

Fire Safety Policy

Name and address of premises Manager's name	The Worx, Blundells Corner, HU31XS Nursery Manager – Lizzi Wilkinson The Bloc Springfield Way HU10 6RJ Nursery Manager – Caroline Davis The Trade yard Grange Park lane HU10 6GE Nursery Manager – Alice Edwards
Uses of premises	Children's private day care nursery
Owner and Employer – person in control of premises	Nursery Owner – Gail Heelas
Telephone Number	01482 330356 – Hull 01482 353898 – Anlaby 01482 957933 – Willerby
Email	Sb12facilities@gmail.com
Date of risk assessment	01.09.2022
Review date of risk assessment	01.08.2023

General Statement of Policy

It is the policy of Springboard Nursery to protect all persons including employees, customers, contractors, and members of the public from potential injury and damage to their health that might arise from work activities. The company will provide and maintain safe working conditions, equipment, and systems of work for all employees, and provide such information, training and supervision as they need for this purpose. The company will give a high level of commitment to health and safety and will comply with all statutory requirements.

Management Systems

The structure of the organisations is designed to be spacious and organised. Control methods used to prevent fire is to abide by the regulatory reform (fire safety) order 2005, the persons responsible for tasks to maintain high standards is the Nursery Owner, Managers, and deputy managers. The maintaining of equipment and monitoring of regular inspections to check and control standards is 'Spitfire Protection Ltd'

Identification of Hazards

Potential hazards include:

- Toys

- Premises
- Furniture
- Kitchen Appliances
- Electrical goods
- Premises
- Staff room
- Resources
- Cleaning materials

Measures in place to control the risks from the hazards

- Storage - ensuring materials are stored in a safe area
- Follow COSHH guidelines
- Fire alarms fitted
- Monthly fire drills
- Weekly fire alarm tests
- Good documentation
- Ongoing fire risk assessments
- All staff to follow policies and procedures
- Fire exit sign
- Emergency lighting where needed
- Extinguishers fitted/ fire blanket

Identification of People at Risk

- Children
- Staff
- Parent/ carers
- Visitors

Evacuation Procedure

- Fire alarm raised
- Calmly evacuate the playrooms using the main corridor
- Staff to headcount and take the register
- Nursery cook to help and support evacuation
- Emergency lighting will come on to prevent any accidents

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2022

Health and Safety Policy

Springboard Nursery's policy is to provide and maintain safe, healthy working conditions and equipment for all our children, employees, parents/ carers, and visitors to the nursery.

The nurseries aim to make children, parents/ carers, employees, and visitors aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Roles and Responsibilities

Owner/ Manager and Deputy Manager

- To ensure appropriate resources are available to enable the correct implementation of health and safety requirements.
- Checking documentation and procedures relating to health and safety.
- Implementation and updating of health and safety policies and procedures, this includes:
 - Ensuring that the policies and procedures are effectively communicated to all staff
 - Ensuring risk assessments are relevant and up to date
 - Ensuring that staff are following procedures and completing the health and safety risk assessments as required.
- Ensure staff attend health and safety training
- Continued vigilance regarding health and safety issues and raising awareness amongst staff, children, parents/carers and visitors

Senior Staff

- To be responsible for completing the daily health and safety risk assessments.
- Ensuring that all staff are aware of health and safety procedures and that the correct procedures are being adhered to for the safety of everyone in the nursery.
- To make sure that equipment is in good working order and is checked on a regular basis.
- To be continually vigilant regarding health and safety issues and to raise awareness amongst staff, children, parent/ carers and visitors.
- Ensure staff attend health and safety training.

All Staff

- To ensure that the health and safety of everyone at the nursery are of the utmost priority in all situations.
- To always comply with the nursery's policies and procedures.
- To complete health and safety checks as required.
- Ensuring that all equipment is checked regularly and adhering to the correct procedures, reporting any defects to a senior member of staff promptly.
- Continued vigilance regarding health and safety issues and raising awareness amongst other staff, children, parents/ carers, and visitors.

Parents/ carers and visitors

- Parents/ carers are asked to comply with the policies and procedures to ensure the safety of everyone at Springboard Nursery.

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- Parents/ carers are asked to NEVER let anyone in the nursery, especially when entering and leaving on an evening.
- Parents/ carers are requested to enter and depart the building with care, remembering to close all gates and doors carefully behind them.

Risk Assessments and Daily Health and Safety Checks

Risk assessments are completed for:

- Fire safety
- COSHH
- Outings
- Activities
- Maternity (staff specific)
- Students/ apprentices
- X3 playrooms
- Gardens
- Mobile phone and electronic device
- Children left at the nursery
- The general operations risk assessments daily, weekly, monthly, 3 and 6 monthly, and annually.
- Risk assessments are reviewed at every staff meeting.

Insurance cover

Public liability insurance and employers' liability insurance is in place. The certificates are available in the office.

Raising awareness

Springboard induction for staff includes a clear explanation of health and safety issues and a review of all our related policies and procedures so that all staff is able to adhere to our policy and understand their shared responsibility for health and safety.

- The induction covers matters including safe lifting and the storage of potentially dangerous substances.
- Health and safety issues are explained to the parents/ carers of new children so that they understand the part they play in the daily life of the nursery.
- Children are made aware of health and safety issues through discussions, planned activities, and routines.
- We display the necessary health and safety posters in the staff room.

Electrical/ gas equipment

- All electrical/ gas equipment conforms to the safety requirements and is checked regularly.
- Heaters, radiators, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- PAT testing is done annually, and fixed electrical testing is done every 7 years.
- The temperature of hot water is thermostatically controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas.

Storage

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- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them from accidentally falling or collapsing.
- Rubbish and nappy waste storage are provided in dedicated bins.
- Staff are made aware of the dangers of overloading shelves.

Outdoor area and garden

- Outside areas are risk assessed for broken equipment, animal faeces, and security (all gates are locked while outside and doors are shut) the activities provided are safe to carry out in the space that is available, before taking the children outside.
- Plants have been assessed and deemed suitable.
- Outdoor sandpit is covered when not in use.
- Outdoor activities are supervised at all times.
- Climbing frame rules are adhered to.

Hygiene

Our daily routines encourage the children to learn about personal hygiene. We have a daily cleaning routine for the nursery which includes playrooms, kitchen, rest area, toilets, and nappy changing areas. We have a schedule for cleaning resources and equipment. We implement good hygiene practices by:

- Cleaning tables between activities
- Checking toilets regularly
- Wearing protective clothing such as aprons and gloves as appropriate
- Providing tissues and wipes
- Hand sanitisers are used by all on entering the nursery premises and accessible to staff in the play rooms.

Activities

- 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 Nursery.
- The layout of play equipment allows adults and children to move safely and dangerous items are repaired or discarded.
- All materials including paint and glue are non toxic.
- Sand is clean and clear of foreign bodies, sand that has dropped on the floor is disposed of after the play session.
- Physical play is constantly supervised.
- Children are taught to handle and store toys safely.
- Children who are sleeping are checked regularly. (see sleep and rest policy)
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Animals

- Pets such as dogs, are not allowed on the premises (with the exception of guide dogs).
- Animals booked in to visit the nursery are free from disease, safe to be with children, and do not pose a health risk.
- If and when visiting farms etc. We follow their hygiene practices and our own risk assessment.

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Fire safety

- Our fire risk assessment is the controlling document for fire safety issues.
- Please also refer to our fire evacuation procedures document located on the walls of the rooms.

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