

HEALTH AND SAFETY POLICY.

We aim to provide and maintain a safe and healthy working and learning environment for children and adults who attend each session.

We will provide information, training and supervision to promote this environment. Documentation will be held on all key Health and safety issues which will be held at the group. The safety of young children and all adults who have contact with the group is of paramount importance.

In order to ensure that the health, hygiene and safety of both children and adults are met, the Pre-school will ensure that systems and procedures are in place.

For all information regarding:

- COSHH
- Risk assessment
- Fire risk assessment
- Personal protection equipment
- Safe systems

Safety policy and practice:

- Children will be signed in/out of the building each session. A register will also be taken. Numbers of children and adults present each session will be recorded.
- All adults are aware of the system(s) in operation for children's arrival and departure
- For arrival and collection procedures a member of staff will monitor the door at all times
- All children are supervised by adults at all times and will always be within sight of an adult.
- Children will only leave the group with designated/ authorised adults
- Information taken from registration forms will be transferred to the correct files. Allergies/ medication will be recorded in the file held in the kitchen. Forms to be completed for medication held in the registration file. Allergies to plasters etc will be recorded in the first aid box.
- Fire drill will be held each half term so that all children and adults are aware of the procedures
- The group has a no smoking policy
- Fire extinguishers are checked annually via the church warden. The staffs are trained in their use and know where each is located. Fire doors are never to be obstructed.
- There will be a trained first aider on duty each session
- An accident/ incident book is available at each session for the recording of any accidents/ incidents
- Regular safety monitoring will include the checking of the accident/ incident book

A correctly stocked first aid box is available at all times. It will also be taken on trips/ outings.

- The adult/child ratio will be maintained at a minimum of 1:6 at the group and on outings 1:2.
- The planning of the session will ensure that the correct adult: child ratio will be maintained at all times
- Children will only leave the group with designated/ authorized adults
- Safety checks on the premises both in and out doors will be made before each session begins
- As well as the land line being operational, the mobile phone will be switched on and batteries fully charged
- The outdoor space is checked that the fence is secure and gate shut before children are allowed to enter
- Adults are not permitted to walk around with hot drinks
- Large equipment is monitored e.g. climbing frame: 2 adults/ 6 children. Trampoline 1 adult/ 2 children
- All equipment used at the group is to display the British Lion mark or CE marking
- When planning each session staff are to ensure that the equipment offered to the children

must be developmentally appropriate

- Equipment is checked regularly and any broken/ damaged items repaired or discarded
- All electrical equipment will be checked annually by a qualified electrician
- Radiators and electrical points are adequately guarded. Thermostats are monitored to maintain correct temperature for the hall and rooms
- All dangerous materials, including medicines and cleaning materials are stored correctly and kept out of reach of the children
- The room layout and adult: child ratios will be arranged to allow safe and free movement between each activity
- When transferring children to an activity upstairs then there must be an adult at the top, middle and bottom of the stairs. Only 4 children to be counted down at a time
- All staff will be `police checked`, and 50% staff on duty are to hold relevant qualifications
- Children do not have unsupervised access to the kitchen, cooker or cupboards storing hazardous materials

A risk assessment of all the facilities used is completed each half term.