



## **Cherubs Preschool**

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

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# Safety and Suitability of Premises, Environment and Equipment

## 8.1 Health and safety general standards

Cherubs believe 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:

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### ***Insurance cover***

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on our notice board.

### **Procedures**

#### ***Awareness raising***

Our induction training for staff, trainees, students 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 safe storage of equipment.

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 given to the parents of new children as part of our Prospectus 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 or to change light bulbs they are provided with safe equipment to do so.

The sickness of staff and their involvement in accidents is recorded. The records are reviewed regularly 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.

We keep all cleaning chemicals in their original containers and out of the reach of children.

### ***Windows***

Low level windows are made from materials that prevent accidental breakage or are made safe.

### ***Doors***

We take precautions where we are able 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.

Electric 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.

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.

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.

We implement good hygiene practices by:

- cleaning tables between activities;
- checking toilets regularly and cleaning as required;
- 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 water for washing hands and paper towels.

### ***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.

## **8.2 Maintaining children's safety and security on premises**

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

### **Procedures**

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

We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Baring 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.

### ***Security***

Systems are in place for the safe arrival and departure of children.

The times of the children's arrivals and departures are recorded.

The arrival and departure times of adults - staff, volunteers and visitors - are recorded.

Our systems prevent unauthorised access to our premises.

Our systems prevent children from leaving the premises unnoticed.

The personal possessions of staff and volunteers are securely stored during sessions.

## **8.3 Supervision of children on outings and visits**

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 are always asked to sign specific consent forms before any outings.

A risk assessment is carried out before an outing takes place.

Our adult to child ratio is high, normally one adult to three children, depending on their age, sensibility and type of venue as well as how it is to be reached.

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.

Staff take a mobile phone on outings, and supplies of tissues, first aid pack 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 a list of children with them with contact numbers of parents/carers, accident book and first aid kit.

A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children, but more may be required to maintain adult to child ratios.

## **8.4 Risk assessment**

Cherubs believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff, trainees, students 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 this policy is based on the Pre-school Learning Alliance risk assessment processes which follow five steps as follows:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents 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.
- 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 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.

The risk assessment is written and is reviewed regularly.

We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on an annual basis when a full risk assessment is carried out.

## 8.5 Fire safety and emergency evacuation

Cherubs Preschool ensures the premises present no risk of fire by ensuring the highest possible standard of fire precautions. 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 'competent person'.

The setting carries out a fire safety risk assessment that applies to the building and this is reviewed annually.

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 regularly.

Our emergency evacuation procedures are:

- clearly displayed in the premises;
- explained to new members of staff, trainees, students, and volunteers; and
- practised regularly at least once every half term.

Records are kept of fire drills and the servicing of fire safety equipment.

### ***Emergency evacuation procedure***

Every setting is different and the evacuation procedure will be suitable for each setting. Practice drills are carried out to familiarise staff and children with our procedures and teaches:

- How children recognise the alarm.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when, in the event of a real fire.
- How parents are contacted.

The fire drill record book contains:

- Date and time of the drill.
- Numbers of adults and children present.

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

## **8.6 Animals in the setting**

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.

### **Procedures**

We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risks posed by the animal or creature.

We ensure that suitable housing for the animal or creature is provided and ensure this is clean and safe.

We ensure the correct food is offered, at the right times.

Children are taught correct handling of the 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.

If animals or creatures are brought in by visitors to show the children they are the responsibility of the owner.

## **8.7 No-smoking**

Cherubs Preschool complies 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.

The no-smoking policy is stated in our Prospectus for parents.

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.

**This policy was adopted on .....**

**By:**