

## **SAFETY & RISK ASSESSMENT**

Everything possible will be done to ensure the safety and well being of everyone on the premises – children, parents and staff.

### **Premises & Equipment**

- Safety checks on premises both indoors and outdoors will be made during each session.
- Checking gates/fences around the outside area are closed and secure, (keeping watch for any dangerous plants).
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- Kitchen door/entrance door is securely closed.
- Fire doors are not obstructed.
- All resources and materials from which children select are stored safely.
- Stacked furniture is secure, with chairs facing towards to wall.
- All dangerous materials medicines and cleaning materials will be stored out of reach of the children.
- Children will not have unsupervised access to kitchen, cooker or any cupboards storing hazardous materials.
- Whenever children are on the premises adult/child ratios will be in line with current legislation, this also applies in the outside area.
- Any activities involving water will be closely supervised at all times.
- Electrical points/wires and leads will be adequately guarded.
- Heaters to be monitored.
- Equipment will be checked regularly and any dangerous items repaired or discarded. Large equipment will be erected with care.
- A rota system for cleaning equipment will take place.
- The premises will be checked before locking up at the end of a session e.g. fire door to be firmly closed, electrical appliances turned off, heating thermostat turned down.
- We take precautions to prevent children's fingers being trapped in doors etc.
- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

### **Safety of Adults**

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When Adults need to reach up to store or retrieve equipment they are provided with safe equipment to do so.
- 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.

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- We keep a record of all substances that may be hazardous to health – such as cleaning chemicals. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.
- All equipment and resources are stored safely to prevent them accidentally falling.

## **Staff Responsibilities**

- All children will be supervised by adults at all times and will always be within sight of an adult.
- All adults will be aware of the children's arrival and departures system and an adult will be at the door during these periods (if a child is collected early all staff to be informed and parent to sign child out).
- Children will leave the group only with authorised adult, so if somebody else other than a known person arrives to collect a child and staff have not been informed, contact will be made with parent/carer to establish authenticity. If contact with the parent/carer is not possible the other contact numbers on record will be used. A password system is in operation.
- A register of both adults and children remaining on the premises during a session will be completed so that it is available in an emergency.
- Smoking is not permitted anywhere on Pre-school premises.
- Adults drinks will not be left within reach of the children and when carried are in thermos mugs with sealed lids.
- Activities such as cooking, woodwork and energetic play will receive close and constant supervision.
- Equipment offered to the children should be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger or special needs children.
- A book will be available at each session for the reporting of all accidents and this will need to be signed by the parent/carer when collecting the child. It will also be monitored to assess any pattern of regular cause of accidents.
- A correctly stocked first aid box will be available at all times and at least one member of staff on the premises will have adequate first aid training.
- Ensuring staff awareness of the issues in this policy will be achieved by new staff/regular helpers being given the policy to read and whole staff involvement in reviewing and updating the policy.

## **Fire Precautions & Drill**

- The owners of the premises are responsible for arranging servicing of fire safety equipment and all electrical items and this is undertaken annually. Staff are made aware of where equipment is located and how to use it if necessary.

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- Fire drills are held at least twice a term on different days of the week to ensure that all staff and children have the opportunity to take part and are aware of the procedure. More often at the beginning of a term when new children are admitted.
- Our boiler cupboard is not accessible to children.
- A log is kept noting dates of fire drills.
- There are nominated staff who are fully trained in the operation of fire fighting equipment.

The Procedure in the event of a fire is as follows:

- In the event of a fire the alarm will be raised by the blowing of the fire whistle, by the member of staff who first becomes aware of the problem.
- Staff are required to gather the children in their area and leave with them via the nearest exit, and move to the assembly point in a calm fashion.
- The member of staff on duty in the foyer will collect the emergency box containing the register, visitors book, telephone and emergency contact box if safe to do so before leaving the building.
- If exiting from the garden fire door, the member of staff in the entrance hall will first check the toilet area is empty, unlock the main door (leaving it closed) and then leave the building.
- The children will be taken to the assembly point at the far side of the church.
- The register will then be taken to ensure all children, staff and visitors are accounted for.
- As the register is being taken another member of staff will telephone the Fire Brigade whilst remaining with the children.
- Should it prove difficult to contact the fire brigade by telephone from outside, one member of staff will be sent to raise the alarm from a local premises.
- Remaining staff will supervise the children keeping them calm, until the building has been checked by the fire brigade and it is deemed safe to return.
- In the event of a serious fire or adverse weather, children will be moved to the vicarage opposite to await collection by parents who will be contacted as soon as possible. Staff will remain with children until they have all been collected.

The fire drill will be displayed to ensure all parents, helpers etc. are aware of the procedure.

### **Outings and Transport**

- Any outing undertaken by the Pre-school will first require written permission from a parent/carer. Details of the outing including place, times, collection and delivery point will be provided.
- On all outings the adult/child ratio will be at least one adult to two children.

This policy was reviewed and updated September 2012

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- Essential records and equipment will be taken on all outings e.g. register, emergency contact numbers, mobile phone, first aid equipment, allergy records, spare clothing etc.
- A member of staff will visit the venue prior to the outing to assess any potential risks, locate the toilets, first aid points etc. The assessor will then share this information with all staff members prior to the visit, helping to keep everyone comfortable during their time with us.
- Adults will be made aware of the children for whom they have responsibility and at no time will leave them unattended. Children will be made aware of their responsible adult and the need to stay in sight of them/hold hands where necessary.
- For all outings it will be the parent's responsibility to bring their children and take them home or arrange for their children to come with and be taken home by a suitable adult. It is also the parent's responsibility to ensure that the vehicle their child will be travelling in is safe i.e. adequate insurance cover, safe and secure seat belts/car seats etc.
- See Lost Child Policy for further information.
- A register of all the adults and children will be taken at the beginning and end of the outing to ensure everyone is accounted for and returns home safely.
- A wrist band with the Pre-school name and telephone number will be given to each child, staff member and carer to wear, so children can be returned to their carer quickly and safely in the unlikely event they become detached from the group.
- Our insurance covers us when off premises or an outing.

In the event of an emergency:

Consideration will be given, following the initial visit, to procedures to be taken in the event of any emergency e.g. who will be responsible for contacting the emergency services if required, the parent/carer, first aid, children left behind if any adult needs to accompany a child to hospital or search for a missing child etc.

### **Insurance**

- The owners of the premises have both property and personal liability insurance, which is displayed in the entrance hall of the Pre-school.
- The Pre-school has insurance, which covers the children/adults against accidents and insures resources and equipment belonging to the Pre-school. This is also displayed in the entrance hall on the parent's notice board and is reassessed and updated annually by the Committee.

### **Security**

- A visitor's book will be kept giving details of visitors name, purpose of visit, time of arrival and departure.

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- If an unknown visitor arrives a member of staff will seek to determine their business before they are admitted.
- If a child is collected early from a session this will also be recorded in the visitors book and signed by the parent/carer.
- A password/number will be given to each main carer and a child will only be entrusted to a person who presents the appropriate password.
- A monthly Risk Assessment is carried out by a designated member of staff and results are taken to the management committee meetings.

Signed on behalf of the Pre-school

..... Chair