

HEALTH AND SAFETY POLICY and PROCEDURE

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

- all staff will be made aware of the Health and Safety Policy
- Health and Safety is the responsibility of each individual
- all concerns must be brought to the attention of the person in charge, manager, chairperson, and/or responsible person
- 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
- a safety check on premises, both indoor and outdoor will be made every session/day
- risk assessments and a review of current practices will be carried out as necessary or at least annually
- a book will be available at each session for the reporting of any accident /incident
- regular safety monitoring will include reviewing the accident and incident book and reports of findings and actions taken will be logged
- parents/carers will be informed of safety procedures
- a register of both adults and children will be completed as people arrive and leave, so that a complete record is available in any emergency
- the adult; child ratios set by CSSIW will be maintained at all times and on outings the ratio will be greater than this.
- 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
- appropriate safety arrangements will be made for children with special and additional needs
- safety arrangements will be reviewed with each new admission
- all adults will be aware of the system(s) in operation for the arrival and departure of children, and a staff member will be at the door during these periods
- children will only leave the setting with authorized adults
- 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 must be aware that some plants are poisonous and may cause an allergic reaction and care should be taken when choosing plants for the setting
- equipment/toys will conform to all relevant safety regulations
- equipment will be checked regularly and any damaged items

repaired/discarded

- equipment should be age/stage appropriate
- large equipment must be erected with care and checked for safety on a regular basis
- safety mats must be used near all large equipment
- the layout 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
- heaters and radiators will be adequately guarded and electric sockets will be protected
- minimum temperature for setting will be 65 degrees Fahrenheit
- stairways (if applicable) will be well lit, with handrails and stair gates top and bottom
- all dangerous materials COSHH, will be stored out of reach of children in a locked cupboard
- medicines must be kept in a sealed container and where appropriate refrigerated
- children will not have unsupervised access to kitchens
- adults will not place hot drinks within the reach of children
- fire doors will not be obstructed
- fire drills will be held termly. All fire drills will be recorded and reviewed
- children should be taught to respond to an alarm (e.g. whistle) and return indoors.
- smoke detectors will be fitted and checked periodically
- a 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.