

Suitable Premises, Environment and Equipment Policies and Procedures

WELFARE REQUIREMENT

Outdoor and indoor spaces, furniture, equipment and toys, must be safe and suitable for their purpose.

RISK ASSESSMENT

We understand the importance of ensuring that systems are in place for checking that Sunny Day Nurseries Limited is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their daily duties.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, Sunny Day Nurseries Limited is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The Manager is responsible for making sure that risk assessments are completed, logged and effectively monitored through weekly monitoring checks. Reviews are conducted on a monthly basis or when there is any change to equipment or resources, any change to Sunny Day Nurseries Limited's premises, or when a particular need of a child or other visitor necessitates this.

The Manager is further responsible for conducting any necessary reviews or making changes to Sunny Day Nurseries Limited's policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out twice a day and recorded in the Daily Room Risk Assessment Record.

This will, ordinarily, be carried out by a designated member of staff on arrival at Sunny Day Nurseries Limited and will be completed before any children arrive and then leave. This process must record equipment and furnishings checked, noting any damage and action taken and name/date/time. Damages must be reported to the Manager who will complete the Health & Safety Workbook accordingly and request maintenance repairs as required.

During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- Sunny Day Nurseries Limited's environment, both indoors and outdoors
- All surfaces, both indoors and outdoors
- All equipment used by children or staff

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Manager and ensure that a record is made in the Daily Room Risk Assessment Record.

The Manager is then responsible for ensuring that any necessary action is taken.

Recording Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded in the Room Safeguarding Folder on the same day as the event took place.

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence.
- Details of the people involved.
- The type, nature and location of any injury sustained.
- The action taken and by whom.
- The signature of the member of staff who dealt with the event, any witnesses and, if deemed necessary, a countersignature by the parents/carers of the child or children involved.

Staff should inform the parents/carers of the child or children concerned at the end of the session in which the incident, accident or dangerous occurrence took place. Where this is not possible, the information will be passed on at the earliest possible opportunity.

The Nursery Manager is responsible for implementing and reviewing this policy and procedures.

Date of review: 18th April 2013

HEALTH AND SAFETY

Sunny Day Nurseries Limited takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

Sunny Day Nurseries Limited aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by Sunny Day Nurseries Limited's activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. The Manager and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The steps below will be actioned as a matter of course:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

Responsibilities of the Registered Person, the Manager and Staff

The identification, assessment and control of hazards within Sunny Day Nurseries Limited is vital in reducing accidents and incidents. Both the Manager and one other designated member of staff are responsible for assessing risks to health and safety arising out of Sunny Day Nurseries Limited's activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by Sunny Day Nurseries Limited's activities. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures policy.

The Registered Person holds ultimate responsibility and liability for ensuring that Sunny Day Nurseries Limited operates in a safe and hazard free manner. The Registered Person – along with the Manager – is responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

The Registered Person will ensure that adequate arrangements exist for the following:

- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.
- Providing adequate resources, including financial, as is necessary to meet Sunny Day Nurseries Limited's health and safety responsibilities.
- Providing adequate health and safety training for all staff.
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, and Ofsted, where appropriate).
- Reviewing all reported accidents, incidents and dangerous occurrences, and Sunny Day Nurseries Limited's response, to enable corrective measures to be implemented.
- Ensuring that all staff, students, volunteers and any other adult who come into contact with children at Sunny Day Nurseries Limited have appropriate and up to date Criminal Record Bureau checks.

The Manager is responsible for the day to day implementation, management and monitoring of the Health and Safety policy. The Manager is required to report any matter of concern regarding the Health and Safety policy to the Registered Person.

The Manager will ensure that:

- An additional designated member of staff is made jointly responsible with them for the health and safety and risk assessment provisions at Sunny Day Nurseries Limited, as set out in this and other policies.
- Regular safety inspections are carried out daily and the records accurately logged.
- Any action required as a result of a health and safety inspection is taken as rapidly as possible.
- Information received on health and safety matters is distributed to the Registered Person and all members of staff.
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences.
- Staff are adequately trained to fulfil their role within the Health and Safety policy.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

- Have regard for the Health and Safety policy and their responsibilities under it.
- Have regard for any health and safety guidance issued by the Manager or the designated member of staff, and act upon it whenever appropriate.
- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work.
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at Sunny Day Nurseries Limited, are safe.
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
- Undergo relevant health and safety training when instructed to do so by the Manager.

Insurance

The Children Act 1989 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on Sunny Day Nurseries Limited. Therefore, Sunny Day Nurseries Limited has insurance cover appropriate to its duties under this legislation, including Employer' Liability Insurance. Responsibility will, in most cases, rest with Sunny Day Nurseries Limited, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If Sunny Day Nurseries Limited is held responsible for any incident that may occur, public liability insurance will cover compensation.

Liability

Under provisions contained in the Occupiers Liability Act 1957, Sunny Day Nurseries Limited has a duty to ensure that both children and any visitors are kept reasonably safe. The parties named in the wording of the premises contract are responsible for this duty.

The Nursery Manager is responsible for implementing and reviewing this policy and procedures.

Date of review: 18th April 2013

FIRE SAFETY

Sunny Day Nurseries Limited understands the importance of vigilance to fire safety hazards. Sunny Day Nurseries Limited has an up to date fire certificate and notices explaining the fire procedures are positioned next to every fire exit. All staff, students, volunteers and children are aware of the fire safety procedures set out in this policy.

All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. They are all trained in using basic fire-fighting equipment. Particular attention is paid to distinguishing between the various types of fire extinguisher and their methods of operation.

Children will be made aware of the fire safety procedures during their settling in period and on regular occasion from then on. All children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked, are not obstructed at any times, and are easily opened from the inside.

Fire exits are kept closed at all times but never locked. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance.

The Manager will appoint a designated Fire Safety Officer who will be responsible for:

- undertaking a Fire Risk Assessment
- reducing or removing the risk of fire and provide general fire precautions
- creating a Fire Action Plan and train staff (all training will be documented)

The Fire Risk Assessment will:

1. Identify Fire Hazards
2. Identify People at Risk
3. Evaluate, remove or reduce and protect from risk
4. Record, plan inform, instruct and train
5. Review - this should be reviewed as necessary (quarterly per annum)

Sunny Day Nurseries Limited will hold a fire drill without prior warning on a monthly basis.

All fire drills, fire incidents and equipment checks will be recorded in the Incident Record book – including details of any problems encountered and how they were resolved.

Fire Prevention

Sunny Day Nurseries Limited will take all steps possible to prevent fires occurring. As such, the Manager and the staff team are responsible for:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that Sunny Day Nurseries Limited's No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

The Manager will explain fire safety procedures to new staff, students and volunteers as part of the induction process.

In the event of a fire

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.

All children will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The entire premises will be checked by the Fire Safety Officer and the register will be collected, providing that this does not put anyone at risk. On exiting the building, the Fire Safety Officer will close all accessible doors and windows to prevent the spread of fire.

The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register is not to hand, the Manager should access the emergency contacts list that is kept off the premises (for further details see the Documentation and Information policy).

If for any reason the designated fire safety officer is absent at the time of an incident, the Manager will assume responsibility or nominate a replacement member of staff.

The Nursery Manager is responsible for implementing and reviewing this policy and procedures.

Date of review: 18th April 2013

PHYSICAL ENVIRONMENT

Sunny Day Nurseries Limited is committed to providing children with a stimulating and safe environment. We will do all we can to make our premises welcoming and friendly to children, their parents/carers and any other visitors.

Indoors

Sunny Day Nurseries Limited's premises are safe, secure and adequately spacious for its purpose. The environment and atmosphere of Sunny Day Nurseries Limited is welcoming to children and offers access to the necessary facilities for a broad and varied programme of activities.

Sunny Day Nurseries Limited meets the following space requirements:

*	Children under two years:	3.5m ² per child
*	Two year olds:	2.5m ² per child
*	Children aged three to five years:	2.3m ² per child

Sunny Day Nurseries Limited is committed to taking every possible step to ensure that all children have equal access to facilities, activities and play opportunities; including children with special educational needs and/or disabilities (for further details see the Special Needs policy).

Sunny Day Nurseries Limited's premises comply with all the requirements of the Disability Discrimination Act 1995 and all other relevant regulations and guidance.

The Manager is responsible for ensuring that Sunny Day Nurseries Limited's premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature. The temperature should never fall below 16°C and 18°C in Baby Rooms. Cot rooms should remain at 20°C. Temperatures are regularly monitored and recorded.

Twice daily risk assessments are carried out, in accordance with the Risk Assessment policy, to ensure that the facilities are maintained in a suitable state of repair and decoration.

During the opening hours, the premises are used by and solely available to Sunny Day Nurseries Limited, its staff and the children, as far as this is possible.

Sunny Day Nurseries Limited will do all it can to maintain an open room layout, allowing children to choose from a variety of play opportunities. All children will have adequate space to play and interact freely.

There is adequate space for storing all Sunny Day Nurseries Limited's equipment safely and securely.

All hazardous substances are stored in accordance with CoSHH regulations.

Under normal circumstances, staff will ensure that there is one toilet and one wash basin with hot and cold water available for every 10 children, ensuring an adequate balance between male and female facilities.

The hot water in the children's wash hand basins must be checked twice daily so as to prevent accidental scalding.

No child will be left unsupervised in the kitchen area

Members of staff will have access to a telephone on Sunny Day Nurseries Limited's premises at all times.

Outdoor Play

Any outdoor play will take place in safe secure and well-supervised spaces. Before any outdoor activities commence, a thorough safety check and risk assessment will take place.

Outdoor play areas will be well maintained and free from holes, bumps or uneven surface areas. Ponds, drains, pools or any unnatural water will be made safe or inaccessible to children. Any outside water features will be kept safe, and inaccessible to unsupervised children. If children are involved in water sports, staff will ensure that a qualified lifeguard supervises them.

In the event of snow or ice on external walkways, staff will ensure that this is regularly cleared and kept safe.

Staff will make sure there is a regular supply of water available to children at all times, especially in hot conditions. In such circumstances, staff will also ensure that children are adequately protected from the sun, according to the provisions set out in the Health, Illness and Emergency policy.

The premises are secured from intrusion when not in use. Staff undertake 'End of Day' checks to ensure all doors and windows are securely locked.

MANUAL HANDLING

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimise the risks of injury. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the nursery's manual handling policy.

Preventing injuries

As with other health and safety issues, the most effective method of prevention is to eliminate the hazard – in this case, to remove the need to carry out hazardous manual handling. For example, it may be possible to re-design the workplace so that items do not need to be moved from one area to another. Where manual-handling tasks cannot be avoided, they must be assessed as part of the risk assessment. This involves examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

As part of a manual handling assessment the following should be considered:

- the tasks to be carried out
- the load to be moved
- the environment in which handling takes place
- the capability of the individual involved in the manual handling.

A number of factors increase the risk of manual handling injuries, and these should be considered and controlled. The following paragraphs offer a number of suggestions.

Correct lifting procedure

Planning and procedure

- think about the task to be performed and plan the lift
- consider what you will be lifting, where you will put it, how far you are going to move it and how you are going to get there
- never attempt manual handling unless you have read the correct techniques and understood how to use them
- ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury
- assess the size, weight and centre of gravity of the load to make sure that you can maintain a firm grip and see where you are going
- remove any unnecessary packaging, if this will make the task safer

- reduce the size and weight of loads to make handling easier. This could involve suppliers packing items into smaller consignments before delivery or unpacking packages before moving them
- assess whether you can lift the load safely without help. If not, get help or use specialist moving equipment e.g. a trolley. Bear in mind that it may be too dangerous to attempt to lift some loads
- if more than one person is involved, plan the lift first and agree who will lead and give instructions
- plan your route and remove any obstructions. Check for any hazards such as uneven/slippery flooring
- lighting should be adequate
- control harmful loads – for instance, by covering sharp edges or by insulating hot containers
- avoid lifting unsafe loads, such as damaged glass or badly packed chemicals
- check whether you need any personal protective equipment (PPE) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you
- ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear
- consider a resting point before moving a heavy load or carrying something any distance.

Position

- stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet. Position yourself (or turn the load around) so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up.

Lifting

always lift using the correct posture:

- bend the knees slowly, keeping the back straight
- tuck the chin in on the way down
- lean slightly forward if necessary and get a good grip
- keep the shoulders level, without twisting or turning from the hips
- try to grip with the hands around the base of the load
- bring the load to waist height, keeping the lift as smooth as possible.

Moving the load

- move the feet, keeping the load close to the body
- proceed carefully, making sure that you can see where you are going
- lower the load, reversing the procedure for lifting
- avoid crushing fingers or toes as you put the load down
- position and secure the load after putting it down. Make sure that it is rested on a stable base
- report any problems immediately, for example, strains and sprains. Where there are changes, for example to the activity or the load, the task must be reassessed.

the task

- carry loads close to the body, lifting and carrying the load at arm's length increases the risk of injury
- avoid awkward movements such as stooping, reaching or twisting
- ensure that the task is well designed and that procedures are followed
- try never to lift from the floor or to above shoulder height. Limit the distances for carrying
- minimise repetitive actions by re-designing and rotating tasks
- ensure that there are adequate rest periods and breaks between tasks
- plan ahead – use teamwork where the load is too heavy for one person.

the environment

- ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable
- remove obstructions and ensure that the correct equipment is available.

the individual

- never attempt manual handling unless you have been trained and given permission to do so
- ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.

Lifting children

- remember lifting children is not the same as lifting an object. Children move.
- use the above techniques when manoeuvring children, e.g. to change a child's nappy, but remember to take into account that the child may struggle or wriggle whilst on the move. If this happens stop, place the child back down and start again after using reassuring words to calm the child.
- encourage the child to hold onto you where possible, this will support you and the child when lifting.

The Nursery Manager is responsible for implementing and reviewing this policy and procedures.

Date of review: 18th April 2013

EQUIPMENT

Sunny Day Nurseries Limited is committed to providing children with access to a wide range of equipment that stimulates enjoyment, learning and development, both indoors and outdoors.

Furniture, Toys and Equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair and in accordance with BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable.

Equipment will be properly maintained and inspected in accordance with the manufacturer's instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing), and that relevant staff are trained on the correct use of computers and other IT equipment. Staff must not bring in their own electrical equipment to use on the premises unless it has been subject to PAT.

Levels of staff supervision will be sufficient to ensure that the safety of children is assured, and set according to the type of equipment being used, along with the ages and number of children involved in a given activity.

All equipment and resources will be selected with care, and risk assessments carried out before new toys and equipment are purchased, according to the principles of the Risk Assessment policy.

Sunny Day Nurseries Limited has equipment and resources suitable for all children currently in attendance, including those with special educational needs, physical disabilities and for those for who English is not their first language.

Sunny Day Nurseries Limited's equipment and resources reflects positive images with regard to culture, ethnicity, gender, and disability.

Resources will, whenever possible, show men and women in a variety of roles and jobs, and people with different abilities being both active and creative. Examples of every day life will portray people from a variety of family groupings and cultural backgrounds in a range of non-stereotypical roles.

The toys and equipment in Sunny Day Nurseries provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration.

The equipment we provide includes a range of raw materials which can be used in a variety of ways and encourages an open-ended approach to creativity and problem-solving and will enable children, with adult support, to develop individual potential and move towards required learning outcomes

Sunny Day Nurseries Limited provides a wide selection of books that are regularly updated, as financial resources allow. The selection will always include reference books, dual language books and a range of age-appropriate formats. Staff are encouraged to select books that reflect a multicultural society, challenge stereotypes, and which meet the educational needs of the children.

Outside Sunny Day Nurseries Limited's opening hours, all equipment will be kept in a suitable and secure location; safe from unauthorised access or use. When discovered, defective or broken equipment will be taken out of use, the Manager informed and stored in a safe place before being disposed of. Flammable equipment will be stored in a safe location away from sources of heat and/or naked flames.

The Nursery Manager is responsible for planning and reviewing the stock of equipment every three months, and annually updating Sunny Day Nurseries Limited's Inventory Record. The Inventory Record must include all electrical items, all items valued at £50 or more and any item not otherwise included that is considered to be at high risk of theft. The Inventory Record will be kept on Sunny Day Nurseries Limited's records, and be updated whenever a new item is added or when an old item is removed from use.

The Manager, or designated member of staff, will keep a formal record of any item of equipment loaned to a member of staff, a voluntary organisation or a parent/carer to ensure that it is returned on time and in a good state.

Paints and Clothing

Paint by its very nature is designed to stain. It is virtually impossible to manufacture pigments, which will wash completely out of natural or synthetic fabrics and at the same time function with artistic merit on paper!

Water based paints are likely to be easier to wash out of stained fabrics than acrylic or oil paint but even then we cannot guarantee complete removal.

Here at Sunny Days we use only water-based paints which we buy from a company who specialise in pre-school resources. We do our best to protect the children's clothing with aprons and try to ensure that sleeves are rolled up. However, we do ask that your child comes to Sunny Days dressed appropriately as spillages do, unavoidably, occur.

The best way to remove paint from fabrics is to wash the stained area with cool running water and household soap, gently rubbing the fabric. Gentle care is needed with synthetics.

Natural fabrics tend to stain less than synthetics.

Washing machines cycles, hot water, detergents, bleach or stain removers can fix the stain into the fabric.

A stained article should not be mixed with clean garments in a washing machine cycle until the paint stain has been removed sufficiently.

We use special paint for 'finger painting', which contains a barrier ingredient, which is less likely to stain the children's skin. Hands are then washed in cool water and soap.

Waste Management

Sunny Day Nursery is constantly looking for ways to reduce waste:-

- Parents are encouraged to allow us to use 'cotton nappies' even if it is only for the time that their child is at Nursery. The soiled nappies are collected weekly from the designated wheelie bin and laundered professionally. The nursery washes the wraps according to the manufacturer's instructions.
The change from using disposable nappies has brought benefits to the environment and to the children.
- Paper & Cardboard is recycled where possible.
- Kitchen items, such as plastic boxes and bottles, are used within the nursery as a resource, along with any other items suitable for 'junk' modelling.
- 'Green' waste from the kitchen is generally taken away for composting.
- All staff monitor heating within their rooms and are able to adjust the radiators accordingly.
- All staff are encouraged to turn off lights and fans when not in use
- Daily waste is placed in the wheelie bins and collected weekly.
- Ink cartridges are recycled
- Sanitary bins are located in all adult toilets

The Nursery Manager is responsible for implementing and reviewing this policy and procedures.

Date of review: 18th April 2013