



## Safety Checks Policy

All Little Dragons Day Nursery staff must be familiar with the Health and Safety Executive's 'Five Steps to Risk Assessment' which include:

- Step 1 – Identify the hazards.
- Step 2 – Decide who might be harmed and how.
- Step 3 – Evaluate the risks.
- Step 4 – Record your findings.
- Step 5 – Review the risk assessment regularly.

For further support with the risk assessment process, The Five Steps to Risk Assessment publication and risk assessment templates can be downloaded from the Health and Safety Executive's website at [www.hse.gov.uk](http://www.hse.gov.uk).

At Little Dragons Day Nursery 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.

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

### **Risk assessments** (refer to the Overall approach to risk assessments policy)

Risk assessments document the hazard, who could be harmed, existing controls, the seriousness of the risk or potential injury, any further action needed to control the risk, who is responsible for what action, when and 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 or experience planned, 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.



# Safety Checks Policy

## Electrical equipment

Who checks	How often	Location/Tel. no.
All Staff	At the beginning of the day and	All rooms where children and staff occupy
PAT Testing – Owners (Neil McLeod)	Annually	Little Dragons Day Nursey 01789 631042 / 07813 005256

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

## Mains information

Locations of:

- Water stop tap: **Baby Room Garden – floor Manhole**
- Gas point: **Main Garden in protective lockable GRP enclosure / cabinet.**
- Fuse box: **Under stairs in lockable storeroom**
- Main electricity box: **Under stairs in lockable storeroom**

## Dangerous substances

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

## Hot drinks and food

**Hot Drinks are the number one cause of scalds among under five year olds.**

A baby's skin is 15 times thinner than an adults and a hot drink can scald a young child 15 minutes after its been made.

Consequently, there are to be **NO** hot drinks allowed in any rooms where there are or may be children present.

In rooms where there are only adults permitted, hot drinks may be available. These include the **Staff Room, Kitchen and Office** only. Please note no other areas are exempt from this requirement including the building circulation spaces such as stairs, lobbies or the entrance area. Hot drinks are also **not permitted** in any of the **Gardens or Forest School field.**

Hot drinks supplied for adult meetings should be dispensed from a safety flask in the room of the meeting or taken to the room in a fully sealed leak proof mug or flask.

Hot drinks **should not** be carried around the building from one room to another unless they are in safety cups with fully sealed leak proof lid or secure flask.



## Safety Checks Policy

**No Glass bottles or canned drinks, sweets, crisps or biscuits** are to be kept or consumed in the nursery rooms or outside spaces.

It is important that both staff and children remain hydrated throughout the day and as such water bottles are permitted in the rooms but they must be sealed and fully leak proof to avoid any slips, trips or falls.

**All staff** are to be made aware of this policy as part of their induction, reviews, and training.

**All visitors** are made aware through the visitor signing in book.

### 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. 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.

### 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.

### Door Security

- When an individual requests access to the nursery i.e. by ringing the door-bell, a member of the management team (including Room Leaders) must ensure that all safety checks are conducted before granting them access. A member of the management team are the only personnel with the authority to grant access to the building.
- Doors must be firmly closed after leaving/entering any door threshold in the nursery. This includes the main front door to prevent anyone from entering who is unauthorised.
- When moving children around the building, a member of staff must ensure that the door is held open when the children are leaving a room and then closing it once all children are through, ensuring that no fingers are trapped.
- The Explorer's main door (outside the kitchen) is not to be used by parents. Parents must access the room via the outdoor area. Should this door need to be used by staff, they must ensure that they look through the window panel to check for children thoroughly before entering.
- As part of the Opening Checklist Checks, all external gates must be locked. Should staff need to open these external gates, they must ensure that children are being appropriately supervised when it is opened and it must be closed and locked immediately after.
- The kitchen gate must be kept closed at all times. When leaving and entering the kitchen, checks must be made to ensure that there are no children nearby and then closed immediately.



## Safety Checks Policy

- When the garden is not being used, the double doors leading out to the garden must be kept lock for security purposes. The key to this door must be kept in the Key Cabinet located on the left-hand side of the door (near the Fire Alarm). The code to access this Key is 12345.

### Nursery Checklists:

Checklists	Who checks	How often
Opening Checklist	Duty Manager	Daily
Closing Checklist	Duty Manager	Daily
Fire Safety Check	Management	Monthly
First Aid Check	Management	Monthly
Health and Safety Walk	Management	Weekly
Sleep Check	Room Staff	Whenever children are sleeping.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>November 2024</i>	Kate McLeod	<i>November 2025</i>