



# BUILDINGS AND MAINTENANCE POLICY

## Our Mission Statement

Creating a child centred, safe learning environment which is underpinned by the physical, emotional, mental and spiritual wellbeing of each child; focusing on children's interests whilst providing a challenging curriculum and enabling environments o support children to strive and be prepared for the next stage of their learning journey

LAST REVIEWED ON	SIGNATURE
December 2018	S. MADARI
December 2019	S. MADARI
February 2021	S. MADARI
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## Buildings and Maintenance Policy

### Purpose of Policy

To ensure that all buildings, grounds, equipment, resources and materials contained within Taqwa Nursery comply with health and safety regulations and other legislative requirements

To ensure that the buildings and grounds accessed by the children and staff members of the Nursery are safe for use.

### Who is Responsible?

It is the responsibility of the Manager to ensure that all equipment and materials are safe to use, in good condition and pose no risk to the health and safety of the children or staff in the setting. It is the responsibility of the Board of Trustees to ensure that all accessible buildings and grounds are free of risk or harm for all children, staff, volunteers and visitors. It is the responsibility of staff to ensure that all resources are safe for children to use and that all activities and areas are risk assessed accordingly and continuously.

### How will the Policy be implemented?

- ✚ All equipment and materials are purchased from reputable suppliers and comply with British Standards for Safety
- ✚ All equipment is checked and risk assessed before use to ensure that it is safe for the children and the staff
- ✚ All equipment is cleaned/sterilised on a termly basis with anti-bacterial cleaner to ensure that the spread of infection is minimized. The cleaning and sterilizing frequency has been updated in light of the Covid-19 pandemic and is now run on a weekly basis.
- ✚ All soft furnishings are washed on a termly basis to minimise the spread of infection. Frequency of soft furnishing cleaning has been updated in light of the Covid-19 pandemic and is now completed weekly.
- ✚ Should there be a case of an infectious or contagious illness in the Nursery, the toys/equipment/resources and soft furnishings will be sterilized immediately and not at the end of the term/week. Any resources that cannot be cleaned/sterilised will be placed in quarantine for 72 hours before use once again.

- ✚ All electrical equipment is checked annually (PAT tested) by a recognized body to ensure it's safety. All electrical items will be clearly marked with Electrical Safety Test stickers which show the date of the test and the date that re-testing is due.
- ✚ All small pieces of equipment are cleaned thoroughly on a termly basis to minimise the spread of infection – frequency again has been updated in light of the Covid-19 pandemic
- ✚ All equipment and materials are risk assessed before first use and regularly after that to ensure the minimisation of any risk to children or staff.
- ✚ A daily risk assessment will be carried out to ensure all equipment is safe for use and that the buildings and grounds are safe to access; this will be done before the building is opened to the children. Should a cause of concern be identified, the Manager will ensure immediate remedial action is taken to ensure safety before opening the building to the children and will immediately inform the Board of Trustees so that they can attend to the cause of concern. Only in extremely severe cases will the building be closed to staff and children; this will be at the discretion of the Manager.
- ✚ Once a term, a buildings and grounds risk assessment form will be completed and be sent to the Board of Trustees for examination.

## Security

The Nursery operates a weekly rota for opening, if the member of staff who is opening the Nursery finds that the Alarm System is not set or that the security of the building has been compromised in any way, they should NOT investigate this matter and should instead retreat to the car park or another safe area and inform the Manager who will inform the Board of Trustees immediately. In this instance, the building will not be accessed until the Board of Trustees has carried out a full security check on the building and can find the cause of the security system failure.

All members of staff will be made aware of how to operate the security system and how to reset it if there has been a mistake in inputting the code, however if the system fails to reset, the member of staff should call the Manager immediately.

## Storage of Equipment

All equipment and materials in the setting are stored so as to reduce the risk to the health and safety of all service users. Equipment and materials which have a high risk-assessment are controlled by staff and children will not have open access to these resources as they will be stored in a locked cupboard. Access to these resources will be dependent upon the risk assessment and will not be used without a member of staff being present.

## COSSH and controlled substances

All chemical substances used in Nursery, e.g. Cleaning materials etc. must be approved by the Manager. All such materials must be kept in their original containers together with appropriate safety instructions. No other materials may be brought on to Nursery premises without authority from the Manager. All dangerous substances and chemicals must be stored in the COSHH cupboard which is out of reach and inaccessible to children and visitors. Any substance or product added to the COSHH cupboard must be logged onto the COSHH list by the COSHH auditor for that term. A copy of the COSHH list will be kept in the cupboard, this will be rechecked and updated on a weekly basis and counter signed by the Manager or Deputy.

## Electrical Safety

All electrical equipment and appliances over a year old are electronically tested annually. Every item is labelled and dated and items failing the test are repaired or disposed of. Children and staff members must not bring in electrical items from home. Any faults or defects in electrical equipment should be reported and recorded in the onsite documents folder. Staff must ensure that there are no trailing wires in classrooms or in activity areas. (HSE Guidance Note GS23 – “Electrical Safety in School” -- HSE Website)

It is the responsibility of the Manager to be aware of the safest way to cut off electrical access to the building, this will only be used in the event of a severe fault or extremely dangerous conditions in which electricity needs to be shut off.

## Winter Gritting Procedure

The Nursery will take the following steps to ensure safe access during inclement weather, when the risk of injury from slip and trip accidents is increased due to snow and ice.

- The Nursery will treat access routes and priority areas the night before if there is good reason to believe that local conditions would otherwise be hazardous due to snow and ice. It is acknowledged that the Nursery will not always know beforehand on all occasions.
- The Board of Trustees will clear and grit access routes and priority areas identified in the risk assessment as soon as possible on the morning of inclement weather. This will occur, if reasonably practicable, before the arrival of other staff, children and visitors.
- The Nursery reserves the right to close off access to the car park in cases of severe weather conditions where it is only possible to grit a walking path from the car park gates to the Nursery entrance, this is for the safety of the children and staff as well as visitors as the risk of skidding or accidents can be fatal.
- During the Nursery day, further applications of grit will be applied when required to ensure safe egress from the site at the end of the Nursery day.
- Whilst every effort will be made to clear snow and ice it must be remembered that individuals have a responsibility for their own safety and that of others. This means being aware of the potential hazards of walking or driving in icy conditions and acting reasonably in the circumstances.
- The Nursery will review the effectiveness of the winter gritting policy before each winter or if circumstances change.

Priority access routes for winter gritting will be –

- Route from car park to main entrance gate
- Route from main entrance gate to foyer

Other priority areas for winter gritting will be –

- Playground
- Nursery car park

Special attention will be given to –

- Steps
- Ramps, including those for people with accessibility problems

In the event of severe weather conditions and Nursery closure being the only alternative, the Nursery will:

- Contact parents/guardians (contact details in Nursery office)
- Have someone available to answer telephone and email queries

### **Severe Weather Procedure**

For the purpose of this procedure, severe weather is described as: Severe ice and/or heavy snow, heating failure, water leak, heavy rain that leads to leaks or flooding and any other severe conditions in which it will be classed as dangerous to the welfare of the children, staff and visitors to remain open.

### **Action Plan**

In the event of adverse weather conditions, staff should safely make their way into Nursery as soon as they can. If there is any doubt as to whether the Nursery should open or remain open, based upon the conditions on site in relation to health & safety implications of children, staff and visitors being in Nursery, the Manager will consult with the Board of Trustees, and decide whether to implement a late start / close / partial close and the following tasks will be triggered:

1. Text message/phone call to all staff (a decision will have been made by 8.30 a.m. at the latest)
2. Text message / phone call / email to all parents/guardians
3. The Manager will keep the Nursery phone for the remainder of the day so that phone/text queries can be answered.

### **Early Closure**

If the Nursery is already open and issuing an early closure, the following process will be followed:

1. Children will be sent home once parents/guardians have been informed by text message /phone call
2. If parents/guardians cannot collect a child due to unforeseen circumstances or working times or any other reasonable reason, they may send a guardian or other adult to collect the child, but this adult must know the password for collection
3. If the Nursery cannot contact parents/guardians, they will use the child's emergency contact details from their application forms
4. If the Nursery cannot contact the Emergency contacts, the Manager will let the Designated Safeguarding Lead know and will reach a decision as to the best course of action.
5. At least 2 members of staff will remain on site until all children have been collected

## **Fire Safety and Evacuation**

The Management team ensure that the premises present no risk of fire by ensuring the highest possible standard of fire safety precautions. The Manager and staff are familiar with the current legal requirements, risk assessments and fire safety procedures. Where necessary advice is sought from a competent person, such as the Nursery's Fire Safety Officer, or Fire Safety Consultant.

### **Procedures**

The basis of fire safety is risk assessment, carried out by a 'competent person'. The Manager and at least one other Staff Member on site have received training in fire safety sufficient to be competent to carry out the risk assessment (although the Nursery will always endeavor to ensure the majority of its team are appropriately trained); the Fire Safety Marshal will have had relevant training. This will follow the Government guidance Fire Safety Risk Assessment - Educational Premises Document (HMG 2006).

The Nursery will ensure that a copy of the fire safety risk assessment that applies to the building is always retained on site and that this is subjected to regular reviews. Fire doors are clearly marked, never obstructed and easily opened from the inside. The fire exit routes are walked and checked daily by the member of staff completing the daily risk assessment. Smoke detectors/alarms and fire extinguishers and blankets conform to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer and the Fire Safety Consultant.

Emergency evacuation procedures are approved by the Fire Safety Officer and are:

- Signage clearly displayed around the premises;
- explained to new members of staff, volunteers, and visitors; and
- practiced at least termly.

Records are kept of fire drills, all emergency testing, and the servicing of fire safety equipment at the Nursery.

### **Emergency Evacuation procedure (to be read in conjunction with Emergency Procedure document)**

The Nursery fire procedure for practice drills and emergency evacuations includes the following:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and visitors know where the fire exits are.
- Where the emergency assembly point is.
- How children are led from the building to the assembly point.
- How children will be accounted for and by whom.
- How long it takes to evacuate the premises safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted, in the event of a real fire.

The fire drill record must contain:

The date and time of the drill.

The length of time taken to safely evacuate (and safely return into the building)

Whether there were any problems that delayed evacuation.

Any further recommended actions to improve the drill procedure.

### **Invacuation Procedure**

The Nursery recognises that, within its Emergency Procedures, a plan needs to be made to help combat any threat to the safety of children and staff which occurs whilst they are outside of the Nursery building, but in/on the Nursery grounds.

This policy sets out the Nursery's response to such an emergency but recognises that it is impossible to legislate for every possible scenario so as to protect 100% of the children and staff 100% of the time. The policy, therefore, will need to be kept under constant review to reflect changing circumstances and experience.

The policy applies at all times of the day and must therefore be shared with every member of staff.

### **Calmness is the key**

It is vital that the policy and its implementation does not lead to a panic mentality. Children should be encouraged to treat any emergency with the utmost calm and follow the guidelines with common sense. They need to be taught how to respond through practice as well as through communication. However, staff must always be aware that young children will find dangerous or different scenarios worrying and some children may respond to this in different ways. As such, practices will take place termly and any child that requires it, will have a PEIP put in place.

### **Threats**

There are a number of possible situations which could be seen as a threat and therefore demand a response. Examples include:

An animal wandering into the Nursery grounds.

A stranger (adult/youth) who enters or attempts to enter the Nursery grounds.

An object thrown into the Nursery grounds from outside.

The collapse of a tree, wall or fence etc.

### **Response**

Whenever a group of children is outside there will always be adults with them within ratio as defined by the EYFS. In the event of a threat arising, it is the responsibility of the adult(s) with them to get the children into the building as quickly and as calmly as possible through one of the designated entrances. All members of staff will be issued with a Nursery Invacuation Whistle when they start at Taqwa Nursery. This whistle will never be used for any other reason except to alert children and other staff to dangers and start of the Invacuation procedure.

Once the children are in Nursery a number of steps need to be followed: -

Notify the Manager that there is an emergency;

The person notified will sound the **Invacuation whistle** continuously until he/she is notified that all children are safe in Nursery.

Close & if possible, lock all doors.

Take a head count of all children, staff, visitors and check it against the number on the register, notifying the Manager that everyone is accounted for.

Staff who are not with their own group of children at the time of an alarm sounding should return immediately to their children and resume responsibility for their children.

Await further instructions.

If the scenario calls for it, the Manager will call the police immediately.

As soon as is safe to do so, the Board of trustees will be informed and the Designated Safeguarding Lead will complete relevant paperwork.

### **Raising the Alarm**

It is important that all people on site at the time of an emergency know that they need to respond at the earliest opportunity.

We have agreed that children will be brought into Nursery on hearing the sound of the Invacuation whistle and that the whistle is used for no other reason except to alert to danger. The fire alarm will sound to alert to evacuation needs related to fire.

### **Loss or Damage to Property**

Taqwa Nursery takes its responsibility to look after the children in its care and any staff or visitors on site very seriously. However, we cannot accept liability for any personal property brought in either by children, staff or visitors.

Staff members, parents and visitors accept that they park their cars in the Nursery carpark at their own risk. Under no circumstances can Taqwa Nursery accept liability for damage to any cars left in its carpark. Some areas of the car park are monitored by CCTV, however, only the Manager and Board of Trustees will have the right to access this due to the GDPR restraints. There will be no legal right for anyone to check the Nursery's CCTV, but a request may be made to the Manager or Board of Trustees, if a situation calls for it.

All members of staff are issued with a locker when they start at the Nursery, all personal belongings must be placed into the locker at all times, and the Nursery stresses the importance of not bringing any personal belongings of significant monetary value as management will not accept liability for these. Taqwa Nursery holds a master key for all lockers, and although the Management would seek permission where possible before opening a locker, it reserves the right to open and search a locker in the case of an emergency.

Children should be encouraged not to bring in personal items such as toys or comforters from home. If a child does bring something from home, they should be asked to store it in their tray. Again, the Nursery accepts no liability for loss or damage to personal items brought from home.