



Lilliput Lane Nursery

The Little Nursery for Little Learners

Safety Checks

HSCS: 5.17

At **Lilliput Lane Nursery** we make sure the nursery is a safe environment for children, parents, staff and visitors by carrying out safety checks on a regular basis in accordance with the timescales set out in the nursery checklists. These include daily checks of the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas. The checks are recorded to show any issues and solutions.

This policy should be read in conjunction with the fire safety, risk assessments, visits and outings and the equipment and resources policies.

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

Risk assessments

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.

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; 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.

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

Hints and tips

Please refer to the Health and Safety Executive's 'Five Steps to Risk Assessment' located in the nursery policies and procedures Overall Approach to Risk Assessment in the Health and Social Care Standards for further support with the risk assessment process.



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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

Electrical Equipment

Who checks	How often	Location/Tel. no.
Mains Wiring and Electrical Circuits (Requirements for Electrical Installations – BS 7671 IET Wiring Regulations)	Every 5 Years	Kiing-Hans Electrical Services Ltd. 20 Portal Road Grangemouth FK3 8SN Tel. 07851 011940
PAT Testing Electrical Engineer	Annually	P.A.T. (UK) Broughton House 31A Dunedin Street Edinburgh EH7 4JG Tel. 07803 576665

- 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 any appropriate safety measures are in place to ensure the safety of the children.

Mains information

Locations of:

- Water stop tap: **the under twos’ nappy changing room in Fledglings room**
- Gas point: **the rear outside wall of the building next to the Fledglings room**
- Fuse box: **cupboard located in the main hall next to the Fire Exit**
- Main electricity box: **cupboard located in the main hall next to the Fire Exit**

Dangerous substances

All dangerous substances including chemicals **MUST** be kept in locked 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 and goggles.



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Hot drinks and food

Hot drinks must only be consumed in the staff kitchen area. No canned drinks, sweets or crisps are to be kept or consumed in the nursery rooms.

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 and should ensure that they are suitable at all times and recorded on the appropriate sheet. 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
- Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

Water supplies

- A fresh 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.

The checklists used in nurseries include:

Checklists	Who checks	How often
Opening up procedures	Staff responsible for opening up the nursery	Daily - First thing on arrival before the nursery opens to service users
Lock up procedure	Staff responsible for closing the nursery	Daily - Last thing at night before vacating the premises
Hazard Checklist for each room	All staff	Daily - Ongoing throughout the day



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Infection Control Kitchen Procedures	All staff responsible for preparing food	Daily - Ongoing before and after preparing lunches, snacks, children's dinners or mixing bottles
Weekly Cleaning of playrooms	All staff	Daily – throughout the day
Food and Fridge Temperature Controls	All staff preparing food	First thing in the morning and last thing at night.
Children's dinners	Staff responsible for preparing and serving food	Check and record temperatures of reheated food and serving temperature.
Toy Cleaning records	All staff	Daily, weekly and monthly in keeping with nursery policy
Medication Records	Staff responsible for administering medicine	When authorised by parent or carer and following times and frequency as prescribed by GP or pharmacy
Staff Hygiene and Dignity Checks	All staff	Monthly
Infection Control – Staff Toilets	All staff	Minimum of twice daily
Infection Control – Children's Toilets	All staff	Frequently throughout the day
Infection Control – Nappy Changing Areas	All staff	Before and after every nappy change

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>07 August 2020</i>		<i>As required</i>