

Safety

10.1 Safety

- All staff must be familiar with the location of the nearest Accident and Emergency Hospital and the telephone numbers of Health Visitors and G.P.s
- Please park as safely as you can. Please note that you should not park in the school bus stop area during school hours.
- Correct staff: child ratio to be maintained inside and outside at all times.
- The premises and equipment will be regularly checked.
- All cleaning substances are to be kept out of children's reach.
- Hot drinks will be kept at the back of the work top out of the reach of children.
- The location of the First Aid Box will be clearly marked.
- Regular checks on the First Aid Kit to be made by a designated member of staff. A list of contents for the First Aid Box should be kept inside
- Our First Aiders are to hold the appropriate First Aid Certificate.
- Each session must be covered by a first aider or 'appointed person' to take charge in the event of an accident.
- First Aid Certificates will be displayed in the Foyer Area.
- Accident Book for both staff and children will be reviewed at monthly committee meetings to identify trends / causes and to identify potential solutions.
- To prevent visitors walking in to the Pre-School building, the main door is kept locked. The outside play area is also locked and secure so children are not able to leave unsupervised.
- A visitor's book is held in the Pre-School to record arrival and departure times. During the visit, all visitors are supervised at all times. If anyone is unsure of the visitor's identity, a form of identification must be asked for and a telephone call to their department to double check should be made.
- Once a child has been released from the indoor classroom to their parent/carer by a member of Pre-School staff, the child is then under the control and direction of their parent/carer regardless of whether they are still on Pre-School premises.
- *Children are **not** to use the climbing frame at any time outside of session, regardless of whether there is a member of staff or the child's parent/carer present.*
- An accurate register will be kept along with an awareness of who is collecting each child and the Manager should be notified if anyone other than the regular parent/carer would be collecting the children, in which case a password should be given in order to do an identity check.
- The committee will provide a written statement of their Safety Policy for employees of the Pre-School. This will be issued to employees during their induction.

Children with a special need or certain medical condition may need extra insurances – Manager to liaise with Chairperson to check with insurance company where necessary.

10.2 Fire Protection

Fire Safety

The requirements of the Fire Safety Officer will be met.

- Emergency and fire safety instructions should be clearly displayed in each room.
- A fixed guard will guard all heaters
- Regular fire drills and inspections will be held and recorded by the Manager. As a minimum these should take place once a month covering a variety of sessions.
- All staff and helpers will be kept informed of all necessary precautions.
- The fire exit will be kept clear at all times – parents should make themselves familiar with the emergency exit.

Fire Action Plan

In case of fire

- Raise alarm – blow whistle.
- **GET CHILDREN OUT FIRST**
- One member of staff check toilets and cloakroom area
- Staff must evacuate children out of nearest exit and accompany them to muster point on playground, taking **REGISTER** and **MOBILE**.
- One staff member to check register of children, another to call **FIRE BRIGADE (999)**.
- Notify Broad Town School of fire
- Do not attempt to re-enter building until the Fire Officer has said that it is safe to do so.
- Notify parents to collect children if necessary.

In case of disabled staff, visitors, or children being on the premises in the event of a fire

- Wheelchair bound adults **MUST** be issued with a front door key and **carry it with them** whilst on the premises
- On sounding/hearing alarm, Manager to designate a staff member to help wheelchair bound adults and children through the front door unless this way is blocked by fire. (Designated person could be Manager)
- In the event of the front door being inaccessible, the fire exit must be used. Designated staff member to aid or summon extra help from school
- Visitors of unimpaired mobility to evacuate and muster with children

Smoke alarms and CO2 alarm to be checked daily.

Fire drills to be carried out **at least once a month** and recorded by Manager.

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10.3 Accident And Emergency

Action in the Event of a serious accident or incident

Parents will be contacted immediately. - It is vital that parents always advise us of any change of contact telephone numbers.

If necessary an ambulance will be called. The child's doctor will also be notified. Should parents be unavailable, a staff member will accompany the child to hospital and wait for the arrival of the parents. A further member of staff or committee member would be called in to assist until the end of the session.

This will be recorded in the accident book. Social Services, Ofsted, environmental health and the insurance company will be informed within two working days.

10.4 Educational Visits

The children may be taken out of Pre-School for educational visits during term time when agreed by the Manager, Committee and Parents.

All children have the right to participate in a school visit. Pre-School will be closed for the children who do not wish to attend during the outing and arrangements would need to be made for them by parents. Parents will need to pay for the session if it is not their child's normal day. This may be waived if the parent stays as a volunteer helper.

- A list of all children going on the visit should be taken with contact telephone numbers in case of emergency.
- A first aid kit and Pre-School mobile telephone should also be taken on all visits out of Pre-School.
- An adult child ratio of at least 1:3 for under 3 year olds and 1:4 for over 3 year olds will be maintained at all times.
- The children must be counted before setting off and counting must be ongoing at regular intervals throughout the outing. If the group is broken into sub-groups a designated person must be assigned and that person is responsible for counting the children at regular intervals.
- Toilet facilities must be provided for children at regular intervals
- Meeting points must be pre-designated
- A risk assessment must be carried out prior to the visit.

A letter will be sent out to parents at least 2 weeks before the proposed outing date stating:

- Where the visit is taking place
- Explaining the reason for the visit and how it will help the children's educational needs
- The time the children will leave and return to the Pre-School
- If there are any costs involved
- Requesting a signature giving parental permission for their child to participate in the visit. This MUST be obtained before the child can be taken out
- Requesting a change of clothing for the child if needed.

Transportation for visits

- Transport must be fully insured and driver’s details satisfactory. The maximum seat capacity of the vehicle must not be exceeded.
- We must ensure that we comply with the seat belt / child restraint wearing requirements which came into force from 18th September 2006:

	Front Seat	Rear Seat	Who is Responsible?
Child Under 3 years of age	Correct child restraint must be used.	Correct child restraint must be used.	Driver
Child from 3 rd birthday up to 135cm in height (or 12 th birthday whichever they reach first)	Correct child restraint must be used.	Correct child restraint must be used where seat belts fitted. Must use adult belt in rear seat if correct child restraint not available – if 2 occupied child restraints prevent fitting a third.	Driver

Review

At the conclusion of each outing the member of staff in charge of the outing will complete a review of the outing, noting the following:

- Any particular problems with transport (e.g. coach arriving late, no seat belts etc)
- Any particular problems with the venue (e.g. nowhere to shelter during rain)
- Any particular problems with specific children (illness, distress, etc)
- Educational benefits of the visit
- Comments from parents
- Recommendations for future visits.

Prior to each outing the member of staff in charge of the outing will refer back to the reviews and take accounts of comments when preparing for the next outing.

10.5 Risk Assessment

A full risk assessment should be conducted annually of the Pre-School premises and an action plan for remedial action be drawn up and reviewed. Risk assessment is the responsibility of the [Pre-School Management Committee](#). Our risk assessment process is monitored and reviewed [regularly](#). The latest risk assessment and action plan can be found in the Health & Safety file in the lobby area.

Every reasonable effort is made to carry out a risk assessment on every potential hazard. In [Pre-School](#) when we carry out a risk assessment we will consider the following potential hazards:

- Admission and collection of children
- First Aid
- Slips, trips and falls
- Play equipment
- Electricity and gas
- Doors, glass and windows
- Floors
- Stacked furniture
- Water hazards, such as paddling or dabble pools
- Hot appliances, Food and liquids
- Medicines
- Outings, trips and transport
- Storage of dangerous or hazardous substances, chemicals and equipment
- Manual handling of large objects
- Stress
- General safety in and around the setting and outside areas
- Security
- Hazardous plants

Risk assessment takes account of the individual needs of staff, parents and carers, children and visitors. It also considers the areas being used, the activity taking place and the adult:child ratio.

10.6 Smoking Policy

Broad Town Pre-School operates a total no-smoking policy throughout our premises, both inside the building and outside. This also applies to any setting in which children are present, such as trips and outings.

Please if you do need a cigarette then do not smoke in sight of children e.g. just outside the gate.