

## **Health, Safety and Risk Assessment**

At Incey Winceys Day Nursery and Preschool we believe that the health and safety of the children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

We aim to make children, parents and staff 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.

**Our members of staff responsible for Health and Safety is:**

**INGA ARLAUSKAITE, ELLA RAJAN and AMBER MUGHAL**

- They are competent to carry out these responsibilities.
- They have undertaken health and safety training and regularly updates their knowledge and understanding.

The necessary health and safety poster is displayed in the staff room. This is a legal requirement.

### **Insurance**

We have public liability insurance and employer's liability insurance. The certificate for the insurance is displayed in the main office.

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and being cautious around infectious childhood illnesses.

We operate a no smoking policy as explained in our smoking policy.

Children are made aware of health and safety issues through discussions, planned activities and routines.

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.

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The sickness of staff and their involvement in accidents is recorded.

We keep all cleaning materials in their original containers, and they are stored in the locked cleaning cupboard away from the children.

## **Electrical/Gas Equipment**

- All electrical/ gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/ electrical switch gear/ meter cupboard is not accessible to children.
- Fires, heaters, electric sockets, wires and leads are properly guarded, and the children are taught not to touch them.
- There are significant sockets to prevent overloading.
- Lighting and ventilation are adequate in all areas including storage areas.
- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

## **Outdoor Area**

- Our outdoor area is securely fenced.
- 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.
- Any outdoor sandpit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

## **Hygiene**

- We keep abreast of the latest recommendations from the Environmental Health Department and the Health Authority.
- Our daily routines encourage children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes playrooms, kitchen, rest area, toilets and nappy changing areas.

**Revised on 8<sup>th</sup> October 2025**

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- We have a schedule for washing bedding and clothes, and cleaning toys and resources.
- The toilet areas have a high standard of hygiene including hand washing and drying facilities and a hygienic procedure of the disposal of nappies.
- We clean tables between activities.
- We clean toilets regularly, with different clothes and mops for the toilet areas to prevent cross contamination of germs.
- We wear protective clothing such as disposable gloves when appropriate.
- We provide tissues for all children.
- We ensure the individual use of flannels and towels.

## **Activities and Resources**

- Before purchase or loan, equipment and resources are checked to ensure they are safe for the ages and stages of the children currently attending the setting.
- The layout of equipment allows adults and children to move safely, 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 how to handle and store tools safely.
- 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.
- Large pieces of equipment or furniture are discarded only with the consent of the manager or owner.

## **Risk Assessment**

At our setting we take steps to identify risks and do our best to eliminate or reduce them to the best of our ability. Our risk assessment process covers adults and children and includes:

- Checking for and noting hazards and risks, both indoors and outside, during activities and during outings.

**Revised on 8<sup>th</sup> October 2025**

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- Assessing the level of risk and who might be affected.
- Deciding which areas need attention.
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- A thorough risk assessment on the whole premises is carried out on an annual basis, and room risk assessments are carried out daily.

## **Fire Marshall**

**Our member of staff responsible for Fire Safety is:**

**ELLA RAJAN (Nursery)**

- Competent to carry out these responsibilities
- Have undertaken Fire Marshall training
- Organises maintenance of fire extinguishers
- Carries out routine unexpected fire drills
- Records/logs drill times dates etc
- Works with the health and safety officer to make sure routes are clear from hazards

**Selected staff undergo Fire Warden Training every 3 years and a number of staff in all rooms are training in this area. These staff are identified on the staff board with a flame icon beside their name.**

Our most recent visit from the London Fire Brigade was on 5<sup>th</sup> May 2022 and our fire safety measures were deemed appropriate.

**Note: Food Safety and Reporting to OFSTED and Outside Agencies are covered in separate policies and the theme of health and safety is found within most policies where appropriate.**