

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.

Kiddy Care Nursery

8.1 Health and safety general standards

Policy statement

Our 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, 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:
Nooshin Manjoo
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates his/her knowledge and understanding.
- We display the necessary health and safety poster in: **Near the hand dryers and fire extinguishers in the hall way.**

Insurance cover

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

Office

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.
- 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 and heavy children.
- When adults need to reach up to store equipment or to change light bulbs, they are provided with safe equipment to do so or where this is not appropriate then they will inform the manager at no point should the staff to take upon themselves to carry out tasks they feel uncomfortable with and must use their own initiative where possible.
- Under no circumstances staff are allowed to carry children when they are having a temper tantrums or misbehaving.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- 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 the 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

- Back window is protected from accidental breakage or vandalism from people outside the building.
- Windows are secure and out of reach of children.

Doors

- We take precautions to prevent children's fingers from being trapped in doors and therefore have safeguards on all the doors.
- Toilet doors are supervised by adults at all times.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, no rips or tears and it is kept dry.

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, electric sockets, wires and leads are properly guarded, and the children are taught not to touch them (we were informed that the switches should stay without the plugs).
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas.

Reporting injuries, diseases and dangerous occurrence

Reports must be made to HSE, typically online via its notification system, within 10 days of an incident. Failure to comply with RIDDOR is a criminal offence. The HSE and local authority can prosecute organisations or individuals that neglect to report incidents or keep required records.

- Any work-related deaths and specified serious injuries must be reported to RIDDOR.
- Diagnosed cases of certain occupational diseases must be reported to RIDDOR.
- Dangerous occurrences – defined near-mis events with high potential for harm must be reported to RIDDOR.

Personal Protective Equipment

The Personal Protective Equipment at Work Regulations 1992 are UK health and safety laws requiring employers to provide appropriate personal protective equipment to employees exposed to workplace risks. We provide PPE free of charge for employees to lower risks. Employees are required to use as instructed and report any defects. It is staffs' duty to ensure that they are stored and maintained properly. These PPE can include aprons, gloves, clothing and high-visibility jackets.

Manual handling

It is the employer's duty to minimise injuries arising from manual handling, lifting, carrying, pushing, pulling or moving loads by bodily force. All staff are given manual handling training on noodle now which they complete during their inductions period.

Storage

- All resources and materials, which are used by the children, are stored safely.
- All equipment and resources are stored and are at children's level.

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, this is most applicable on trips.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.
- Staff check for faeces and remove it before the children are allowed to go out.
- All our outdoor play equipment's are checked for defect and are either reported or removed.

- We have risk assessments which note these checks.

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.
- We daily clean the setting, which includes the playroom(s), kitchen, rest area, toilets and nappy changing areas.
- We ensure all resources and equipment, dressing-up clothes and furnishings are kept clean.
- 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.
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate.
 - providing sets of clean clothes.
 - providing tissues and wipes; and
 - ensuring individual use of flannels, where needed.
 - each child has their own beds and beddings which are washed and wiped weekly.

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 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.
- Large pieces of equipment are discarded only with the consent of the manager and the management team.

Staff well being

Staff well being is very important to us. In the current climate that we are living in we understand that staff may have experienced a lot of uncertainty due to the pandemic. They may have lost a loved one or may have

experienced covid itself. Alongside this we understand that the pressures of working under extreme stress can cause staff anxiety, panic attacks and we make sure that the staff are well supported.

In order to support them we do the following things:

- Allow staff short breaks to for a walk
- Arrange staff wellness days where we get to go out and explore nature and connect with earth to help calm nerves
- Ensure that staff workload is managed well and there is not excessive paperwork load on them to carry out
- We have an open-door policy so that staff can come in and speak about how they feel and we will ensure they are supported
- We have a wellness basket where we can get the staff to take time out and colour come mindfulness pages
- There are updated magazines where the staff can seek strategies and know that they are not the only one
- If staff need therapy, then the nursery will support this and ensure that they well supported in this area and this will staff confidential
- We also ask staff to carry out questionnaire around the wellbeing

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)
- Reporting of injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) (2013)
- Personal Protective Equipment at Work 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)

Needs to be reviewed April 2027 or when any amendments are needed.