



Safety check policy Romford

Safety checks must be carried out on a daily basis on the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas and recorded to show any issues and solutions.

All staff should be constantly aware of the settings environment and monitor safety at all times.

Risk assessments

The setting carries out written risk assessments at least annually. These are regularly reviewed and cover potential risks to children, staff and visitors at the setting. When circumstances change in the setting, 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 informed of the risk assessment process to ensure understanding and compliance.

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

Risk assessments document the hazard, who could be harmed, risks, risk rating, elimination/control methods, name of the assessor, date of assessment, date of review.

Please refer to the Health and Safety Executive's 'Five Steps to Risk Assessment' located www.hse.gov.uk for further support with the risk assessment process.

Electrical equipment

Who checks	How often	Location/Tel. no.
All staff during opening and closing checks. Arvinder	Daily Monthly	Romford Office

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

PAT is carried out on a yearly basis and every three years for new equipment.

Mains information

Locations of:

Water stop tap: Room in setting

Gas point: Kitchen

Fuse box: Room in setting

Main electricity box: Room in setting



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.

Hot drinks and food

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

Transport and outings

The arrangements for transporting and the supervision of children when away from the setting needs to be carefully planned. The setting has a comprehensive documented policy relating to outings, which incorporates all aspects of health and safety procedures.

Room temperatures

Staff should be aware of room temperatures in the setting and should ensure that they are always suitable 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.

Where fans or aircon units are being used to cool rooms, great care must be taken with regard to their positioning for example not being positioned directly on the children as they are sleeping.

Water supplies

A fresh drinking supply is available and accessible to all children, staff and visitors. Drinking water is only accessed through the kitchen and milk kitchen. All taps are labelled accordingly.

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.