



## Policy - Safety Checks

**Title:** Safety Checks  
**Category:** Health and Safety  
**Review Date:** 3rd Oct 2022

### Description:

We take reasonable steps to ensure the safety of children, staff and others on the premises including carrying out safety checks on a regular basis in accordance with the timescales set out in the nursery checklists table at the end of this policy

These include daily safety checks of the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas. The checks are recorded and show any issues and solutions.

(This policy should be read in conjunction with the fire safety, risk assessments, visits and outings and the equipment and resources policies).

All staff are trained in health and safety to raise awareness. Staff knowhow to recognise potential hazards including near misses in the nursery environment and monitor safety at all times.

Risk assessments (refer to the Risk Assessment policy)

Risk assessments document the hazard, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how will this be monitored and checked and by whom.

The nursery carries out written risk assessments at least annually. These are regularly reviewed and cover potential risks to children, staff and visitors at the nursery. When circumstances change in the nursery, e.g. a significant piece of equipment is introduced or new activity/experience; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All staff are trained in the risk assessment process to ensure understanding and compliance of how they manage risks.

All outings away from the nursery are individually risk assessed. For more details refer to the visits and outings policy.

### Electrical equipment

- Our premises have appropriate Electrical safety certificates as per the requirements of building regulations in the UK. This deems the electrical wiring and circuits to be safe.
- All electrical cables are kept out of the reach of children wherever possible and shielded by furniture where they need to be at floor level
- We take a risk-based approach, considering the type of equipment and what it is being used for to make a decision whether to have certain electrical items Portable appliance testing (PAT) tested (as per HSE guidance). This is not a mandatory requirement and we are a low risk environment for this purpose.
- Electrical sockets are all risk assessed and any appropriate safety measures are taken to ensure the safety of the children.

### Mains information

Locations of:

- Water stop tap: at the ground floor nursery manager's office.
- Gas point: outside gas safety box in the garden area.
- Fuse box: at the ground floor nursery manager's office.
- Main electricity box: outside at the entrance of the nursery.

### Dangerous substances

The nursery uses chemicals that are mostly common daily use items, household cleaners and disinfectants. These are items like colour paint, glue, anti-bacterial sprays, washing up liquids, hand sanitizers etc. The appropriate personal protection taken and used e.g. gloves, apron and goggles while using these items in the nursery.

We also use Milton tablets, Floor cleaners, and Toilet bleach that are kept and stored outside of the rooms and not in areas accessible to children, and are used in a controlled way. Any dangerous substance including chemicals are kept in areas out of children's reach. All substances are kept in their original containers with their original labels attached.

### Hot drinks and food

Hot drinks must only be consumed in the staff room. No bottled/canned drinks, sweets or crisps are to be kept or consumed in the nursery rooms or outside in the nursery premises.

### Transport and outings

The nursery has a comprehensive documented policy relating to outings, which incorporates all aspects of health and safety procedures including the arrangements for transporting and the supervision of children when away from the nursery.

### Room temperatures

- Staff should be aware of room temperatures in the nursery, ensure that they are suitable at all times and recorded on the appropriate sheet. There is a thermometer in each room to ensure this is monitored
- Staff must always be aware of the dangers of babies and young children being too warm or too cold
- Temperatures should not fall below 18 C in the baby rooms and 16 C in all other areas

- Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

#### Water supplies

- A fresh water drinking supply is available and accessible to all children, staff and visitors
- All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40 C.

#### Gas appliances

- All gas appliances are checked annually by a registered Gas Safety Register engineer
- Carbon monoxide detectors are fitted.

The checklists used in nurseries include:

#### Checklists

Who checks

How often

#### Nursery Opening & Closing Checks

Room Staff

Daily

#### Nursery Daily Walks

Nursery manager

Daily

#### Kitchen Opening and Closing Checks

Kitchen Staff

Daily

#### Cleaner Report and Check

Nursery Cleaner

Daily