

# Section 5 - Safety

5.1 Health & Safety Standards

5.2 Safety and Security on our Premise

5.3 Outings & Visits

5.4 Risk Assessment

5.5 Fire Safety and Emergency Evacuation

5.6 Animals in the Setting

5.7 No Smoking

5.8 Company Vehicles & Commuting to School



## 5.1 Health & Safety Standards



## 5.1 Health & Safety Standards

### Policy

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.

### Person Responsible

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 sporting the setting is:
- Our member of staff responsible for health and safety at the setting is:
- The people responsible for overseeing the health and safety of the company is:

Caretaker

Manager

Directors

They have been deemed competent to carry out these responsibilities. They have undertaken health and safety training and they regularly update their knowledge and understanding.

- We display the necessary health and safety poster in:

Staff Room

### Insurance cover

We have public liability insurance and employers' liability insurance.

The certificate for public liability insurance is displayed in:

Entrance

## Procedure

### 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 reviewed at supervision and 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.
- Staff are swift to act to prevent any risk from occurring. They have been told how to record and report any areas of concerns to the designated person.

### Windows

- Low level windows are made from materials that prevent accidental breakage or we ensure that they are made safe.
- We ensure that windows are protected from accidental breakage or vandalism from people outside the building.
- Our windows above the ground floor are secured so that children cannot climb through them.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

### Doors

- We take precautions to prevent children's fingers from being trapped in doors.
- We install 'thumb turn locks' to doors where appropriate to add additional levels of safety and security.
- We have low level panel where appropriate to see children behind the doors.

### Floors and walkways

- Our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Floors are cleaned after meals by practitioners throughout the day.
- Walkways and stairs are left clear and uncluttered.

### Electrical/gas equipment

- We ensure that 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 we teach the children not to touch them.
- We check storage heaters daily to make sure they are not covered.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.

### Storage

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.



### *Outdoor area*

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides. They report this to the manager and caretaker.
- No swimming pool's are allowed on site.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- Staff do continuous head counting of children and position themselves and their teams accordingly. Good observational skills and communication is vital.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that suncream is applied and hats are worn during the summer months.
- Practitioners ensure the area which they have been using is clean and tidy before leaving. If areas are left untidy or neglected disciplinary action will be taken.
- Practitioners need to ensure outside toys are cleaned regular or stored away.
- We supervise outdoor activities at all times; and particular children on climbing equipment.

### *Hygiene*

- We seek information from the Public Health England 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 the play room(s), kitchen, rest area, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
- There are designated area to store toothbrushes. Toothpaste is not made available for children to access, this is provide by and supervised by staff.
- 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 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, towels and toothbrushes.

### *Activities, resources and repairs*

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We do not accept second-hand toys or resources.
- We do not promote staff to purchase resources or equipment. If staff do this they need to ensure the nursery manager is aware of the product or activity.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked by staff for cleanliness and safety, and any dangerous items are repaired or discarded by the settings caretaker.
- We make safe and separate from general use any areas that are unsafe because of repair is needed.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- We check children who are sleeping 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 director.
- Staff use designated wall display for children's work. Staff do not use double-sided tape or stick flammable materials to walls. Staff use ceiling magnets. Staff do not tamper with ceiling tiles.

### *Jewellery, Accessories and Makeup*

- Our staff do not wear jewellery or fashion accessories, such as necklaces, belts or high heels that may pose a danger to themselves or children.
- We do not promote excessive amounts of facial makeup/ eyeliner/ nail polish or vibrant hair colouring. If this is not followed disciplinary action will be taken.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest.

### *Safety of adults*

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We promote staff using adult chairs. We do not promote adults using children's equipment.
- We ensure that all warning signs are clear and in appropriate languages.
- We ensure that adults do not remain in the building on their own, unless authorised with directors.
- We provide a staff room for all employees to use. This room must remain locked at all times. This room must be kept clean and tidy or otherwise disciplinary action will be taken.
- Staff must only bring the necessities to work, for work. We do not accept large bags left on floors or on top of lockers. All belongings must fit in personal lockers. We do not promote bringing valuable belongings into work. Personal mobile phones or any electronic devices must be stored away, not left on charge.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.
- All Employees (including managers) must wear flat footwear. We do not accept boots, heels, flipflops, black trainers. Managers are encourage to wear company uniform.

### *Control of substances hazardous to health*

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. 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.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
  - bleach;
- We use anti-bacterial cleaning agents, in the toilets, hand-wash, nappy changing area and food preparation areas. Anti-bacterial sprays are not used when children are nearby.
- Anti-bacterial cleaning spray cannot be left out on side's visual or accessible to children.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.



## 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 for:<br>( <i>Company Name</i> ) |                                   |
| Held on:  | <b>8<sup>th</sup> August 2019</b> |
| Signed on behalf of the management:                     |                                   |
| Name of signatory:                                      | <b>Hayden McCann</b>              |
| Role of signatory:                                      | <b>Director</b>                   |

|           |       |              |
|-----------|-------|--------------|
|           | Date: | Reviewed by: |
| Reviewed: |       |              |
| Reviewed: |       |              |
| Reviewed: |       |              |
| Reviewed: |       |              |

## 5.2 Safety and security on premises

### Policy

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 via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- Our employees have the means of communicating with the workforce around each setting at all times.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out daily checks (risk assessments) to ensure children are not made vulnerable within any part of our premises, nor by any activity. Any potential risks are recorded to the manager and caretaker. Areas (classrooms or/and playground) are checked and the children are not exposed to the risks.

#### Registers

- Registers are a legal requirement.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults – staff, volunteers and visitors – are recorded.
- We sign children in digitally. Each family has a unique pin to sign in and out their child.
- When on outings we use a hard copy format. The following codes to help us clearly communicate on the registers:

|       |  |
|-------|--|
| X     | Attending that session                                       |
| S     | Sick   |
| A     | Absent ( <i>tried to contact parent</i> )                    |
| F.E.E | Free Early Education ( <i>hours and times are stated</i> )   |
| H     | Holiday ( <i>child is on holiday not attending setting</i> ) |
| HC    | Holiday Club   |
|       |  |
|       |  |
|       |  |

- Attendance of children is checked continuously. However, we encourage employees to check attendance at the start and end of each session. Headcounts are completed regularly.
- Registers are checked regularly by management.
- When necessary we ask that our team use a black pen when writing on registers.
- If a person (child/ adult) is not identified they are added to the bottom of the register and report to management immediately. All children must be identified on the register.
- Any incorrect details or information on the register needs to be immediately reported.
- Headcounts are completed regularly. At the start of each session and at the end of each week, the staff are responsible for counting and totalling each session (am/pm). The total attendance numbers are then adjusted.
- The names of the designated members of staff are clearly marked on the register.
- Children do not have access to the register. This must remain clean, clear and precise.
- Registers should be always accessible.
- In an emergency a headcount is completed and registers are taken with the staff member and details checked by management to ensure all children are accounted for.

#### Security

- Systems are in place for the safe arrival and departure of children.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We have CCTV (audio and visual) on our premises. This is for the sole use of management.
- We only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep all doors and gates locked shut at all times. Doors which lead to playground areas may be open but these are secure areas with no immediate access to the public or unknown person. Boundaries in playground areas are secure. Fire doors are closed and have emergency release bolts to open door from the inside. Internal doors are shut at all times.
- We have installed mag-locks, pin-systems and security lighting to each of our sites.

#### DAILY CHECKS

##### Classroom Daily Checks

|                                 | Monday         | Tuesday        | Wednesday      | Thursday       | Friday         |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|
|                                 | Opening Checks | Closing Checks | Opening Checks | Closing Checks | Opening Checks |
| Lights                          |                |                |                |                |                |
| Padlocks / Fire Doors           |                |                |                |                |                |
| Keys are Secure / Stored        |                |                |                |                |                |
| Fire Exits Clear                |                |                |                |                |                |
| Plug Sockets / Switches         |                |                |                |                |                |
| Clean Toilets                   |                |                |                |                |                |
| Bins                            |                |                |                |                |                |
| Taps                            |                |                |                |                |                |
| Room Temperature (Min 65f)      |                |                |                |                |                |
| Water Temperature (Max 41c)     |                |                |                |                |                |
| Radiators Temperature (Max 43c) |                |                |                |                |                |
| Washing                         |                |                |                |                |                |
| Fans / Hand dryers              |                |                |                |                |                |
| Steriliser                      |                |                |                |                |                |
| Cloak Room                      |                |                |                |                |                |
| Drinking Water station          |                |                |                |                |                |
| Register                        |                |                |                |                |                |
| Preparation                     |                |                |                |                |                |
| Room Safety & Clean             |                |                |                |                |                |

##### Outside Risk Assessment

|  | Monday         | Tuesday        | Wednesday      | Thursday       | Friday         |
|--|----------------|----------------|----------------|----------------|----------------|
|  | Opening Checks | Closing Checks | Opening Checks | Closing Checks | Opening Checks |
| Area Secure  |                |                |                |                |                |
| Play Area Safe   |                |                |                |                |                |
| Gates Closed   |                |                |                |                |                |
| Area Brushed   |                |                |                |                |                |
| Suitable Staffing & Ratios                             |                |                |                |                |                |
| Equipment is Safe                                      |                |                |                |                |                |
| Equipment brought back inside or stored away correctly |                |                |                |                |                |
| First Aid Kit Available                                |                |                |                |                |                |
| Sand Raked / Clean / Covered                           |                |                |                |                |                |
| Fungi in Planting Area                                 |                |                |                |                |                |
| Children Dressed appropriately                         |                |                |                |                |                |
| Accidents Recorded / Reported                          |                |                |                |                |                |
| Activities Planned                                     |                |                |                |                |                |
| Preparation  |                |                |                |                |                |

Please identify any risk or concern to management.

|  |                                   |
|--|-----------------------------------|
| This policy was adopted for:<br>(Company Name) |                                   |
| Held on:                                       | <b>8<sup>th</sup> August 2019</b> |
| Signed on behalf of the management:            |                                   |
| Name of signatory:                             | <b>Hayden McCann</b>              |
| Role of signatory:                             | <b>Director</b>                   |

|           |       |              |
|-----------|-------|--------------|
|           | Date: | Reviewed by: |
| Reviewed: |       |              |
| Reviewed: |       |              |
| Reviewed: |       |              |
| Reviewed: |       |              |



### 5.3 Outings and visits





## 5.3 Outings and visits

### Policy

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. We ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

### Procedure

- We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting. This general consent details the venues used for daily activities.
- We assess the risks for each local venue used for daily activities, which is reviewed regularly.
- We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place. Here are the forms we use:

#### OUTINGS CHECKLIST

| Items required:                   | Tick box | Messages: | Key Person 1: |
|-----------------------------------|----------|-----------|---------------|
| Accident book                     |          |           |               |
| Adult : child ratio correct       |          |           |               |
| Bottled water / Access to water   |          |           |               |
| Contact No.s of parents/ carers   |          |           |               |
| Inhalers, medication              |          |           |               |
| Inhaler medication form           |          |           |               |
| Key person identified to children |          |           |               |
| Labels completed                  |          |           |               |
| Mini first aid kit                |          |           |               |
| Mobile phone                      |          |           |               |
| Nappy resources                   |          |           |               |
| Parental consent forms            |          |           |               |
| Roll call list                    |          |           |               |
| Safety jackets                    |          |           |               |
| Snacks/ packed lunch              |          |           |               |
| Spare clothing                    |          |           |               |
| Sun creams                        |          |           |               |
| Tissue                            |          |           |               |
| Transport organised               |          |           |               |
| Appropriate insurance             |          |           |               |
| Named drivers                     |          |           |               |
| Record of vehicle used            |          |           |               |
| Venue tickets                     |          |           |               |
| Wet wipes                         |          |           |               |
| Other:                            |          |           |               |

We advise that during moving and traveling additional head-counting / role calling is done by the key worker/ responsible person of their group.

#### PARENTAL CONSENT FOR OUTING

We wish to take your child on the following outing: \_\_\_\_\_

| Venue:  | Age group:      | Date:                 | Messages:                   |
|---|-----------------|-----------------------|-----------------------------|
| Meeting time:   | Departure time: | Leaving venue at:     | Time of return to nursery:. |
| Delegated person for outing                                 |                 | Appointed first aider |                             |
| Transport: tick box    Coach    Walking    Minibus    Train |                 |                       |                             |

Please sign the following to confirm your child's participation. Waterproof clothing/ hat, suitable footwear, sun protection will be required. Ratio of one adult to two/ four children depending on age, sensibility & venue.

| Child's name: | Parent's name: | Parent's signature: | Emergency Tel.no: |
|---------------|----------------|---------------------|-------------------|
|               |                |                     |                   |
|               |                |                     |                   |
|               |                |                     |                   |
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|               |                |                     |                   |
|               |                |                     |                   |

#### EMPLOYEE RECOGNITION FOR OUTING

• Please see attached copy of tasks/ activities/ processes/ methods to be used  
• Staff/ volunteers need to acknowledge the controls in place, follow procedures & policies & communicate with team leader, parents, carers when organising, participating on outings.  
• The outings risk assessment identifies various health and safety measures which must be adhered to at all times.  
• Staff need to complete an outing risk assessment (1-8) which will identify various health and safety measures.  
• Staff supervision is required at all times with children in their care, students & volunteers.  
• Staff need to support parents, carers if necessary.

| Assessors name | Assessors signature | Date | Review date | Reason for review |
|----------------|---------------------|------|-------------|-------------------|
|                |                     |      |             |                   |
|                |                     |      |             |                   |
|                |                     |      |             |                   |
|                |                     |      |             |                   |
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|                |                     |      |             |                   |
|                |                     |      |             |                   |

I confirm that the significant findings of the assessment in this document have been communicated to me and the control measures explained.  
I understand the legal requirements for me to comply with the control measures and to co-operate with my employer in the interest of health and safety.  
I agree to abide by the controls in place and to report any defects or problems with the systems.

| Name: | Signature: | Date: | Name: | Signature: | Date: |
|-------|------------|-------|-------|------------|-------|
|       |            |       |       |            |       |
|       |            |       |       |            |       |
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|       |            |       |       |            |       |
|       |            |       |       |            |       |
|       |            |       |       |            |       |
|       |            |       |       |            |       |

- Any written outing risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached. This ratio can be increased depending on the security and safety, planning and preparation of the outing.
- A minimum of two staff accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.
- Named children are assigned to individual staff member to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children. We ensure that all children on the outing are well supervised, that no child goes astray and that there is no unauthorised access to children.
- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
- All outings are recorded by using a risk assessment kept by the setting, this should state:
  - The date and time of the outing.
  - The venue and mode of transport used.
  - The names of the staff members assigned to each of the children.
  - The time of return.
  - The potential risks (risk assessment or check list provided by event organiser)
- We take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit, 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. We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- We take a list of children with us with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
- We provide children with badges to wear that contain the name and setting telephone number – but not the name of the child. We ask parents to ensure that their child wears the colour red.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- We ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child.
- As a precaution, we ensure that children do not eat when travelling in vehicles.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.

|  |                              |
|--|------------------------------|
| This policy was adopted for:<br>(Company Name) |                              |
| Held on:                                       | 09 <sup>th</sup> August 2019 |
| Signed on behalf of the management:            |                              |
| Name of signatory:                             | Hayden McCann                |
| Role of signatory:                             | Director                     |

|           |       |              |
|-----------|-------|--------------|
|           | Date: | Reviewed by: |
| Reviewed: |       |              |
| Reviewed: |       |              |
| Reviewed: |       |              |
| Reviewed: |       |              |

## 5.4 Risk Assessment

### Policy

We 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 by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Risk assessment means:

Taking note of aspects of your workplace and activities that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to. The law does not require that all risk is eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk. Health and safety risk assessments inform procedures. Staff and parents should be involved in reviewing risk assessments and procedures – they are the ones with first-hand knowledge as to whether the control measures are effective – and they can give an informed view to help update procedures accordingly.

This policy is based on the five steps below:

- Identification of a risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, cooks, cleaners etc?
- Assessment as to whether the level of a risk is high, medium, low. This takes into account both 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.

### Procedure

- Our manager undertake training and ensure our staff and volunteers have adequate training in health and safety matters.
- 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, in relation to our premises and 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.
- Risk assessments are 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 a weekly and termly basis when a full risk assessment is carried out.
- Our manager and directors ensures that checks, such as electricity and gas safety checks, and any necessary work to the setting premises are carried out annually and records are kept.
- Our manager ensures that staff members carry out risk assessments that include relevant aspects of fire safety, food safety for all areas of the premises.
- Our manager and room supervisors ensures that staff members carry out risk assessments for work practice including:
  - changing children;
  - preparation and serving of food/drink for children;
  - children with allergies;
  - cooking activities with children;
  - supervising outdoor play and indoor/outdoor climbing equipment;
  - [putting babies or young children to sleep;]
  - assessment, use and storage of equipment for disabled children;
  - the use and storage of substances which may be hazardous to health, such as cleaning chemicals;
  - visitors to the setting who are bring equipment or animals as part of children's learning experiences; and
  - following any incidents involving threats against staff or volunteers.
- Our manager ensures that staff members carry out risk assessments for off-site activities if required, including:
  - children's outings;
  - training session;
  - school visits; and
  - other off-site duties such as attending meetings, banking etc.
- We do not promote home visits.

Risk assessments are found on the 'Onedrive':

| RISK ASSESSMENT         |  |                   |   |                   |  |                 |          |                 |
|-------------------------|--|-------------------|---|-------------------|--|-----------------|----------|-----------------|
| Company:                |  |                   | Assessor(s):  |                   |  | Date:           |          |                 |
| Assessment of risk for: |  |                   | Policies & Procedures:  |                   |  | Review Date:    |          |                 |
|                         |  |                   |   |                   |  | Reference No:   |          |                 |
| HAZARD                  | THOSE AT RISK  | Risk              | IS THE RISK ADEQUATELY CONTROLLED?                                  | Residual Risk     | WHAT FURTHER ACTION IS REQUIRED?   | ACTION REQUIRED |          | COMPLETED? DATE |
|                         |  |                   |   |                   |  | BY WHOM?        | BY WHEN? |                 |
| List the hazards here.  | List groups of people at risk from hazards identified. | High/ Medium/ Low | List existing controls here or note where information can be found. | High/ Medium/ Low | List the actions proposed where it is reasonably practicable to do more. |                 |          |                 |
|                         |  |                   |   |                   |  |                 |          |                 |
|                         |  |                   |   |                   |  |                 |          |                 |
|                         |  |                   |   |                   |  |                 |          |                 |

|  |                             |
|--|-----------------------------|
| This policy was adopted for:<br>(Company Name) |                             |
| Held on:                                       | 8 <sup>th</sup> August 2019 |
| Signed on behalf of the management:            |                             |
| Name of signatory:                             | Hayden McCann               |
| Role of signatory:                             | Director                    |

|           |       |              |
|-----------|-------|--------------|
|           | Date: | Reviewed by: |
| Reviewed: |       |              |
| Reviewed: |       |              |
| Reviewed: |       |              |
| Reviewed: |       |              |

**Policy**

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 Electrician, Fire Officer, or Fire Safety Consultant.

### Fire safety risk assessment

- Fire safety precautions taken*

- ### Emergency evacuation procedure

- How children are familiar with the sound of the fire 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 children 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.

### Fire drills

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

NOTE: SERVICING OF FIRE APPLIANCES IS COMPLETED BY A THIRD PARTY COMPANY ANNUALLY

Before completing this form please refer to the fire safety policies and procedures. Additional information on 'onedrive' under 'Fire Awareness'

|  |                                   |
|--|-----------------------------------|
| This policy was adopted for:<br>(Company Name) |                                   |
| Held on:                                       | <b>8<sup>th</sup> August 2019</b> |
| Signed on behalf of the management:            |                                   |
| Name of signatory:                             | <b>Hayden McCann</b>              |
| Role of signatory:                             | <b>Director</b>                   |

|           |       |              |
|-----------|-------|--------------|
|           | Date: | Reviewed by: |
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## 5.6 Animals in the setting

### Policy

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

### Procedure

#### *Animals on site*

- We ask parents, carers and visitors not to bring animals on site. Signs are clear displayed around the setting.

#### *Animals in the setting*

- We take account of 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 weekend and holiday care for the animal or creature.
- We register with the local vet and take out appropriate pet care health insurance.
- We make sure all vaccinations and other regular health measures, such as de-worming are up-to-date and recorded.
- Children are taught correct handling and care 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.
- 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 manager 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.

#### *External Companies & Events*

- The setting may use external companies that bring animals into the setting.
- Risk assessments are completed prior to them coming and parents sign to authorise their child taking part.
- Staff discuss clear rules and guidelines with the children prior to the event.
- During these sessions all parents and children are invited to attend.

#### *Visits to farms or Zoo*

- Before a visit to a farm or zoo 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 is cleaned of mud and debris and should not be worn indoors.
- We advise staff and volunteers who are, or may be, pregnant to avoid contact with ewes and to consult their GP before the visit.



|  |                             |
|--|-----------------------------|
| This policy was adopted for:<br>(Company Name) |                             |
| Held on:                                       | 8 <sup>th</sup> August 2019 |
| Signed on behalf of the management:            |                             |
| Name of signatory:                             | Hayden McCann               |
| Role of signatory:                             | Director                    |

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|           | Date: | Reviewed by: |
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## 5.7 No Smoking

### Policy

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

### Procedure

- We do not allow smoking on our site
- 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 information for parents.
- We actively encourage no-smoking by having information for parents and staff about where to get help to stop smoking if they are seeking this information.
- 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. If odour is evident staff is sent home immediately unpaid and an disciplinary process will procedure.
- When a child starts at the setting our staff may check children's bags. We advise parents to ensure no tobacco or materials are stored in children bags or in an area where children can have access to this.
- We do not accept 'vapour smoking' on our site. This is prohibited and is seen as a form of gross misconduct.
- Staff understand they cannot smoking when on visits or outings.
- Staff should not smoke in company uniform.



|  |                             |
|--|-----------------------------|
| This policy was adopted for:<br>(Company Name) |                             |
| Held on:                                       | 8 <sup>th</sup> August 2019 |
| Signed on behalf of the<br>management:         |                             |
| Name of signatory:                             | Hayden McCann               |
| Role of signatory:                             | Director                    |

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## 5.8 Company Vehicles & Commuting to School





## 5.8 Company Vehicles & Commuting to School

### Policy

The provider must take necessary steps to safeguard and promote the welfare of children.

### Procedure

#### *Commuting to and from school*

- Parent will inform school that our setting will be providing the service.
- Parent(s), child / children will be introduced to staff.
- To identify themselves, staff wear settings uniform.
- Parents are asked to inform us in good time if their child will not be attending.
- Our settings are not responsible for passing on messages to the school teacher(s). Any messages for the setting is recorded in the message book or notification is sent to the parent.
- Staff are trained on commuting to and from schools.
- Safety jackets should be worn unless written permission is given by the parent/ guardian
- Staff should take mobile phones to school to use in a case of emergency. Staff can take their own phone however whilst in working hours they should only use it in case of an emergency.
- Please ensure your child / children are suitably dressed for all weathers.
- Please ensure their school belongings are clearly labelled.
- Children are given clear instructions to follow when commuting to and from school.
- Parents should inform the setting if special circumstances need to be taken into consideration.
- The child / children are to be kept under staff supervision at all times until the teacher is present and the children are in their lines.
- Children should wait in a safe location away from any potential risks. (for example: the road)
- The child age & ability will be taken into account.
- Children cannot eat or drink in our vehicles.
- The use of mobile phone are prohibited.

#### *Child not arriving at setting*

In the event that a child does not arrive at the after-school club with a member of staff at an expected time, the setting puts into practice agreed procedures. These ensure the safety of the child. We will inform Parents/ Carers of our procedures so that in the event that the child does not arrive at the expected time at the After-school club they will be contacted. In the event that the child does not arrive at after-school club we apply the following procedures:

- The staff member contacts the setting.
  - The message sheet and/or electronic diary is checked for any information about changes to the normal routine.
  - If no information is available, parents/carers are contacted at home or at work. If this is unsuccessful, the adults authorized by parents to contact (on the clearance) – and whose telephone numbers are recorded are contacted.
- Parents of children starting at our school club services are asked to provide specific information which is recorded on our application form, including:
- **Home address and telephone number** – if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour's, place of work, address and telephone number (if applicable);
  - **Mobile telephone number (if applicable)**; Names, telephone numbers of adults who are authorized by the parent for us to inform.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted in our clearance forms and settings electronic diary. All reasonable attempts will be made to contact the parents/carers. We will then begin to take back-up procedures, contact the member of staff and the school.
  - The setting contacts the child's school to see if the child attended that day or if the child was sent home.

#### *Taxi or Alternative Transportation*

Our setting does not support children being transported from school to after- school provision in taxis unless accompanied by an adult and written permission is provided to the setting. Parents must provide us with all the details of the transportation company they use and the designed driver.

#### *Company Vehicles*

- The minibus is the responsibility of the settings manager and designated driver.
- The driver must have clean drivers licence and have a minimum of two years experience and trained prior to using the vehicle. All drivers must have their drivers licence registered on file (digital copies). It is an offence not to disclose any points on your driver's licence.
- No employee can drive the vehicles if they have been issued any points.
- The driver must be age 21 years old or older.
- Out of Pocket Expenses are remuneration for any fuel costs, parking fees, toll fees or similar expenses incurred as part of a trip. The driver should receive no other payments for driving company vehicles.
- Any child locks must be enforced when driving company vehicles.
- Drivers cannot exceed the set allocated seats for the vehicle.
- The vehicle must be equipped with appropriate booster seating arrangements to cater for the age and weigh of said chid/children.
  - <https://www.gov.uk/child-car-seats-the-rules>
  - <https://www.gov.uk/child-car-seats-the-rules/when-a-child-can-travel-without-a-car-seat>
- All vehicles must have a paediatric first aid travel kit. All employees driving a vehicle must have a paediatric first aid award.
- It is the responsibility of the driver(s) to ensure they comply to The Motor Vehicles (Driving Licences) Regulations 1999.
- Drivers should understand, and comply with, speed limits that apply to vehicles.
- Drivers and/or passenger assistants should ensure that all passengers who need to be met on their return have been safely met. A post-trip vehicle check should be conducted.
- Passenger Assistants should be provided wherever necessary, according to the needs of the passengers being carried, and be aware of their duties and responsibilities.
- Clear accident and emergency procedures should be in place and should be included in driver and passenger assistant training.
- Passengers should be adequately supervised.
- Drivers should only use suitable, agreed pick-up and drop-off places.
- Passengers should be aware of their expected behavior, and the need to wear seat belts.
- Procedures for passenger illness should be in place.
- Seat belts should be provided on all seats and all passengers should wear their seat belt.
- Passengers in with a disability should be afforded the same level of safety as all other passengers. Drivers and passenger assistants should be trained in the care of passengers in wheelchairs or relevant disability.
- In the event that we consider the child's safety to be at risk, we will apply procedures set out in our Child Protection Policies and procedures. This may result in the place being either temporarily put on hold or terminated.

- Appropriate emergency equipment should be provided in the vehicles, and drivers and passenger assistants trained in its use.
  - In the event of the vehicle breaking down or Collision alternative transport should be accessed and organised by the settings manager.
  - All luggage must be securely stowed, and not impede access to the gangways or to the doors. If applicable, drivers must be trained in the use of roof racks and trailers, if used.
  - The maximum spaces and weight limit of the vehicle should never be exceeded.
  - The vehicle is not used for transportation to other countries.
  - Before any journey, and every time a minibus is used, the driver must:
    - Plan the journey so that it can be completed safely and comfortably in accordance with the passengers' needs
    - Ensure the minibus is suitable for the passengers being carried
    - Be fit and able to drive
- When completing a service the driver should ensure any necessary log book is completed. The manager will complete regular and necessary checks.
- Company vehicles must be parked over night at a registered business addresses.
  - All vehicles are covered by breakdown cover and replacement vehicle through RAC. (*Breakdown documentation will be stored with each manager*).
  - Any child locks must be enforced when driving company vehicles.
  - Drivers take all necessary responsibility for any damaged caused or offenses issued due to dangerous driving. The employee(s) will be responsible for paying such fine(s) / penalties and or damage to the vehicle(s).

#### Assessing fitness to drive:

When assessing suitability to drive it is recommended that we consider the following areas. Safe driving requires, among other elements, the involvement of:

- vision
- visuospatial perception
- hearing
- attention and concentration
- memory
- insight and understanding
- judgement
- adaptive strategies
- good reaction time
- planning and organisation
- ability to self-monitor
- sensation
- muscle power and control
- coordination

Given these requirements, it follows that many body systems need to be functional for safe driving – and injury or disease may affect any one or more of these abilities for safe driving.

Further information can be found at:

<https://www.gov.uk/guidance/assessing-fitness-to-drive-a-guide-for-medical-professionals>

|  |                          |
|--|--------------------------|
| This policy was adopted for:<br>(Company Name) | Early Learners Nurseries |
| Held on:                                       | 16/12/19                 |
| Signed on behalf of the management:            | <i>H. McCann</i>         |
| Name of signatory:                             | Hayden McCann            |
| Role of signatory:                             | Director                 |

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| Reviewed: |       |              |
| Reviewed: |       |              |
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| Employees Name | Signature | Date |
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ONCE COMPLETED PLEASE SHOW THE MANAGER.