

**27. Safety Checks Policy**

At Guildford Montessori Nursery School, All Saints we make sure the nursery school 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 school 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 school carries out risk assessments at least annually. These are regularly reviewed and cover potential risks to children, staff and visitors at the nursery school. When circumstances change in the nursery school, 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 school are individually risk assessed. For more details refer to the visits and outings policy.

Electrical equipment

* 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

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 and used e.g. gloves, apron and goggles.

Hot drinks and food

Hot drinks must only be consumed using safe travel mugs. No canned drinks, sweets or crisps are to be kept or consumed in the nursery rooms.

Transport and outings

The nursery school 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 school.

Room temperatures

* Staff should be aware of room temperatures in the nursery school and should ensure that they are suitable at all times
* Staff must always be aware of the dangers of young children being too warm or too cold
* Temperatures should not fall below 16°C

Water supplies

* A fresh drinking supply is available and accessible to all children, staff and visitors
* All hot water taps should not be used by children.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *28th February 2023* | *E.Buchholdt* | *March 2024* |