SAFETY CHECKS POLICY

At Wibli Wobli Nursery, we prioritise creating a safe environment for children, parents, staff, and visitors. To ensure safety, we conduct regular safety checks according to the timescales set out in our nursery checklists. These checks include daily inspections of the premises (both indoors and outdoors), as well as all equipment and resources before the children access any areas. All checks are documented to track any issues and solutions.

This policy should be read in conjunction with our Fire Safety, Risk Assessments, Visits and Outings, and Equipment and Resources policies.

Staff Responsibilities
All staff must be vigilant and aware of potential hazards in the nursery environment, monitoring safety at all times to prevent accidents.

Risk Assessments
Risk assessments document the following:

- The hazard
- Who could be harmed
- Existing controls
- The seriousness of the risk/injury
- Further actions needed to control the risk
- Who is responsible for each action
- How often the action will be undertaken
- How the action will be monitored and by whom

The nursery conducts written risk assessments at least annually. These are regularly reviewed to ensure they cover potential risks to children, staff, and visitors. If circumstances change (e.g. the introduction of new equipment), we will review or create a new risk assessment as needed.

All staff receive training in the risk assessment process to ensure understanding and compliance. Outings away from the nursery are individually risk-assessed. For further details, please refer to the Visits and Outings policy.

Hints and Tips
For additional support with the risk assessment process, please refer to the Health and Safety Executive's 'Five Steps to Risk Assessment' available in reception. You can also download the publication and risk assessment templates from the HSE website at www.hse.gov.uk.

Electrical Equipment

- All electrical cables are kept out of children's reach and shielded by furniture where needed.
- Electrical sockets are risk-assessed, and appropriate safety measures are in place.

- Electrical equipment undergoes PAT testing annually.
- Electricity and Emergency Lighting Certificates are regularly obtained.

Mains Information
Details regarding the location of utilities and mains information are included in the **Schedule – Safety Checks Information**.

Dangerous Substances
All hazardous substances, including chemicals, must be kept in locked areas out of children's reach. These substances should remain in their original containers with labels intact. Safety Data Sheets (COSHH) and risk assessments must be maintained for all chemicals, and staff should use appropriate personal protective equipment (PPE), such as gloves, aprons, and goggles, when handling them.

Hot Drinks and Food
Hot drinks are only allowed in the staff room. No canned drinks, sweets, or crisps should be kept or consumed in nursery rooms.

Transport and Outings
The nursery has a comprehensive outings policy that outlines all health and safety procedures, including transportation and supervision of children during outings.

Room Temperatures
- Staff must monitor room temperatures to ensure they are suitable at all times, and temperatures should be recorded on the appropriate sheet. Each room has a thermometer to assist with this.
- Be mindful of the dangers of babies and young children being too hot or too cold.
- Temperatures should not fall below 18°C in the baby rooms and 16°C in all other areas.
- If fans are used to cool rooms, they must be carefully positioned to avoid accidents.

Water Supplies
- Fresh drinking water is available and accessible to all children, staff, and visitors.
- All hot water taps accessible to children are thermostatically controlled to ensure the water temperature does not exceed 38°C.
- Water Temperature Monitoring: Water temperatures are regularly checked. Hot water must not exceed 38°C, and cold water should remain below 20°C to reduce bacterial growth.
- Stagnant Water: All water outlets (e.g. taps, showers, hoses) are regularly flushed to prevent stagnation and reduce the risk of Legionella.
- Maintenance and Checks: Water systems are routinely maintained, inspected, and risk assessed. Any hazards are addressed promptly.

Gas Appliances

- All gas appliances are checked annually by a registered Gas Safety Register engineer.
- Carbon monoxide detectors are installed in relevant areas.

Checklists
Daily checklists are used across all areas and include:

- Building opening and closing checks
- Kitchen opening and closing checks
- Garden and outdoor area checks
- Cleaning checks

Nursery and outing checks are carried out both before and after outings.

This policy was adopted on	Signed on behalf of the nursery	Date for review
27/10/2026	*L.George*	*10/2027*

SCHEDULE – SAFETY CHECKS INFORMATION

Nursery	**Wibli Wobli Cardiff**
Location of mains utilities	Water stop tap: Gas point: N/A no gas Fuse box: downstairs cupboard Mains electricity box: downstairs cupboard
Water locations for children	Toilets downstairs Nappy changing upstairs
Professional agencies details	Ollywood/Jonathan George – electricity, plumbing, DIY Hoistway – lift Fire Assessed Ltd – fire CM Pest Solutions – pest control
Certification required	Fire Risk Assessment PAT Testing Electricity testing Emergency Lighting

Nursery	**Wibli Wobli Newport**
Location of mains utilities	Water stop tap: cupboard opposite lift in downstairs communal area Gas point: upstairs baby entrance cupboard on left Fuse box: staff room storage area, downstairs nappy room Mains electricity box: downstairs cupboard
Water locations for children	Toilets downstairs Nappy changing upstairs Baby hand washing in baby kitchen – monitor and change water tray regularly Water butt in forest school area – plants and water play only Rain water collection in forest school area Hose in nursery garden – plants + water play only
Professional agencies details	CMC Property – building communal areas, lift, plumbing, gas Recharge Solutions Ltd – electricity Thomas Williams / Jonathan George - DIY Fire Assessed Ltd – fire CM Pest Solutions – pest control
Certification required	Fire Risk Assessment PAT Testing Electricity testing Emergency lighting Tree survey forest school area

POLISI GWIRIADAU DIOGELWCH

Ym Meithrinfa Wibli Wobli, rydym yn blaenoriaethu creu amgylchedd diogel i blant, rhieni, staff ac ymwelwyr. Er mwyn sicrhau diogelwch, rydym yn cynnal gwiriadau diogelwch rheolaidd yn unol â'r amserlenni a nodir yn ein rhestrau gwirio meithrinfa. Mae'r gwiriadau hyn yn cynnwys archwiliadau dyddiol o'r safle (dan do ac yn yr awyr agored), yn ogystal â'r holl offer ac adnoddau cyn i'r plant fynd i mewn i unrhyw ardaloedd. Mae pob gwiriad wedi'i ddogfennu i olrhain unrhyw broblemau ac atebion.

Dylid darllen y polisi hwn ar y cyd â'n polisïau Diogelwch Tân, Asesiadau Risg, Ymweliadau a Theithiau Allanol, ac Offer ac Adnoddau.

Cyfrifoldebau Staff
Rhaid i bob aelod o staff fod yn wyliadwrus ac yn ymwybodol o beryglon posibl yn amgylchedd y feithrinfa, gan fonitro diogelwch bob amser i atal damweiniau.

Asesiadau Risg
Mae asesiadau risg yn dogfennu'r canlynol:

- Y perygl
- Pwy allai gael ei niweidio
- Rheolaethau presennol
- Difrifoldeb y risg/anaf
- Camau pellach sydd eu hangen i reoli'r risg
- Pwy sy'n gyfrifol am bob cam gweithredu
- Pa mor aml y bydd y cam gweithredu yn cael ei gymryd
- Sut y bydd y cam gweithredu yn cael ei fonitro a chan bwy

Mae'r feithrinfa'n cynnal asesiadau risg ysgrifenedig o leiaf unwaith y flwyddyn. Caiff y rhain eu hadolygu'n rheolaidd i sicrhau eu bod yn cwmpasu risgiau posibl i blant, staff ac ymwelwyr. Os bydd amgylchiadau'n newid (e.e. cyflwyno offer newydd), byddwn yn adolygu neu'n creu asesiad risg newydd yn ôl yr angen.

Mae'r holl staff yn derbyn hyfforddiant yn y broses asesu risg i sicrhau dealltwriaeth a chydymffurfiaeth. Caiff teithiau allan o'r feithrinfa eu hasesu'n unigol o ran risg. Am fanylion pellach, cyfeiriwch at y polisi Ymweliadau a Theithiau Allanol.

Awgrymiadau ac Awgrymiadau
Am gymorth ychwanegol gyda'r broses asesu risg, cyfeiriwch at 'Pum Cam i Asesu Risg' yr Awdurdod Gweithredol Iechyd a Diogelwch sydd ar gael yn y dderbynfa. Gallwch hefyd lawrlwytho'r templedi cyhoeddi ac asesu risg o wefan yr HSE yn www.hse.gov.uk.

Offer Trydanol

- Cedwir pob cebl trydanol allan o gyrraedd plant a'u hamddiffyn gan ddodrefn lle bo angen.

- Caiff socedi trydanol eu hasesu o ran risg, ac mae mesurau diogelwch priodol ar waith.
- Caiff offer trydanol ei brofi gan y System Awyrofod (PAT) yn flynyddol.
- Ceir Tystysgrifau Trydan a Goleuadau Argyfwng yn rheolaidd.

Gwybodaeth am y Prif Gyflenwad
Mae manylion ynghylch lleoliad cyfleustodau a gwybodaeth am y prif gyflenwad wedi'u cynnwys yn yr **Atodlen – Gwybodaeth Wiriadau Diogelwch**.

Sylweddau Peryglus
Rhaid cadw pob sylwedd peryglus, gan gynnwys cemegau, mewn mannau cloedig allan o gyrraedd plant. Dylai'r sylweddau hyn aros yn eu cynwysyddion gwreiddiol gyda'r labeli'n gyfan. Rhaid cynnal Taflenni Data Diogelwch (COSHH) ac asesiadau risg ar gyfer pob cemegyn, a dylai staff ddefnyddio offer amddiffyn personol (PPE) priodol, fel menig, ffedogau a gogls, wrth eu trin.

Diodydd Poeth a Bwyd
Dim ond yn yr ystafell staff y caniateir diodydd poeth. Ni ddylid cadw na bwyta diodydd tun, melysion na chreision mewn ystafelloedd meithrin.

Cludiant a Theithiau Allan
Mae gan y feithrinfa bolisi teithiau allan cynhwysfawr sy'n amlinellu'r holl weithdrefnau iechyd a diogelwch, gan gynnwys cludo a goruchwylio plant yn ystod teithiau allan.

Tymheredd yr Ystafell
- Rhaid i staff fonitro tymheredd yr ystafell i sicrhau eu bod yn addas bob amser, a dylid cofnodi'r tymheredd ar y daflen briodol. Mae gan bob ystafell thermomedr i gynorthwyo gyda hyn.
- Byddwch yn ymwybodol o beryglon babanod a phlant ifanc yn rhy boeth neu'n rhy oer.
- Ni ddylai'r tymheredd ostwng islaw 18°C yn ystafelloedd y babanod a 16°C ym mhob ardal arall.
- Os defnyddir ffannau i oeri ystafelloedd, rhaid eu gosod yn ofalus i osgoi damweiniau.

Cyflenwadau Dŵr
- Mae dŵr yfed ffres ar gael ac yn hygyrch i bob plentyn, staff ac ymwelydd.
- Mae pob tap dŵr poeth sy'n hygyrch i blant wedi'i reoli'n thermostatig i sicrhau nad yw tymheredd y dŵr yn uwch na 38°C.
- Monitro Tymheredd y Dŵr: Caiff tymheredd y dŵr ei wirio'n rheolaidd. Ni ddylai dŵr poeth fod yn uwch na 38°C, a dylai dŵr oer aros islaw 20°C i leihau twf bacteria.
- Dŵr Marweiniol: Mae pob allfa ddŵr (e.e. tapiau, cawodydd, pibellau) yn cael eu fflysio'n rheolaidd i atal marweiddio a lleihau'r risg o Legionella.
- Cynnal a Chadw a Gwirio: Mae systemau dŵr yn cael eu cynnal a'u cadw'n rheolaidd, eu harchwilio, a'u hasesu o ran risg. Mae unrhyw beryglon yn cael eu trin ar unwaith.

Offer Nwy
- Caiff pob offer nwy ei wirio'n flynyddol gan beiriannydd Cofrestr Diogelwch Nwy cofrestredig.
- Caiff synwyryddion carbon monocsid eu gosod mewn mannau perthnasol.

Rhestrau gwirio
Defnyddir rhestrau gwirio dyddiol ar draws pob ardal ac maent yn cynnwys:

- Gwiriadau agor a chau adeiladau
- Gwiriadau agor a chau ceginau
- Gwiriadau gardd ac ardal awyr agored
- Gwiriadau glanhau

Cynhelir gwiriadau meithrinfeydd a theithiau allan cyn ac ar ôl teithiau allan.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf
27/10/2026	*L.George*	*10/2027*

ATODLEN – GWYBODAETH WIRIADAU DIOGELWCH

Meithrinfa	**Wibli Wobli Caerdydd**
Lleoliad prif gyfleustodau	Tap stop dŵr: cwpwrdd lawr grisiau Pwynt nwy: Dim nwy Blwch ffiwsiau: cwpwrdd lawr grisiau Blwch trydan prif gyflenwad: cwpwrdd lawr grisiau
Lleoliadau dŵr I blant	Toiledau lawr grisiau Newid cewynnau llawr cyntaf
Manylion asiantaethau proffesiynol	Ollywood/ Jonathan George – trydan, plymio, DIY Hoistway – lifft Fire Assessed Ltd – tân CM Pest Solutions – rheoli plâu
Ardystiad yn ofynnol	Asesiad Risg Tân Profi Dyfeisiau Cludadwy (PAT) Profi trydan Goleuadau Argyfwng

Meithrinfa	**Wibli Wobli Casnewydd**
Lleoliad prif gyfleustodau	Tap stop dŵr: cwpwrdd gyferbyn â'r lifft yn yr ardal gymunedol i lawr y grisiau Pwynt nwy: cwpwrdd mynediad babanod i fyny'r grisiau ar y chwith Blwch ffiwsiau: ardal storio ystafell staff, ystafell cewynnau i lawr y grisiau Blwch trydan prif gyflenwad: cwpwrdd i lawr y grisiau
Lleoliadau dŵr I blant	Toiledau i lawr y grisiau Newid cewynnau i fyny'r grisiau Golchi dwylo babanod yng nghegin y babanod - monitro a newid y hambwrdd dŵr yn rheolaidd Casgen ddŵr yn yr ysgol goedwig - planhigion a chwarae dŵr yn unig Casgliad dŵr glaw ardal ysgol goedwig Pibell ddŵr yn yr ardd feithrinfa - planhigion + chwarae dŵr yn unig
Manylion asiantaethau proffesiynol	CMC Property – adeiladu ardaloedd cymunedol, lifft, plymio, nwy Recharge Solutions Ltd - trydan Thomas Williams / Jonathan George - DIY Fire Assessed Ltd - tân CM Pest Solutions - rheoli plâu
Ardystiad yn ofynnol	Asesiad Risg Tân Profi PDyfeisiau Cludadwy (PAT) Profi trydan Goleuadau Argyfwng Profi nwy Arolwg coed ysgol goedwig