

Safety Checks

Written checks must be carried out on a daily basis on the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas.

All staff should be constantly aware of the nursery environment and monitor safety at all times.

Risk assessments

The nursery carries out written risk assessments at least annually. These are carried out by the nominated person who has undergone training through Aston University. 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 assessments or conduct a new risk assessment dependent on the nature of this change.

All staff are made aware of risk assessment process to ensure understanding and compliance.

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

- 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.
- PAT Testing is arranged through Aston University.

Dangerous substances

All dangerous substances including chemicals MUST be kept in 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.

Hot drinks and food

Hot drinks should only be consumed in the staff room. No canned drinks, sweets or crisps are to be kept or consumed in the nursery rooms. No food items containing nuts or any other allergen that may pose a risk to children by being present will be kept in the nursery rooms. This includes store cupboards. Children's meals are transferred into different containers prior to being transported to the room. Staff must follow safe practices when moving hot food. Hot water for preparing bottles must only be transferred out of designated areas in flasks with secured lids. Sterilisers and bottle warmers must be out of the reach of children.

Transport and outings

The arrangements for transporting and the supervision of children when away from the nursery need 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. Any concerns with the temperatures or the heating system in general must be reported to Aston University Estates Department as soon as possible. Staff must always consider the needs of the children before altering the temperature within one of the nursery rooms
- 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, however staff should use their judgement as to the suitability of the temperature for the children in their care and the activities taking place. Any concerns must be reported to the manager on duty.
- If the temperature of the rooms is unsuitable and cannot be rectified, the decision will be made to regroup the children if possible or to close the room or nursery until the situation has been resolved.

Water supplies

- A fresh drinking supply is available 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. Regular checks are carried out via Aston University.

Internal use only

This policy was adopted on	June 22
Signed on behalf of the nursery	
Date disseminated to staff	
Date for review	June 23