

Section 8.0

Safety and Suitability of Premises, Environment and Equipment

Contents

	Page
Section 8: Safety and Suitability of Premises, Environment and Equipment	3
8.1 Health and general safety standards	3
8.2 Maintaining children's safety and security on premises	8
8.3 Supervision of children on outings and visits	10
8.4 Risk Assessment	13
8.5 Fire Safety and emergency evacuation	16
8.6 Animals in the setting	19
8.7 No-Smoking	20
8.8 Daily Health and Safety Checklist	21
8.9 Staff personal safety including home visits	22

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Health

The provider must promote the good health of children attending the setting.

8.1 Health and safety general standards

Policy statement

Our Playgroup believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

- We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- Our member of staff responsible for health and safety is:

Heather Grant

- She is competent to carry out these responsibilities.
- We display the necessary health and safety poster within:

The Hall

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on:

The Pre-School Notice Board

Procedures

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
 - Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
 - Health and safety issues are explained to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
 - Children are made aware of health and safety issues through discussions, planned activities and routines.
 - Health and safety is discussed regularly at staff meetings.
 - A book is available at each session for the reporting of the accident and incident record.
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- Regular safety monitoring will include checking of the accident and incident record.
- A Risk Assessment process is in place and includes:
 - Checking for hazards and risks throughout the premises and, in our activities and procedures. Our assessment covers adults and children.
 - Deciding which areas need attention and developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- We operate a no-smoking policy.
- Our Health and Safety Policy is reviewed regularly and updated when necessary.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows above the ground floor are secured so that children cannot climb through them.
- We ensure that any blind cords (if any) are secured safely and do not pose a strangulation risk to young children.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- Any wet spills are mopped up immediately.
- Walkways and stairs are left clear and uncluttered.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- The boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials, which are used by the children, are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.

- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults are aware of (and where necessary children are alerted to) the dangers of poisonous plants, herbicides and pesticides.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied before children start playing outside.
- Outdoor sand pit is covered when not in use and is cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied and hats are worn during the summer months.
- All outdoor activities are supervised at all times; and in particular children on climbing equipment.

Hygiene

- We seek information from Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes the play room(s) and kitchen.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes; and
 - Bromley Mytime are responsible for checking and cleaning the toilets regularly and we liaise with them over any issues.

Activities and resources

- Equipment offered to children is developmentally appropriate; recognising that materials suitable for an older child may pose a risk to younger / less mature children.
- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe because of repair is needed.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Activities such as cooking or physical play receive close and constant supervision.

- Children playing with or near water will be continually supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through discussions, the planned activities we provide and the routines we follow.
- Large equipment is erected with care and checked regularly.
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.
- Large pieces of equipment are discarded only with the consent of the Playgroup Leader and the Committee.

Jewellery and accessories

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest.

Safety of adults and children

- Safety checks on premises are made before each session and a daily Health & Safety Checklist is completed by staff at the Crofton Halls (please see 8.8)
- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- All dangerous materials, including medicines and cleaning materials, are stored out of reach of children.
- Children do not have unsupervised access to the kitchen, cookers or any cupboards storing hazardous materials including matches.
- Hot drinks remain within the kitchen at all times.
- Internal safety gates / barriers are used as necessary.
- A qualified first aider is present at all times and a correctly stocked first aid box is also available at all times.

Control of substances hazardous to health

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.

- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
 - Bleach when children are present;
 - anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial spays are not used when children are nearby.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)

Further guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)

This policy was adopted by	The Newman Pre-School Playgroup	<i>(name of provider)</i>
On		<i>(date)</i>
Date to be reviewed		<i>(date)</i>
Signed on behalf of the provider		
Name of signatory		
Role of signatory (e.g. chairperson)		

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

8.2 Maintaining children's safety and security on premises

Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. This policy should be cross referenced with Section 1, with particular reference to Section 1.5 Arrival and Departure Policy.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure & Barring Service.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.

Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- All adults are aware of the system(s) in operation for children's arrivals and departures.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded. Any messages should be passed to receiving adult and recorded in the daily contact book.
- The only adults who will work within the Playgroup will be the contracted staff, the registered supply staff, authorised college placement students and parent and other approved volunteers, on the same day as their child attends. No other adults will be permitted to work with the children on either a paid, or a volunteer basis.
- A register of both adults and children will be completed each day as people arrive and leave, so that a complete record of all those present is available in any emergency. We have a separate visitors book to ensure this rule is adhered to.
- Our systems prevent unauthorised access to our premises.

- Our systems prevent children from leaving our premises unnoticed. We have door alarms and a high level bolt to keep the children safely in playgroup.
- We keep front doors and gates locked shut at all times. The door through to the Main Hall, from outside the kitchen area, is alarmed at all times.
- We only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.
- The personal possessions of staff and volunteers are securely stored during sessions.

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Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Children must be kept safe while on outings.

8.3 Supervision of children on outings and visits

Policy statement

Children benefit from being taken out of the setting to go on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

Procedures

- All off site activity has a clearly identified education purpose with specific learning and development outcomes.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place and the designated lead and, as appropriate, all staff taking part in the outing sign off every risk assessment.
- Children with allergies or other specific needs have a separate risk assessment completed ie child with allergies visiting a supermarket.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- A minimum of two staff accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.
- Named children are assigned to individual staff to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
- Outings are recorded in an Outings Log kept in the setting, stating:
 - The date and time of the outing.
 - The venue and mode of transport used.
 - The names of the staff members assigned to each of the children.

- The time of return.
- Staff take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit and water. The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long they will be out for. These items will be the sole responsibility of a named member of staff. We ensure they are dressed appropriately for the type of outing and weather conditions. Parents are asked to apply sun cream to their children every day during the summer term.
- If all staff are involved in an outing or trip then, staff take a list of children with them with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- An appropriate ratio of adults to children will be provided and if there is a child with special needs, arrangements will be made for a one to one helper to be available.
- If travelling by coach/minibus, the vehicle must be properly licensed, insured and seat belts included. The driver must be trained and experienced in driving such a size of vehicle.
- We ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child.
- As a precaution, we ensure that children do not eat when travelling in vehicles.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.
- A letter giving details of the outing, including if specialised clothing is needed (i.e. boots, swimming costumes) will be sent to all parents/carers and a signed permission slip will be required from the parents/carers allowing their child/children off the premises and on the outing.
- Any parents and carers helping on the outing must be briefed beforehand.
- In the event of an accident, the accident book must be completed and the Playgroup Leader must investigate to see what went wrong, why and how it should have been avoided.
- A discussion regarding the trip will be arranged with all members of staff to evaluate the whole outing.

Procedure for entering and exiting for outdoor play.

- The Playground is checked for cleanliness and hazards.
- Children put on outdoor clothing as necessary.
- Confidential documents are locked in the kitchen.
- Adults take playgroup telephone, day list and emergency contact list.
- Medication is taken as necessary.
- Children are allocated a space on the walking link. (This holds 20 children. If more than 20 children are present, or some are reluctant to hold on, then adults hold their hands.)
- Head count is taken on exit.
- Children exit by the main halls door and proceed, with adults, down the slope to the playground.
- Head count is taken on entry to the outside play area.
- The gate is bolted once everyone is inside. The bolt is on the outside of the gate i.e. so inaccessible to children.

- Return procedure in reverse.
- Headcount on re-entry to Playgroup.

If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining in the playgroup.

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On		<i>(date)</i>
Date to be reviewed		<i>(date)</i>
Signed on behalf of the provider		
Name of signatory		
Role of signatory (e.g. chairperson)		

Other useful Pre-school Learning Alliance publications

- Daily Register and Outings Record (2015)
- Managing Risk (2009)

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must have a clear and well-understood policy, and procedures for assessing any risks to children's safety, and review risk assessments regularly.

8.4 Risk assessment

Policy statement

Our setting believes that the health and safety of children is of paramount importance. We make our setting 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 assessment means:

Taking note of aspects of your workplace and activities that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to.

The law does not require that all risk is eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Health and safety risk assessments inform procedures. Staff and parents should be involved in reviewing risk assessments and procedures – they are the ones with first-hand knowledge as to whether the control measures are effective – and they can give an informed view to help update procedures accordingly.

This policy is based on the five steps below:

- Identification of a risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, students, volunteers etc
- Assessment as to whether the level of a risk is high, medium, low. This takes into account both the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Procedures

- Our Playgroup Leader ensures our staff and volunteers have adequate training in health and safety matters.

- Our risk assessment process covers adults and children and includes:
 - determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors;
 - checking for and noting hazards and risks indoors and outside, in relation to our premises and activities;
 - assessing the level of risk and who might be affected;
 - deciding which areas need attention; and
 - developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- Where more than five staff and volunteers are employed, the risk assessment is written and is reviewed regularly.
- We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.
- Our Playgroup Leader liaises with the Hall Management to ensure that checks, such as electricity and gas safety checks, and any necessary work to the setting premises are carried out annually and records are kept.
- Our Playgroup Leader ensures that staff members carry out risk assessments that include relevant aspects of fire safety, food safety for all areas of the premises.
- Our Playgroup Leader ensures that staff members carry out risk assessments for work practice including:
 - changing children;
 - preparation and serving of food/drink for children;
 - children with allergies;
 - cooking activities with children;
 - supervising outdoor play and indoor/outdoor climbing equipment;
 - putting babies or young children to sleep;
 - assessment, use and storage of equipment for disabled children;
 - the use and storage of substances which may be hazardous to health, such as cleaning chemicals;
 - visitors to the setting who are bring equipment or animals as part of children's learning experiences; and
 - following any incidents involving threats against staff or volunteers.
- Our Playgroup Leader ensures that staff members carry out risk assessments for off-site activities if required, including:
 - children's outings;
 - forest schools;
 - home visits; and
 - other off-site duties such as attending meetings, banking etc.
- An annual risk assessment is carried out, using the checklist provided by the Pre-School Learning Alliance. The findings of the risk assessment are communicated to all persons affected.

- Additionally, the need for a detailed risk assessment will be considered after any recorded accidents or incidents. Any incident that causes or could potentially have caused serious injury or illness, will be risk assessed as soon as possible.
- We maintain a list of health and safety issues, which are checked daily before each session begins. This list is then signed by the member of staff who carried out the check. If at any time a member of staff has a concern over a health and safety issue, they are to report it to the Playgroup Leader immediately.
- To the extent it is within our control, we take precautions to reduce the risks of exposure to Legionella (legionnaires disease) and the Pre-school manager ensures that staff are familiar with the HSE guidance as necessary. The Pre-school Manager liaises with the landlord Bromley, MyTime, who are responsible for water supply to the setting, and has seen the landlord's risk assessment relevant to the Hall.

Legal framework

- Management of Health and Safety at Work Regulations (1999)

Further guidance

- Five Steps to Risk Assessment (HSE 2011)
- Legionnaire's Disease – A Brief Guide for Dutyholders (HSE 2012) www.hse.gov.uk/pubns/indg458.pdf

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On		<i>(date)</i>
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Role of signatory (e.g. chairperson)		

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

8.5 Fire safety and emergency evacuation

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant. We ensure our policy is in line with procedures specific to our building, making reasonable adjustments as required.

Procedure

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
The manager follows the PLA guidelines in matters of fire safety sufficient to be competent to carry out the risk assessment for our own provision; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006). As we rent the premises, Bromley Mytime has overall responsibility for the building but we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

Our fire safety risk assessment focuses on the following for each area of the setting:

- Electrical plugs, wires and sockets.
- Electrical items.
- Cookers.
- Matches.
- Flammable materials – including furniture, furnishings, paper etc.
- Flammable chemicals.
- Means of escape.
- Anything else identified.

Fire safety precautions taken

- We ensure Fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that Smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- All electrical equipment is checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced. The latter is the responsibility of Bromley Mytime.

- We ensure sockets are covered.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers, students and parents;
 - and practised regularly, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment. The latter is the responsibility of Bromley Mytime.
- The children are shown the fire bell regularly and told that it would ring loudly in an emergency to prepare them for a real evacuation scenario.
- All staff are shown the fire exits at their induction. Staff and children are then subsequently familiarised with the exits through practice fire drills. All exits have clear signage for all other persons at the setting.
- The responsibility of calling the emergency services in case of a real fire rests with the Bromley Mytime staff on site at the Crofton Halls. However, once the children are safe and the playgroup staff feel it necessary, then the Playgroup Leader/Deputy would call the emergency services.

Emergency evacuation procedure

When the fire alarm sounds:

1. Leader to stand by fire exit door and clap hands to get attention.
2. Choose nearest child to lead and say 'Let's all line up.'
3. Designated staff member(s) to bring the emergency contact file, register, day list, mobile phone, mini first aid kit including inhalers/medication.
4. Leader, staff and any other adults to lead children to the far end of the upper car park in a crocodile with younger/more vulnerable children held by the hand.
5. Staff with children at the toilet should leave by the nearest door and, if possible, join the rest of the group.
6. Staff with children in the playground should join the group in the car park if safe to do so.
7. Leader /deputy to call the day list register to ensure everyone is accounted for.
8. At the Leader's discretion, decide whether it is necessary and/or safe to leave the car park.
9. No returning to the hall for any reason.
10. Contact parents.

The procedure, from lining up in the playgroup to calling the register outside, takes no more than 4 minutes.

Fire drills

We hold fire drills termly and record the following information about each fire drill in the fire drill record book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

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On		<i>(date)</i>
Date to be reviewed		<i>(date)</i>
Signed on behalf of the provider		
Name of signatory		
Role of signatory (e.g. chairperson)		

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must keep premises and equipment clean, and be aware of, and comply with, requirements of health and safety legislation (including hygiene requirements).

8.6 Animals in the setting

Policy statement

Children learn about the natural world, its animals and other living creatures, as part of the Learning and Development Requirements of the Early Years Foundation Stage. This may include contact with animals, or other living creatures, either in the setting or on visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

Procedures

Animals in the setting

- Before any animal or creature is brought into the setting the parents' permission is sought.
- Any animals or creatures that are brought in by visitors to show the children, are the responsibility of their owner.
- The owner of the animal carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed to ensure they will be safe and harmless whilst in the proximity of the children.
- We teach children the correct handling and care of the animal or creature and supervise them at all times.
- Children wash their hands after handling any animal or creature and do not have contact with animal soil or soiled bedding.

Legal framework

- The Management of Health and Safety at Work Regulations (1999)

Further guidance

- Health and Safety Regulation...A Short Guide (HSE 2003)

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On		<i>(date)</i>
Date to be reviewed		<i>(date)</i>
Signed on behalf of the provider		
Name of signatory		
Role of signatory (e.g. chairperson)		

General Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must have a no-smoking policy, and must prevent smoking in a room, or outside play area, when children are present or about to be present

8.7 No-smoking

Policy statement

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment - both indoors and outdoors.

Procedures

- All staff, parents and volunteers are made aware of our No-smoking Policy.
- We display no-smoking signs.
- The No-smoking Policy is stated in our information for parents.
- Staff who smoke do not do so during working hours, unless on a break and off the premises.
- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.
- Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.
- It is a criminal offence for employees to smoke in smoke free areas, with a fixed penalty of £50 or prosecution and a fine up to £200.

Legal framework

- The Smoke-free (Premises and Enforcement) Regulations (2006)
- The Smoke-free (Signs) Regulations (2012)

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On		<i>(date)</i>
Date to be reviewed		<i>(date)</i>
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Name of signatory		
Role of signatory (e.g. chairperson)		



Daily Health and Safety Check List

ITEMS TO BE CHECKED	MON	TUE	WED	THU	FRI
Cleanliness of setting and equipment					
Cleanliness of toilets					
Stable steps in place in toilets					
First Aid kit in place and easily accessible					
Guard Gates in place and secured					
Fire Escape Routes:- Clear access/signage in place					
Exit doors working					
Emergency mobile phone switched on and charged					
Daily Contact Book checked					
All Staff coats, bags, stored away. Mobile phones in locked box					
All equipment being used in good condition with no damage					
Register/ day_list completed and checked					
Bolts_in place on entrance door/back door					
All medication/inhalers for children received and checked					
External storage cupboards and loading bay – Doors locked.					
Outdoor play area checked/ cleaned as necessary					

Signed:

Date:

Signed:

Date:

Signed:

Date:

Signed:

Date:

Signed:

Date:

Safety and suitability of premises, environment and equipment: Safety

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises

8.9 Staff personal safety including home visits

Policy statement

We believe that the health and safety of all staff is of paramount importance and that all staff have the right to work in a safe environment. We support safe working both on and off the premises, acknowledging the needs and diversity of children and their family.

Procedures

General

- All staff in the building early in the morning, or after the pre-school session, ensure doors and windows are locked.
- Visitors are generally only allowed access with prior appointments and only admitted once their identity has been verified.
- Minimal petty cash is kept on the premises.
- When taking cash to the bank, members of staff are aware of personal safety. Managers carry out a risk assessment and develop an agreed procedure appropriate to the setting, staff and location.
- Managers have good liaison with local police and ask for advice on safe practice where there are issues or concerns.

Home visits

Where staff members conduct home visits, this is done at the manager's discretion and the following health and safety considerations apply:

- Prior to a home visit the key person and manager undertake a risk assessment that is specific to the visit being undertaken.
- Members of staff normally do home visits in pairs – usually the manager/deputy manager with the key person.
- Each home visit is recorded in the diary with the name and address of the family being visited, prior to the visit taking place.
- Staff alert an agreed contact person in the setting when they are leaving to do the home visit and advise on their expected time of return.
- If there is any reason for staff to feel concerned about entering premises, they do not do so, for example, if a parent appears drunk.
- Members of staff carry a mobile phone when going out on a home visit.
- Staff identify an emergency word/phrase, which is made known to all staff in the setting, so that if they feel extremely threatened or in danger on a home visit they can covertly alert other members of staff via a

telephone call to the situation. Use of the agreed word/phrase will initiate an immediate 999 call to be made.

- If staff do not return from the home visit at the designated time, the contact person attempts to phone them and continues to do so until they make contact.
- If no contact is made after a reasonable amount of time has passed, the contact person rings the police.

Dealing with agitated parents in the setting

- If a parent appears to be angry, mentally agitated or possibly hostile, two members of staff will lead the parent away from the children to a less open area, but will not shut the door behind them.
- If the person is standing, staff will remain standing.
- Members of staff will try to empathise and ensure that the language they use can be easily understood.
- Staff will speak in low, even tones, below the voice level of the parent.
- Members of staff will make it clear that they want to listen and seek solutions.
- If the person makes threats and continues to be angry, members of staff make it clear that they will be unable to discuss the issue until the person stops shouting or being abusive, while avoiding potentially inflammatory expressions such as ‘calm down’ or ‘be reasonable’.
- If threats or abuse continues, members of staff will explain that the police will be called and emphasise the inappropriateness of such behaviour in front of children.
- After the event, details are recorded in the child’s personal file together with any decisions made with the parents to rectify the situation and any correspondence regarding the incident.

This policy was adopted by	The Newman Pre-School Playgroup	<i>(name of provider)</i>
On		<i>(date)</i>
Date to be reviewed		<i>(date)</i>
Signed on behalf of the provider		
Name of signatory		
Role of signatory (e.g. chairperson)		