



# Bear Flat Pre School

Registered charity no: 1066705

Ofsted registration no: 133007

## Health and Safety Policy and Procedure

### **Aim**

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the pre-school will employ the methods detailed below.

### **Methods**

All children are supervised by adults at all times and will always be within sight of an adult.

Children will leave the group only with authorised adults.

Whenever children are on the premises, at least two adults are present.

A record sheet is available at each session for the reporting of any accident/incident.

All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.

Safety checks on premises are made before every day/session.

Equipment is checked regularly and any dangerous items repaired/discarded.

The layout and space ratios allow children and adults to move safely and freely between activities.

Heaters/electric points/wires and leads are adequately guarded.

All dangerous materials, including medicines and cleaning materials are stored out of reach of children.

Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.

Adults do not walk about with hot drinks or place hot drinks within reach of children.

There is a no smoking policy anywhere within the Pre-school boundaries.

The church rooms used by the Pre-school are for the sole use of the Pre-school during the hours of operation.

A correctly stocked first aid box is available at all times.

Large equipment is erected with care and checked regularly.

Activities such as cooking, woodwork and energetic play receive close and constant supervision.

On outings, the adult to child ratio will be at least one to two.

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

Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.

Internal safety gates/barriers are used as necessary.

The premises are checked before locking up at the end of the day/session.

Fire doors are easily identifiable and are never obstructed.

Fire control equipment is checked annually and staff know how to use it.

A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency.

In case of fire, the Pre-school has the following Emergency Evacuation Procedure:

- The Leader will ring the bell and assemble children into a group.
- The Leader plus a helper will lead the children from the hall, taking the register with them.
- A helper will ring the FIRE BRIGADE.
- Whilst the children are leaving the Hall, the assistant leader and one other helper are to search either side of the Hall:
  - a) Quiet room, kitchen, store cupboard (check behind).
  - b) Carpeted room, ladies AND mens toilets.
- NO ONE IS TO ATTEMPT TO FIGHT THE FIRE
- Once outside the building, the Leader is to take the register and do a head count of

children AND staff. The Assistant and helper are to leave the building and join the Leader as soon as possible.

- In case of a missing person, no one should attempt to re-enter building. They will wait for the fire brigade who will now be on their way.

Fire drills are held at least once a term and details of any problems encountered and how they were resolved are recorded.

Risk assessments are carried out daily and a full risk assessment is carried out regularly. The risk assessments cover anything with which a child or member of staff may come into contact and will identify aspects of the environment that need to be checked on a regular basis. A record of these aspects will be maintained, together with a record of when and by whom they were checked.

Hazards that are identified during a risk assessment or at any other time are reported to the Play Leader and rectified. Likewise, faulty equipment is reported and removed for repair or disposal.

We have public liability insurance which is displayed.

Policy Adopted on Behalf of the Pre-school Committee by: .....  
(Chairperson)

Date: .....