

At The Teddy Bears Inn Day Nursery, we make sure the nursery is a safe environment for children, parents, staff and visitors by carrying out safety checks on a regular basis in accordance with the timescales set out in the nursery checklists. These include daily checks of the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas. The checks are recorded to 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 should be aware of potential hazards in the nursery environment and monitor safety at all times.

Risk assessments

The nursery carries out written risk assessment annually or when changes to the setting arise. 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; 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.

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

Electrical equipment

Who checks	How often	Location/Tel. no.
<i>Hereward electrical</i>	<i>Yearly</i>	<i>07703727476</i>

- 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
- Electrical sockets are all risk assessed and appropriate safety measures are in place to ensure the safety of the children.

Mains information

Locations of:

- Water stop tap: Cupboard under the sink in the kitchen
- Gas point: Cut off in the staff toilet just to the right of the toilet. Main cut off point at the flats at the top of the drive (6 Guntons road). There are 3 gas

meters and the nursery meter is highlighted with Nursery. If in doubt turn ALL 3 meters off.

- Fuse box: One fuse box is on the wall outside the kitchen door around pre-school the other in the same place in the toddler room.
- Main electricity box: On the wall of the Flats at 6 Guntons road

Dangerous substances

All dangerous substances including chemicals MUST be kept in locked areas out of children's reach. All substances must be kept in their original containers with their original labels attached. Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments must be kept for all substances and the appropriate personal protection taken e.g. gloves, apron and goggles.

Hot drinks and food

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

Transport and outings

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

Room temperatures

- Staff should be aware of room temperatures in the nursery and should ensure that they are suitable at all times.
- 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
- Gas central Heating and air conditioning will be used to change the temperature in rooms.
- In the case of the boiler failing the nursery can fall back on the air conditioning as this supplies heat as well as cooling. The nursery also has access to portable heaters which will need care when positioning.

Water supplies

- A fresh 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 in the staff toilet where the boiler is situated.