



SAFETY POLICY

The safety of young children is of paramount importance. An annual Safety Review will be conducted by the health and safety officers Elaine KEENS, Nicki Blench and Tracie Voysey, for Woodcroft Pre-School and Wrap Around Care this will be done termly, checking through the accident book entries and updating the risk assessment. In order to ensure the safety of both children and adults, the Pre-School will ensure safety in the following areas:

Environment

- Safety checks on premises, both outdoors and indoors, will be made before every session.
- Low level glass is safety glass
- Outdoor space is securely fenced
- Equipment will be checked regularly and any dangerous items will be reported in the health and safety book.
- There will be adequate systems for the detection and control of fire
- Fire doors will never be obstructed and fire exits will be clearly identified
- Fires/heaters/electric points/wires and leads will be adequately guarded.
- A record will be kept of any checks by the Fire Safety Officer and also of fire drills and servicing of fire safety equipment. Any recommendations made by Fire Safety Officer will be carried out
- All dangerous materials, including medicines and cleaning materials, will be stored out of children's reach.
- Large equipment will be erected with care and checked regularly
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.

Supervision

- All children will be supervised by adults at all times and will always be within sight of an adult
- Children will leave the group only with authorised adults

- Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches
- On outings, the adult child ratio will be at least one to two
- Whenever children are on the premises at least 2 adults will be present

Adult Safety

- All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies
- Adult in the group will have access to advice on safe lifting and manual handling.
- If adults need to reach for stored equipment they will be provided with something safe to stand on. Heavy materials will not be stored above head height.

Management

- A book will be available at each session for the reporting of any accidents/incidents no matter how small an incident, write a form and get parents/carers to sign on the day of the incident. Pre-existing injury forms will be completed by the parent/ carer with a member of staff present to witness the injury in question.
- Regular safety monitoring will include checking of the accident records as a basis for risk assessment
- All adults, including parents/carers, will be aware of the systems in operation for children's arrivals and departures and an adult will be at the door during these periods
- Adults will not walk about with hot drinks or place hot drinks within reach of children
- Fire drills will be held in conjunction with Woodcroft Primary School drills.
- A register of both adults and children will be completed as people arrive and leave so that a completed record of all those present is available in an emergency
- There will be no smoking in rooms used by children or in the school grounds
- A correctly stocked first aid box will be available at all times
- Fire extinguishers will be checked annually by the school
- Fill in the audit sheet in the planning folder daily

Special Considerations

Some areas and activities pose particular hazards. All staff will be aware of these:

- Children playing with or near water will be continually supervised
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised
- All cooking activities involving the use of heat will be constantly supervised. Children will not be allowed in the kitchen for any other purpose
- Access to dangerous areas will be physically restricted and closely supervised
- Systems will be in place to ensure that children are not at risk from swinging doors

- Systems will be in place to ensure that no child can leave the premises unattended

Visitors and students and volunteers will not be allowed to open the door.

This policy adopted October 2019, signed

Director

Company Secretary

Woodcroft Pre-School and Wrap Around Care