



### 3. SAFETY STATEMENT

We believe that the health and safety of children is of paramount importance. We strive to make our pre-school a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

#### RISK ASSESSMENTS

The following risk assessments should be carried out:

- A **Daily Checklist** should be completed each morning to ensure security of the premises and that fire exits are clear. Staff also have an ongoing duty to check that
  - the premises are in a safe condition. Any possible source of danger such as loose or splintered flooring, faulty wiring, switches, heaters or power points, leaking pipes or cisterns, should be reported to the Pre-school Manager without delay.
  - all the equipment is safe and in good condition and that it is being used in accordance with the manufacturer's instructions
  - toilet and kitchen areas are kept clean at all times
- A **Fire Risk Assessment** must be completed and reviewed annually and at other times as necessary
- A **Premises Risk Assessment** must be completed annually and updated as necessary
- **Outing/Activity Risk Assessments** should be completed as appropriate
- **The Accident book** will be reviewed regularly and any necessary action taken to reduce risks

#### FIRE DRILLS (see also Fire Procedure Policy)

All staff and volunteers should be familiar with our Fire procedure and observe fire precautions. There should always be free access to fire doors and staff should know where fire extinguishers are kept and how to use them. Fire drill should be practised at least twice a term by each leader; once to make children aware of evacuation procedure and once to ensure understanding of the procedure.

The Fire Procedure notice should be displayed in writing on the Pre-school premises for the staff and parents to read.

#### ACCIDENTS

All staff must ensure they are familiar with the accident procedures.

At least one member of the staff on duty should have a current paediatric First Aid certificate.

The Pre-school must have an adequately stocked First Aid Box kept in a safe place but accessible to adults.

**All staff must be aware of the location of the First Aid Box.**

Any accident, however slight, whether to an adult or to a child, should be recorded in the **Accident Book**.

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of serious accidents and incidents as well as informing Ofsted in accordance with their regulations.

#### ATTENDANCE REGISTER

The Attendance Register must be marked at the beginning of the session for children and staff. All visitors sign in the Visitors' Book so that staff know who is on the premises at all times.

#### CHILDREN'S SAFETY

The Pre-school leader and the correct numbers of helpers required by OFSTED must be on duty at all times throughout the session.

At the end of a session a member of the Pre-school staff must be at the door to make sure that every child has been safely collected by someone authorised by the child's parent or guardian.

The main door into Pre-school must have a secure latch in operation during the session that can be easily opened by Pre-school staff in an emergency, but is out of the reach of the children.

#### **PRE-SCHOOL STAFF**

Employees have a responsibility to work safely and efficiently, to report incidents that could lead to injury or damage, to ensure that accidents are recorded in the Accident Book and to avoid interfering intentionally or recklessly with anything provided for health and safety. An employee should not, under any circumstances, lift or move anything so heavy as to cause personal injury.

In the interests of health and safety employees should wear appropriate clothing, footwear, hairstyles and jewellery.

Any serious illness or infection contracted by an employee that might be communicable to other staff or children must be reported to the Pre-school Manager without delay.

Reviewed November 2016