



# Health and Safety Policy

**As a registered childcare setting our absolute priority is to keep children safe while they are in our care. We will take appropriate steps to ensure that all hazards to children on the premises, both inside and out, are minimised.**

- The premises has been inspected by Ofsted and has passed the safety standards.
- We are first aid trained and have a valid First Aid Certificate.
- Regular risk assessments are carried out to ensure that it is a safe environment for the children.
- We have public liability insurance.
- We have a no smoking policy.
- We have a Fire Evacuation Policy and Emergency Plan.
- We keep an Accident/Incident record book.

## Minimising risks

- All hazardous substances or chemicals will be stored in a safe place under lock and key.
- Hazardous or sharp objects will be out of reach of children.
- All furniture, toys and equipment are kept clean, well maintained and in good repair and in accordance with BS EN safety standards.
- We use safety equipment appropriate for the children in our care, i.e. stair gates, cupboard locks, socket covers etc. These are checked regularly.
- We have procedures in place in the event of a fire. These are practised regularly (see fire evacuation policy)
- We have a properly equipped First Aid kit, fire blanket/equipment and smoke alarms in place.

## Security

- Doors and gates on the premises are secured and locked both inside and out at all times. Children will be under direct supervision at all times.
- Children are only permitted to leave the premises with authorised individuals.
- All visitors must sign in the visitor's book.
- Regular visitors will be asked to undertake a DBS check.
- Only staff with a DBS check will be left with the children.
- We will always ask for identification from all visitors not known to us and will refuse entry if we are unsure of them.

## In an emergency

- We have an accident book for incidents to be recorded and signed by the parents.
- In the event of a serious accident we will call for an ambulance ensuring every effort is made to contact the parent/guardian.
- Emergency contacts are kept in an easily accessible location.

### **Outings**

- A risk assessment of all outings is undertaken.
- An outings permission form is to be signed by parent/guardian for routine and special outings.
- A First Aid kit, mobile phone (with emergency contact numbers) appropriate clothing, toiletries, food and drink will be taken on every outing.
- Correct car seats and restraints appropriate to the age/weight of the child will be used at all times.
- We will never leave your child unattended when out.
- We have a lost child policy and procedure in place.

### **Fire**

- Smoke detectors are fitted to all levels of the premises and they are regularly tested and maintained.
- We have access to a telephone
- A fire blanket is located in the kitchen.
- We have a fire evacuation plan.
- Fire drills are carried out with the children regularly.

On hearing the fire alarm or seeing a fire we shall group all the children together, collect our mobile phone, child register and child contact details and proceed quietly and calmly out of the nearest and safest exit. Any child unable to walk will be carried. We would then assemble at the front of the driveway, at a safe distance from the preschool and check that everyone is accounted for. We will then notify the fire brigade.

Parents or their emergency contacts would be called as soon as practicable to arrange collection of the children.