



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/vaping environment.
- Non-smoking/vaping signs are displayed at all entrances to the setting.
- The daily check lists are 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 care 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 and the other at level 2 or above.

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 to advice on safe lifting.
- If adults need to reach up for stored equipment, they are provided with a step stool 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 as 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 and at the gate during these periods.
- Adults will not take hot drinks into the playroom unless in a cup with a secure 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 and wear a lanyard.

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 3 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
- Trips out, local outings and walks around the school grounds 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:**

Name: **Post:**

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