

# **HEALTH AND SAFETY POLICY**



Pre-school Playgroup

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the pre-school will ensure safety in the following areas.

## **Environment**

- Safety checks on premises, both outdoors and indoors, will be made before every session.
- A risk assessment will be carried out on the premises at least once a year. Risk assessments will be carried out for all outings involving children.
- As the main entrance will be locked, there will be a key close by at adult's level.
- Equipment will be checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- There will be adequate systems and equipment for the detection and control of fire.
- Fire doors will never be obstructed and fire exits will be easily identifiable.
- Fires/heaters/electric points/wires and leads will be adequately guarded.
- A record will be kept by the church of any checks by the Fire Safety Officer and also of Fire drills and servicing of fire safety equipment. Any recommendations by the Fire Safety Officer will be carried out by the church.
- All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children.
- 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.
- Internal safety gates/barriers will be used as necessary.

## **Supervision**

- 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.
- Children will not have unsupervised access to kitchens, cookers, or any cupboards storing hazardous materials, including matches.
- On outings, the adult-child ratio is correct.
- 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 adults will be present.

## **Adults Safety**

- All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies.
- 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 about head height.
- Adults will not be required to be in the building alone, or to leave alone after dark.

## **Management**

- A book will be available at each session for the reporting of any accidents/incidents.
- Regular safety monitoring will include checking of the accident records as a basis for risk assessment.
- All adults, including parents and other 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.

- If adults have hot drinks in the same room as children, they will always use insulated mugs with fitted lids.

#### **Health and Safety Policy (continued)**

- Fire drills will be held at least twice a term.
- 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.
- There will be no smoking in rooms used by children.
- A correctly stocked first aid box will be available at all times.

#### **Special considerations**

Some areas and activities pose particular hazards. All staff will be aware of these:-

- Children playing with or near water will be continuously supervised.
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.
- All cooking activities involving the use of heat will be continuously supervised.
- Access to dangerous areas such as stairways will be physically restricted and closely supervised.
- Systems will be in place to ensure that children are not at risk from swinging doors.
- Systems will be in place to ensure that no child can leave the premises unattended.

**This policy was adopted at a meeting of River Pre-school Playgroup held on:**

\_\_\_\_\_ (date)

**Signed by the chairperson on behalf of the pre-school**

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**Justin Simpson**