

## Suitable premises, environment and equipment policy



Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises.

EYFS 2017 3.54

### We follow the requirements of

- The Statutory framework of the EYFS 2017
- HSE guidance <http://www.hse.gov.uk/guidance/index.htm>

## Suitable premises, environment and equipment

3.1 Risk assessment

3.2 Health and safety general standards

3.3 Fire safety and emergency evacuation

3.4 Recording and reporting of accidents and incidents

(including procedure for reporting to HSE and RIDDOR)

3.5 Food hygiene

(including procedure for reporting food poisoning)

## 3.1 Risk assessment

### Policy statement

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.

### Procedures

The basis of this policy is written risk assessment, which comprises

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents etc?
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will we need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do we know if what we have done is working, or is thorough enough? If it is not working, it will need to be amended, or a better solution found.
- We conduct and record a daily safety sweep of the premises and equipment.

Our risk assessment process covers adults and children and includes developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.

## 3.2 Health and safety general standards

### Policy statement

This 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.

- Our member of staff responsible for health and safety is [Tracy Embleton](#).
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the entrance.

### Procedures

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues by the health and safety officer. 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.

- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

#### *Safety of adults*

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- The involvement of staff in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals. 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.
- Low level windows are made from materials that prevent accidental breakage.
- Doors are fitted with devices to prevent children's fingers from being trapped in doors.
- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- All electrical equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

#### *Outdoor area*

- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.

#### *Hygiene*

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room, kitchen, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet areas have facilities for hand washing and drying and the disposal of nappies.

- We implement good hygiene practices including cleaning toilets regularly and wearing protective clothing as appropriate.

#### *Activities and resources*

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked 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.

### **3.3 Fire safety and emergency evacuation**

#### **Policy Statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Where necessary we seek the advice of a competent person, such as a Fire Safety Consultant.

#### **Procedures**

- The basis of fire safety is risk assessment.
- The health and safety officer has received training sufficient to be competent to carry out and record a risk assessment.
- Fire doors are never obstructed and are easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly at least once every term.
  - Records are kept of fire drills and the servicing of fire safety equipment.

### 3.4 Recording and reporting of accidents and incidents

(Including procedure for reporting to HSE, RIDDOR)

#### Policy Statement

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

#### Procedures

*Our accident book:*

- is kept safely and accessibly;
- is accessible to all staff and volunteers, who know how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Ofsted and our local child protection agency are notified of any serious accident, illness or injury to, or death of, any child while in our care.

When there is any serious injury to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

*Dealing with incidents*

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our incident book. See below.

*Our incident book*

- We have ready access to telephone numbers for emergency services, including local police.
- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
  - break in, burglary, theft of personal or the setting's property;
  - an intruder gaining unauthorised access to the premises;
  - fire, flood, gas leak or electrical failure;
  - attack on member of staff or parent on the premises or nearby;

- any racist incident involving staff or family on the centre's premises;
- death of a child, and
- a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed.

The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

### **3.5 Food hygiene**

(Including procedure for reporting food poisoning)

#### **Policy statement**

In our setting we provide or serve snacks and packed lunches to the children.

- We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.
- We are registered as a food provider with the local authority Environmental Health Department.
- All staff receive training in Food Hygiene.

#### **Procedures**

- We use reliable suppliers for the food we purchase.
- Food is stored at correct temperatures and is checked to ensure it is within its 'use by' date and not subject to contamination by pests, rodents or mould.
- Packed lunches are stored in a cool place and are served to children within 3 hours of arrival.
- Food preparation areas are cleaned before use as well as after use.
- There are separate facilities for hand-washing and for washing up.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have unsupervised access to the kitchen.

#### *Reporting of food poisoning*

- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the

setting, the manager will contact the Environmental Health Department and Public Health England, to report the outbreak and will comply with any investigation.

- If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 the setting will report the matter to Ofsted.

Signed on behalf of the management committee	Date 18/10/2019
Name of signatory Gill Dedhar	Role of signatory (e.g. chair/owner) Trustee, Manager