

SAFETY

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults the provision will ensure that

(N.B All staff will be made aware of the Health and Safety Policy. It is the responsibility of each individual to ensure that all concerns are brought to the attention of the person in charge, manager, chairperson, responsible person).

- a register of both adults and children will be completed as they arrive and leave, so that a complete record is available in any emergency
- all children will be supervised by adults at all times, a book will be available at each session for the reporting of any accident /incident
- regular safety monitoring will include checking of the accident and incident book
- all adults will be aware of the system(s) in operation for the arrival and departure of children, and an adult will be at the door during these periods
- children will only leave the provision with authorised adults
- whenever children are on the premises at least two adults will be present, one may be outside and one inside with an open door inbetween
- children who are sleeping will be checked regularly
- a safety check on premises, both indoor and outdoor will be made every session/day
- if the main entrance has to be locked, a key will be close by at adult level
- internal safety gates and barriers will be used as necessary
- low-level glass will be covered, or replaced by safety glass
- outdoor space will be securely fenced
- adults will be aware of the effect of any plants, particularly in an outdoor area, on the children
- equipment/toys will conform to all relevant safety regulations and will be sound and well made
- equipment will be checked regularly and any dangerous items repaired/discarded
- activities such as cooking, woodwork and energetic play, will receive close and constant supervision
- 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
- large equipment will be erected with care, and checked regularly
- the adult child ratio on outings will be at least one to two
- if a small provision goes out there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises
- rules of behaviour will be set for children, staff and helpers in relation to use of equipment

- the layout and space ratios will allow children and adults to move safely and freely between activities
- rooms will be well lit and windows will be able to be shaded by blinds/curtains which are non-flammable
- fires, heaters, electric points and leads will be adequately guarded
- heating and ventilating systems will enable comfortable and legally required temperatures to be maintained. Minimum temperature 65 degrees Fahrenheit
- stairways (if applicable) will be well lit, with handrails and stair gates top and bottom.
- all dangerous materials COSHH, including medicines and cleaning materials, will be stored out of reach of children in a locked cupboard
- children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches
- adults will not walk with hot drinks, or place hot drinks within reach of children
- fire doors will not be obstructed
- fire drills will be held termly. All fire drills will be recorded and reviewed.
- all staff and volunteers will be informed of evacuation procedures during their induction.
- smoke detectors will be fitted and checked periodically
- correctly stocked first aid box will be available at all times
- the premises will be checked before locking up at the end of the day/session
- appropriate safety arrangements will be made for children with disabilities or learning difficulties
- safety arrangements will be reviewed with each new admission
- parents/carers will be informed of safety procedures and the insurance situation
- Sharon Davies is the appointed Safety Officer/Co-coordinator and is responsible for bringing the safety policy to the attention of everyone, and for monitoring all aspects of safety.

Signed:Date:.....Review
Date:.....