suitable housing for the animal or creature and ensure this is cleaned out regularly and is kept safely.
- We ensure the correct food is offered at the right times.
- We make arrangements for long weekends and holiday care for the animals or creature.
- We register with the local vet.
- Children are taught correct handling and care of animal or creature and are supervised.
- Children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.
- Staff wear disposable gloves when cleaning housing or handling soiled bedding.
- If animals or creatures are brought in by visitors to show the children they are the responsibility of the owner.
- The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.

Visits to farms

- Before a visit to a farm a risk assessment is carried out - this may take account of safety factors listed in the farm's own risk assessment which should be viewed.
- The outings procedure is followed.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris.

Legal framework

- The Management of Health and Safety at Work Regulations (1999)

Further guidance

- Health and Safety Regulation... A short guide (HSE 2003)

This policy was adopted at a meeting of **Stepping Stones play and learn group** name of setting

Held on: **September 10th 2013**

Signed on behalf of management committee: **DMcWilliams**

Name of signatory: **Donna McWilliams**

Role of signatory (e.g. chair/owner): **Secretary**

Date checked and updated when required.	Date to be reviewed.		Date checked and updated when required.	Date to be reviewed.
September 2014	September 2015			
September 2015	September 2016			
October 2016	October 2017			

Safeguarding and welfare requirement: **Safety and suitability of premises, environment and equipment.**

Providers must not allow smoking in or on the premises when children are present or about to be present.

8.7 No-smoking

Policy statement

We comply with health and safety regulations and the Welfare Requirements of the EYFS in making our setting a no-smoking environment – both indoor and outdoor.

Procedures

- All staff, parents and volunteers are made aware of our no-smoking policy.
- We display no-smoking signs.
- Staff who smoke do not do so during working hours. Unless on a break and off the premises.
- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.

Legal framework

- The smoke-free (Premises and Enforcement) Regulations (2006)
- The smoke-free (signs) Regulations (2007)

This policy was adopted at a meeting of **Stepping Stones play and learn group** name of setting

Held on: **September 10th 2013**

Signed on behalf of management committee: **DMcWilliams**

Name of signatory: **Donna McWilliams**

Role of signatory (e.g. chair/owner): **Secretary**

Date checked and updated when required.	Date to be reviewed.		Date checked and updated when required.	Date to be reviewed.
September 2014	September 2015			
September 2015	September 2016			
October 2016	October 2017			