

**Safety Policy**

The safety of children and adults attending our Pre-school is of utmost importance to us and we ensure this by observing the following guidelines.

**Environment**

* We are a non-smoking environment.
* Non-smoking signs are displayed at al entrances to the setting.
* A daily check list is completed by staff at the start and end of the day.
* The main entry door is secured at all times whilst children are within premises, and only staff members are to operate it a sign is displayed stating this.
* Equipment will be checked regularly by both staff and the Health and Safety Officer. Any dangerous items will be repaired or discarded.
* The layout and space ratios will allow children and adults to move safely and freely between activities.
* The pre-school is within the confines of the DAPS grounds. We will maintain adequate fire detection and intruder alarm systems and maintenance contracts. Fire doors will be kept free from obstruction.
* Electric points will be adequately guarded and electrical equipment checked annually (PAT). The main electrical system will be checked every 5 years by a qualified electrician.
* A record will be kept of any fire drills and servicing/testing of fire safety equipment. The Fire Risk Assessment will be reviewed annually and any recommendations actioned.
* All dangerous materials, including medicines and cleaning materials, will be stored in a locked cupboard. Control of Substances Hazardous to Health (COSHH) sheets will be available where required.
* Large equipment will be erected with are and checked regularly.
* Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
* Room temperature will be maintained at or above legal requirement.

**Supervision**

* Children are only escorted to the toilet by adults who are DBS checked by the setting.
* All children will be supervised by adults at all times and will always be within sight of an adult.
* Children will leave the group only with authorised adults – please refer to Collection/Non-collection Policy.
* Children will not have access to the office, kitchen, cooker, or any cupboards storing hazardous materials including matches.
* On outings, the adult to child ratio will be at least one to two unless the Risk Assessment states otherwise.
* If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
* Whenever children are on the premises at least two staff members will be present of which one will be qualified to a minimum NVQ Level 3.

**Adult Safety**

* All adults in the group, staff, volunteers and visitors, will be aware of and respect the group’s Safety Policies.
* Adults in the group will have access in advice on safe lifting.
* If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height. Adults are given training for the safe use of electrical equipment/chemicals and knives.

**Management**

* Children will be marked in the register both on arrival and departure of premises.
* Any accident/incidents are to be recorded and filed away once signed by the parent. These records will be kept for 3 years or in the case of a serious accident or incident until the child concerned is 24 years old.
* Staff should have regard to RIDDOR – see attached information. The Manager is responsible for reporting an incident to the Incident Centre on Tel: 0845 800 9923 and Form 2508 9 which will be issued by the Incident Centre) must be checked and a copy kept for pre-school records.
* Regular safety monitoring will include checking of the accident records a basis for risk assessment.
* All adults, including parents/carers, will be aware of the system in operation for children’s arrivals and departures and an adult will be at the door during these periods.
* Adults will not take hot drinks into the playroom unless in a cup with a lid on it.
* Fire drills will be held every term. Fire alarm system and equipment will be checked annually and staff will know how to use them.
* A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in any emergency.
* All visitors will be asked to complete the visitors book on arrival and departure.

**Special Consideration**

* Children playing with or near water will be continuously supervised. Only 4 children will be allowed to play with the water at any one time.
* Only ‘play grade’ sand will be purchased.
* Any spillage of water and sand will be cleared as necessary.
* Only 4 children will be allowed to play on the top deck of the pirate ship.

**See also:**

* Smoking, Alcohol and Drugs Policy
* Safeguarding Children and Child Protection Policy
* Collection/Non-collection Policy
* Arrival and Departure Policy
* Outings Policy

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Safety Policy: The Chairperson is responsible for overseeing the annual review.

**The Lavington Pre-school Safety Policy will be reviewed on:**

**Date: ……………………………………………….… Signed: ……………………………………………………………**

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