Section 6. Safety and Suitability of Premises, Environment and Equipment

**Safeguarding and Welfare Requirements: Introduction**.

Providers must take all necessary steps to keep children safe and well.

6.1 Health and Safety General Standards

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Every Child Matters-supporting the 5 outcomes

Be Healthy

Stay Safe

**Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment**

Providers must have, and implement, a health and safety policy, and procedures, which cover identifying, reporting and dealing with accidents, hazards and faulty equipment.

**6.1 Health and safety general standards**

**Policy Statement**

The safety of children, staff, visitors and volunteers is of paramount importance. All reasonable steps will be taken to minimise the risk of harm to children, parents, staff, visitors and volunteers whilst at the setting. Our named health and safety officer is **Emma Thompson.**

**Insurance**

We have employers’ liability and public liability insurance. The certificate of insurance is displayed in the entrance lobby.

**Procedures**

**Awareness**

* All staff, volunteers and student placements receive a health and safety tour of the premises and are required to read this policy as part of their induction process. Staff, volunteers and placements are asked to sign to confirm they understand their responsibilities in this area.
* All staff, volunteers and student placements expected to always adhere to this policy.
* We operate a strict no smoking policy.
* Children are supported to gain an understanding of health and safety through discussions, planned activities and routines.

**Safety of Adults**

* Adults must take care when lifting and carrying, bending from the knees, keeping back as straight as possible.
* When reaching objects at higher levels, step ladders or step up stools must be used. Adults must not climb on furniture or chairs.
* All warning signs are clearly displayed and in appropriate languages.
* When adults are working alone in the building, after hours or in the holidays, they should always communicate to the manager or deputy the purpose of their visit, how long they are likely to be.
* When attending meetings or training events out of hours or off-site the manager will ensure all staff have a safe means of getting home.
* Accidents involving adults must be recorded. See Section 4.3 Health
* Threatening or abusive behaviour towards staff will not be tolerated. See Section 6.2.

**Window, doors and floors**

* All windows are made of toughened safety glass and all opening windows are out of the reach of children.
* We use door stops and guards to prevent children’s fingers becoming trapped in doors. Children are taught to close doors carefully and care is taken to prevent doors slamming shut in windy weather.
* Floors are checked daily to ensure they are clean, dry and not uneven. All mats, rugs and carpets must be clean, well-fitting and in good condition.
* Yellow wet floor signs must be displayed on wet floors to alert everybody to the potential hazard.

**Electrical and Gas equipment**

* All electrical equipment is PAT tested annually and regularly checked to ensure good working order.
* Our heaters are fuelled by gas and are serviced annually. They are covered by metal safety guards which are fixed to the wall and positioned at such a distance that they do not become hot to touch.
* Heaters are always clear of debris and never blocked by furniture, toys or other resources. The drying of wet towels or clothing on heaters is strictly forbidden.
* In accordance with latest advice from the DFE socket guards are no longer used.
* Socket splitter cubes must not be used and extension leads must be PAT tested and not overloaded.
* All cables and leads are kept short and stored safely.
* Children are taught not to touch electrical equipment such as plugs and sockets.
* Hot water is electrically heated and turned off overnight. The temperature is set to prevent scalds.
* All indoor areas are well lit including inside walk in cupboards.

**Storage**

* All cleaning materials and hazardous substances such as bleach are stored in a locked cupboard in accordance with COSHH (Control of Substances Hazardous to Health). This is located opposite the office. The key is kept on a high hook out of children’s reach. This cupboard must be always locked.
* Anti- bacterial spray may be kept on a high shelf in each room and in the toilets to aid hygiene throughout the session.
* All storage facilities including, sheds, shelves, cupboards and draws must be stacked safely and not overloaded to prevent items falling or furniture collapsing.
* Chairs must be stacked no more than 3 high and must be stored facing the wall and in such a way that children cannot climb on them.
* Folded tables must be stored in such a way that they cannot fall.

**Outdoors**

* Our outdoor area is securely fenced with one emergency exit gate which is bolted out of children’s reach.
* The outdoor area is safety checked daily.
* All adults are made aware of potentially dangerous plants and children are taught to not put things in their mouths.
* Leaves, sand, mud and other debris to be swept up to prevent surfaces becoming slippery.
* Care must be taken to not encourage rodents by cleaning away potential food sources such as flour, pasta, rice, seeds and other food debris.
* Any surfaces or equipment which has been assessed to be unsafe due to weather conditions must not be used.
* Where water can form a pool on any equipment or resources this is emptied before children use the area.
* The outside tap is to be used by adults only and the head of the tap is to be removed and stored safely when not in use.
* Water butts, troughs and other large water containers are to be used under direct supervision only.
* Our sand and digging areas are covered at night and checked regularly.
* Staff must position themselves effectively to ensure all children can be seen and heard at all times, closing areas if necessary.

**Hygiene**

* Our daily routines encourage children to think about hygiene. Washing hands, wiping tables, washing up and sweeping floors are all part of the children’s routine.
* Toilets and sinks are cleaned thoroughly at the end of the day as well as regular checks throughout the sessions. Antibacterial spray and disposable blue paper is provided for wiping surfaces as necessary.
* Nappies, gloves, wipes and any other disposables contaminated with bodily fluids are placed in a nappy sack and then into the nappy bin.
* Floors must be swept and all food debris removed following snack and lunch times.
* Washing up of cups, plates and other food preparation items should be done at the sink in red room.
* Washing up of craft items, such as paint brushes should be done at the craft sink in blue room.
* All tables, table coverings and food preparation surfaces must be wiped with antibacterial spray before and after snack and lunch times.
* The following gloves and aprons are to used; Food preparation – Blue

Nappy changing, first aid and personal care – White

* The following cloths are to be used;

Washing up – White dishcloth

Craft washing up and cleaning up after craft activities - Green

Wiping food preparation surfaces, snack and lunch tables – Yellow

Toilets, hand washing sinks, potties, changing areas and step up stools –

blue disposable paper towel

* Old towels may be used to wipe up water play spills or wet equipment outside.
* All cloths and tea towels to be changed daily as a minimum.
* The following mops are to be used;

Toilet floors, changing areas and cleaning up bodily fluids – Blue

Craft floors – Green

* White cloths, yellow cloths and tea towels are to be placed in the laundry bin in red room next to the washing machine.
* Other towels, green cloths and any other laundry go in the craft laundry bin in blue room.
* Mop heads are removed and washed at the end of the week as a minimum.

**Resources**

* All equipment and resources are carefully chosen with the needs of the children firmly in mind.
* Resources and equipment are purchased from reputable retailers.
* Any resources or equipment donated to the pre-school are thoroughly checked and cleaned before use.
* All equipment is checked and cleaned regularly.
* Any resources which become damaged are removed from use immediately and disposed of if they cannot be repaired.
* All materials such as paint and glue are nontoxic and washable where possible.
* All sand is play grade sand.
* Sharp tools are kept out of reach of children.
* Children are taught how to handle scissors safely.

**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)

**Safeguarding and Welfare Requirements**: **Safety and suitability of premises, environment and equipment**

Providers must ensure that their premises, including outdoor spaces, are fit for purpose. Spaces, furniture, equipment and toys, must be safe for children to use and premises must be secure.

**6.2 Maintaining children’s safety and security in the setting**

**Policy statement**

We take all reasonable steps to provide an environment which is safe and secure for children and that no person or activity leaves children susceptible to harm.

**Procedures**

* Whenever children are on the premises at least 2 adults must be present, at least one level 3 practitioner is required.
* All staff and regular volunteers are required to have a DBS check. See 2.0 Suitable People.
* Children are to be within sight or hearing of an adult at all times.
* Following an induction period and upon completion of DBS and referencing checks, staff may work alone with groups of children, for example in the lobby or outside, provided that they are within sight or hearing of other staff and the nature of the activity has been communicated.
* Staff may supervise toilet trips and hand washing provided they do not enter the toilet cubicles area. If children require further assistance 2 members of staff must be present as detailed in our Safeguarding policy. See 1.2 Safeguarding and Child Protection.
* Sleeping children will be made comfortable with sleep mats and blankets. Sleeping children must be within sight or hearing of staff and must be checked on every 10 minutes.
* Children enter our setting via the main front door. This door has an automatic magnetic lock which can only be released by either entering a security code from outside or by pressing the large green button inside. The security code is only known to permanent staff and is changed termly. The green button is located out of children’s reach and care is taken to ensure children cannot climb up to reach it.
* In addition a security chain is mounted out of children’s reach and this should be in use whilst children are in the setting.
* Parents and visitors are not permitted to open and close the front door.
* The door is opened and supervised by a senior member of staff between, 8.30 and 9.15, 12.00 and 12.10 and 2.50 and 3.00 & during 4 o’clock club. At all other times parents and visitors must ring the doorbell.
* Staff must not open the door if they do not know the parent or visitor; they should alert the manager or deputy.
* Visitors who are not expected will be asked to wait outside while their identity is verified.
* Adults and children’s arrival and departure times are recorded in daily registers.
* The number of children present is to be recorded on the whiteboard in each room and adjusted accordingly throughout the day.
* Staff are vigilant at collection times, with a practitioner monitoring the door of each room and 2 members of staff in the lobby to ensure children do not leave unnoticed.

**In the unlikely event of forced entry (front door, back gate or fencing) we shall-**

* Raise the alarm by blowing the emergency whistle. These are located by each back door and in the lobby. On this signal, room leaders should call the children together into their respective rooms and close the doors. This will be referred to as ‘lockdown’.
* During ‘lockdown’ an adult should stand at each door to prevent anyone entering or leaving the room. Children should be reassured and kept calm with quiet activities away from the doors and windows.
* The manager and deputy will assess the situation and decide the level of response required- Can the intruder be safely challenged or should the police be called? Manor Fields school will be informed of the situation.
* Children to remain in their rooms with no access in or out until the situation is resolved.

**Threatening and abusive behaviour**

* Threatening and abusive behaviour towards staff will not be tolerated.
* When having sensitive conversations it might be appropriate to speak alone with a parent privately. Please alert others to the fact you are doing this and ensure you can be seen, for example through the office window.
* If at any point, at any time, a practitioner feels threatened or uncomfortable when speaking with a parent they should request assistance by taking off their lanyard. This sends a discreet signal to others that support is required.
* Should an adult become threatening or violent in an attempt to gain access to the preschool then staff should NOT engage with them. The front door must be kept closed and the signal (emergency whistle) will be made to ‘lockdown’.
* The manager will telephone the police and Manor Fields school.

**Safeguarding and Welfare Requirements**: **Safety and suitability of premises, environment and equipment**

Children must be kept safe while on outings, and providers must obtain written parental permission for children to take part in outings.

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**6.3 Outings and visits**

**Policy statement**

All outings are carefully planned and undertaken with parental consent. Children’s safety will be the most significant consideration throughout the outing.

**Procedures**

* Upon registration permission is sought from parents to take children on local outings on foot.
* An outing is defined as any activity which takes children out of Busy Bees boundary fence.
* For blue room children, outings within the school grounds, for example to use school facilities or school field, normal ratios are acceptable unless a practitioner is on their own in which case the ratio must be limited to 1:4.
* For outings which take children off the school site a ratio of 1:3 must be followed.
* 2 year old children require a ratio of 1:2 for any outing.
* Permission must be sought from the manager (or deputy in her absence) to undertake an outing.
* The above ratios are at the discretion of the manager and may be varied to reflect the needs of the children taking part.
* A risk assessment is carried out for each outing which takes children off the school site.
* An outing record sheet must be completed which details; names of children and staff taking part, any emergency medication which needs to be brought and the times children left and arrived back at the setting.
* The setting’s mobile phone must be taken and an emergency whistle.
* A first aid kit must be taken as well as tissues, wipes, accident forms and a change of clothes.
* If the outing takes children on a public road then the practitioners leading and at the back must wear high visibility vests and particular care taken with road safety. Children must always be positioned furthest away from traffic.
* Specific consent will be sought for any outing which takes children out of the local area or which require transport.
* Should an emergency occur when using facilities at Manor Fields school, including the school field, then Busy Bees should follow direction of Manor Fields staff.
* When on the field, a continuous ringing bell is the signal to come inside the school building by the nearest door. Once inside, staff must take Busy Bees children to the hall and close the doors. The lead practitioner will then take a register of children and staff and telephone Busy Bees to confirm all persons are accounted for. The head teacher of Manor Fields will also contact Busy Bees to share the nature of the incident and the next steps to keep all children safe.

**Safeguarding and Welfare Requirements**: **Safety and suitability of premises, environment and equipment**

Providers must have a clear and well understood policy, and procedures, for assessing any risks to children’s safety, and review risk assessments regularly.

**6.4 Risk Assessments**

**Policy Statement**

We have clear procedures for identifying hazards and recording how these can be removed, minimised or managed to keep children safe with the aim of not curtailing children’s needs for exploration and adventure.

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**Procedures**

* A full written risk assessment of our premises is undertaken each year or in the event of any changes to the premises such as building work or major room changes.
* Potential hazards are identified and the severity and likelihood harm considered. Steps are then taken to remove, minimise or manage the risk. This could be by physically removing an item or putting procedures in place to make an area safer. The severity and likelihood of harm are then reassessed to ensure they are now at an acceptable level.
* Daily safety checks are undertaken which monitor the condition of our building, outside area and key equipment.
* Assessing risk is an ongoing process and one which is the responsibility of all staff.
* Children are encouraged to assess risk as part of their daily routine and learning about what is safe and unsafe.

**Safeguarding and Welfare Requirements**: **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 in the case of fire or any other emergency, and must have an emergency evacuation procedure.

**6.5 Fire safety and emergency evacuation**

**Policy Statement**

We take all reasonable steps to minimise potential fire hazards within the setting and have a clear evacuation procedure should an emergency occur.

**Procedures**

In the event a fire is detected or suspected we shall;

* Sound the alarm by ringing the bell in the lobby and ringing of hand bells located in each room.
* The Manager (Deputy Manager in their absence) will call the Fire Brigade 999 (dial 9 first for an outside line) the address is **Manor Fields Primary School, Wilton Road, Salisbury, SP2 7EJ.**
* **In the event of power failure where telephone does not work use the setting’s mobile phone.**
* Evacuate the building quickly and calmly by the nearest available exit. Front door or fire exits in both rooms. The staff in each room support children to leave the room via the nearest exit leaving personal belongings behind them, and then out to the fire assembly meeting point reporting to the Manager on arrival. They should NOT endeavour to leave the building through the main door unless they are in the lobby or toilet area.
* All staff are responsible for moving the children out of the building calmly and safely out of the relevant exits.
* The meeting point for FIRE emergency or drill is to the left of the pre-school as you exit, following pavement past end of wooden fence toward primary school, around the corner. Assembly point is on this corner. The Manager (Deputy in her absence) will collect the registers/registration folder/visitors log and mobile phone.
* The Deputy (highest qualified staff member in her absence-Vicki) will check each room and ensure the building is empty, collecting emergency medication baskets, shutting windows and doors as she/he moves around the premises, then proceed to the fire assembly meeting point and report to the Manager.
* In the absence of the Manager and Deputy, all room staff will lead the evacuation of the building and collect registration folder/register etc. The highest qualified staff member(Ali) will check the building and liaise with the other staff at the meeting point.
* A register will be undertaken to ensure all persons are accounted for.
* The manager will then liaise with the emergency services and the head teacher of Manor Fields.
* No staff or children are to re-enter the building until advised it is safe to do so.
* In the event of us not being able to re-enter the building, staff and children will move to Manor Fields School hall where parents will be contacted and children cared for safely until their arrival.

**Fire drills**

* A fire drill will be undertaken each term as part of the induction of a new member of staff.
* All fire drills are recorded and reflected upon with staff.
* Children will be spoken to about the fire drill to support their understanding of fire safety and keeping safe.

**Major incident/wider evacuation**

In the event of a wider scale emergency or major incident affecting the whole school site the following procedure is in place;

* Manor Fields school and Busy Bees will inform each other and share information in the event of any emergency or incident which threatens the safety of children and staff.
* Should the whole site need to be evacuated we shall accompany Manor Fields to their place of greater safety; UTC, Wilton Rd. This will be done under the direction of Manor Fields Head teacher.
* Staff and children should follow the above fire evacuation procedure and wait at the assembly point near the carpark to await further instructions.

**Safeguarding and Welfare Requirements**: **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.

**6.6 Emergency Closure**

**Policy Statement**

The safety of children and staff is paramount. The setting will only close in the most extreme circumstances where it would be unsafe to open. These circumstance could be;

* Extreme weather such as snow, ice or flooding
* Building unsafe or damaged
* Heating or electrical failure
* Epidemic of communicable disease
* Insufficient staff to provide statutory ratios

**Procedures**

* The decision to close is never taken lightly and made in conjunction with the chairperson and other professionals where appropriate, such as Public Health England, Wiltshire Council Early Years team
* Should the setting need to close we shall endeavour to make that decision before 8am and by 8.30 am at the latest. The setting may take the decision to close at any time in the day if an emergency situation develops.
* An announcement will be posted on our website, Facebook page and an email sent to all families. In addition local radio station ‘Spire FM’ may also be informed.
* Should the closure be expected last more than 24 hours each family will be contacted by telephone and this followed up with a letter explaining the reason for the closure and how long it is likely to last

Section 6. Safety and Suitability of

Premises, Environment and Equipment

This policy was adopted at a meeting of Busy Bees Preschool Held on

Date to be reviewed

Signed by Manager

Signed by Officer