



## Safety Checks Policy and Procedure

Wales: NMS
22.6, 24.11, 24.18, 24.25, 24.26, 24.27

At Wibli Wobli Nursery we make sure the nursery 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 policy.

All staff should be aware of potential hazards in the nursery 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 carries out written risk assessments at least annually. These are regularly reviewed and cover potential risks to children, staff and visitors at the nursery. When circumstances change in the nursery, 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 are individually risk assessed. For more details refer to the visits and outings policy.

### Hints and tips

Please refer to the Health and Safety Executive's 'Five Steps to Risk Assessment' located in reception for further support with the risk assessment process. The Five Steps to Risk Assessment publication and risk assessment templates can be downloaded from the Health and Safety Executive's website at [www.hse.gov.uk](http://www.hse.gov.uk)



### Electrical equipment

Who checks	How often	Location/Tel. no.
WorkSafePAT Ltd	Annually	Ty Menter (Venture House) Parc Navigation Abercynon CF45 4SN 01433 573186 07765048255

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

### Mains information

Locations of:

Water stop tap: back of the building in storage area

Gas point: N/A

Fuse box: store room

Main electricity box: store room

### 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 nursery rooms.

### Transport and outings

The nursery 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.



### Room temperatures

- Staff should be aware of room temperatures in the nursery and should ensure that they are suitable at all times 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
- Temperatures should not fall below 18°C in the baby rooms and 16°C in all other areas
- Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

### Water supplies

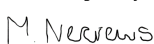
- A fresh drinking supply is available and accessible to all children, staff and visitors
- All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 38°C.

### Gas appliances

- All gas appliances are checked annually by a registered Gas Safety Register engineer
- Carbon monoxide detectors are fitted.

The checklists used in nurseries include:

Checklists	Who checks	How often
Nursery Open + Closing Checks	Nursery Manager/Deputy	Daily
Kitchen Open + Closing Checks	Nursery Cook	Daily
Cleaner Report + Check	Nursery Cleaner	Daily
Nursery Walks + Outings Check	Nursery Manager/Deputy	Before + After walk or outing

This policy was adopted on	Signed on behalf of the nursery	Date for review
23/6/2023	<small>DocuSigned by:</small> 	June 2024

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## Polisi a Gweithdrefn Gwiriadau Diogelwch

Cymru: SGC
22.6, 24.11, 24.18, 24.25, 24.26, 24.27

Ym Miethrinfa Wibli Wobli rydym yn sicrhau bod y feithrinfa yn amgylchedd diogel i blant, rhieni, staff ac ymwelwyr trwy gynnal gwiriadau diogelwch yn rheolaidd yn unol â'r amserlenni a nodir yn rhestrau gwirio'r feithrinfa. Mae'r rhain yn cynnwys gwiriadau dyddiol o'r eiddo, tu mewn ac yn yr awyr agored, a'r holl offer ac adnoddau cyn i'r plant gael mynediad i unrhyw un o'r ardaloedd. Cofnodir y gwiriadau i ddangos unrhyw broblemau datrysiad.

Dylid darllen y polisi hwn ar y cyd â'r polisi diogelwch tân, asesiadau risg, polisi ymweliadau a gwibdeithiau a'r polisi offer ac adnoddau.

Dylai'r holl staff fod yn ymwybodol o beryglon posibl yn amgylchedd y feithrinfa a monitro diogelwch bob amser.

### Asesiadau risg

Mae asesiadau risg yn cofnodi'r perygl, pwy allai gael ei niweidio, rheolaethau sydd mewn lle yn barod, difrifoldeb y risg / anaf, unrhyw gamau pellach sydd eu hangen i reoli'r risg, pwy sy'n gyfrifol am ba gamau, pryd / pa mor aml y gweithredir, a sut a fydd hyn yn cael ei fonitro a'i wirio a chan bwy.

Mae'r feithrinfa yn cynnal asesiadau risg ysgrifenedig yn flynyddol o leiaf. Adolygir y rhain yn rheolaidd a dylent gynnwys risgiau posibl i blant, staff ac ymwelwyr i'r feithrinfa. Pan fydd amgylchiadau'n newid yn y feithrinfa, e.e. cyflwyno offer newydd sylweddol, rydym yn adolygu ein hasesiad risg cyfredol neu'n cynnal asesiad risg newydd yn dibynnu ar natur y newid hwn.

Caiff yr holl staff eu hyfforddi yn y broses asesu risg i sicrhau dealltwriaeth a chydymffurfiaeth.

Mae pob risg tu allan i'r feithrinfa yn cael eu hasesu'n unigol o ran risg. Am fwy o fanylion cyfeiriwch at y polisi ymweliadau a gwibdeithiau.

### Awgrymiadau

Cyfeiriwch at 'Pump Cam i Asesu Risg' yr Awdurdod Gweithredol Iechyd a Diogelwch sydd wedi'i leoli yn y dderbynfa i gael rhagor o gymorth gyda'r broses asesu risg. Gellir lawrlwytho'r cyhoeddiad 'Pump cam i Asesu Risg a'r templedi asesu risg oddi ar wefan yr Awdurdod Gweithredol Iechyd a Diogelwch yn [www.hse.gov.uk](http://www.hse.gov.uk)



### Offer trydanol

Pwy sy'n gwirio	Pa mor aml	Lleoliad/Rhif ffôn
WorkSafePAT Ltd	Yn flynyddol	Ty Menter (Venture House) Parc Navigation Abercynon CF45 4SN 01433 573186 07765048255

- Mae'r holl geblau trydanol yn cael eu cadw allan o gyrraedd plant lle bynnag y bo modd a'u cadw o dan ddodrefn lle mae angen iddynt fod ar lefel y llawr
- Mae'r holl socedi trydanol yn cael eu hasesu o ran risg ac mae unrhyw fesurau diogelwch priodol ar waith i sicrhau diogelwch y plant.

### Gwybodaeth am brif bwyntiau yn yr adeilad

Lleoliadau:

Tap stopio dŵr: cefn yr adeilad yn y man storio

Pwynt nwy: Amh

Blwch ffiws: storfa

Prif flwch trydan: storfa

### Sylweddau peryglus

RHAID cadw pob sylwedd peryglus, gan gynnwys cemegau, mewn ardaloedd dan glo y tu allan i gyrraedd plant. Rhaid cadw'r holl sylweddau yn eu cynwysyddion gwreiddiol gyda'u labeli gwreiddiol ynghlwm. Rhaid cadw Taflenni Data Diogelwch (Rheoli Sylweddau Peryglus i Iechyd (COSHH)) ac asesiadau risg ar gyfer yr holl sylweddau a'r amddiffyniad personol priodol a gymerir e.e. menig, ffedog a gogls.

### Diodydd poeth a bwyd

Dim ond yn yr ystafell staff y dylid yfed diodydd poeth. Ni ddylid cadw neu yfed diodydd mewn tun, losin neu greision yn yr ystafelloedd meithrin.

### Cludiant a gwibdeithiau

Mae gan y feithrinfa bolisi ysgrifenedig cynhwysfawr yn ymwneud â gwibdeithiau, sy'n ymgorffori pob agwedd ar weithdrefnau iechyd a diogelwch gan gynnwys y trefniadau ar gyfer cludo a goruchwyllo plant pan fyddant i ffwrdd o'r feithrinfa.

### Tymheredd ystafell

Wibli Wobli Nursery Ltd Cwmni Rhif / Company Number 13980536

Cyfeiriad cofrestredig / Registered address 1<sup>st</sup> Floor Wern House Rogerstone Newport NP10 9FQ



- Dylai staff fod yn ymwybodol o dymheredd pob ystafell yn y feithrinfa a dylent sicrhau eu bod yn addas bob amser a'u cofnodi ar y daflen briodol. Mae thermomedr ym mhob ystafell i sicrhau bod hyn yn cael ei fonitro
- Rhaid i staff fod yn ymwybodol bob amser o beryglon babanod a phlant ifanc fod yn rhy gynnes neu'n rhy oer
- Ni ddylai'r tymheredd syrthio islaw 18°C yn yr ystafelloedd babanod a
- 16°C ym mhob ardal arall
- Lle mae ffaniau'n cael eu defnyddio i oeri ystafelloedd, rhaid cymryd gofal mawr o ran eu lleoliad.

### Cyflenwadau dŵr

- Mae cyflenwad yfed ffres ar gael ac yn hawdd cael ato, i'r holl blant, staff ac ymwelwyr
- Mae'r holl dapiau dŵr poeth sydd o fewn cyrraedd i blant yn cael eu rheoli â thermostat i sicrhau nad yw tymheredd y dŵr yn fwy na 38°C.

### Offer nwy

- Mae pob peiriant nwy yn cael ei wirio'n flynyddol gan beiriannydd diogelwch nwy cofrestredig.
- Mae synwryddion carbon monocsid wedi'u gosod.

Mae'r rhestrau gwirio a ddefnyddir mewn meithrinfeydd yn cynnwys:

Gwiriadau	Pwy sy'n gwirio	Pa mor aml
Meithrinfa Gwiriadau Agored + Cau	Rheolwr y Feithrinfa/Dirprwy	Dyddiol
Cegin Gwiriadau Agored + Cau	Glanhawr meithrinfa	Dyddiol
Glanhawr Ardoddiad + Gwiriad	Cogydd meithrin	Dyddiol
Gwiriadau Teithiau Cerdded + Gwibdeithiau Meithrin	Rheolwr y Feithrinfa/Diprwy	Cyn + Ar ôl cerdded neu gwibdeith

Mabwysiadwyd y polisi hwn ar:	Arwyddwyd ar ran y feithrinfa	Dyddiad adolygu
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23/6/2023	DocuSigned by: M. Nereus	Mehefin 2024
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