



Potters Houses Cot Use and Safer Sleep Policy

UPDATED FEB 2026 – SALLY-ANN MAKIN

Policy Statement

At Potters Houses, the safety and wellbeing of our babies is paramount. This policy outlines our procedures for the safe use of cots, including evacuation cots with wheels, in accordance with the latest Safer Sleep guidance from The Lullaby Trust and relevant Health and Safety Executive (HSE) recommendations.

Aims

- To ensure all babies/children sleep safely and comfortably during their time at nursery.
 - To promote safe cot practices that minimise risk of SIDS (Sudden Infant Death Syndrome).
 - To ensure the safe use and maintenance of wheeled evacuation cots.
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Safer Sleep Principles Followed

We use sleep logs which are completed when a child goes to sleep in the setting. The staff have to log what time the child fell asleep, and in what position, followed by regular checks every 10 minutes.

We adhere to the following core safer sleep recommendations:

- Babies are always placed on their backs to sleep.
 - Cots are placed in a smoke-free environment at all times.
 - Babies are put to sleep in a clear, flat, and firm cot with no loose bedding, pillows, or toys.
 - Room temperature is monitored and kept between 16–20°C.
 - Baby sleep bags or cellular blankets are used where appropriate and safely fitted.
 - Supervision is maintained at all times during sleep.
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Cots on Wheels – Usage Guidelines

At Potters Houses, our baby setting (Wonderland) uses wheeled evacuation cots as part of our emergency procedures and for occasional transitions between rooms/garden where appropriate. These cots are used in the following way:

Specifications

- Maximum weight limit: 24kg total per cot, typically accommodating up to 3 babies.
- Cots are routinely checked for wear, damage, and safe functionality (brakes, frame, wheels).

Daily Use

- Cots are used solely indoors or on approved routes such as through the garden during evacuations.
- Wheels must be locked when not in transit.
- Cots are stored in a clean, accessible area and not overloaded beyond stated capacity.
- Babies are never left unattended in cots on wheels.

Evacuation Use

- In the event of fire or emergency evacuation, designated staff use the cots to safely transport babies through the rear exit into the garden and onward to the carpark assembly point.
 - Only trained staff are permitted to operate the cots.
 - Staff use a buddy system when possible to ensure safe supervision and calm transfer.
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Hygiene and Maintenance

- Cots are cleaned daily and after any visible contamination.
 - Bedding is changed between each baby and stored hygienically.
 - Cots are included in weekly equipment audits.
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Training and Responsibility

All staff receive training in:

- Safer Sleep guidance and SIDS risk reduction.
- Correct lifting and handling of babies into and out of cots.
- Use and emergency procedures for wheeled evacuation cots.

The Nursery Manager and Baby Room Lead are responsible for ensuring compliance with this policy.

Review

This policy is reviewed annually or in line with updated national guidance.

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