

Health and Safety

Maintaining Children's Safety and Security on Premises

**Unique
Child**

**Positive
Relationships**

**Enabling
Environment**

**Learning
Development**

**1.3 Keeping
Safe**

**2.2 Parents as
Partners**

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. Sandra Reynolds is our Health & Safety Officer; if you have anything to discuss about Health or Safety issues she is in the pre-school most days or can be contacted by phone on 07821 581668 or email puddleducks.hadd@btinternet.com

Environment

- *The team are made aware of risk and how to carry out risk assessments. It is the responsibility of the team to carry out safety checks on the premises, both indoors and outdoors, before each day begins.*
- *The team are made aware of all policies and procedures*
- *All the team are trained in first aid to perform on children and adults.*
- *Forms are completed for any accidents or incidents that occur at Puddleducks, parents are asked to sign the forms and a copy is given to them. A form is also completed explaining any existing injuries that have occurred out of Puddleducks sessions.*
- *Public spaces used for outdoor play are checked for litter, animal soiling and other dangers.*
- *Equipment is checked regularly by any adult who is selecting and/or erecting it for use. Large equipment is erected with care by two people while children are sitting quietly. Each term all equipment is cleaned and any dangerous items repaired/discarded.*
- *The layout, space and ratios will allow children and adults to move safely and freely between activities.*
- *There are adequate systems and equipment in place for the detection and control of fire*
- *Fire doors are never obstructed and fire exits are easily identifiable.*
- *A record is kept of any checks by the Fire Safety Officer and also of fire drills and servicing of fire safety equipment. Any recommendations by the Fire Safety Officer will be carried out.*
- *Fire extinguishers are checked on a regular basis.*
- *Fires/heaters, electric points, wires and leads are adequately guarded.*
- *All dangerous materials, including medicines and cleaning materials, are stored out of reach of children.*

Our team

- *We ensure all employed our team have criminal record checks by an enhanced disclosure from the Criminal Records Bureau.*
- *Adults do not normally supervise children on their own.*
- *All children are supervised by adults at all times.*
- *We carry out risk assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.*

Security

- *Systems are in place for the safe arrival and departure of children.*
- *The times of the children's arrivals and departures are recorded.*
- *The arrival and departure times of adults - our team, volunteers and visitors - are recorded.*
- *Our systems prevent unauthorised access to our premises. Visitors who are unknown to us are asked for identification when they arrive, they must sign the Visitor's Book and staff explain where the fire exit is and told not to use their mobiles whilst with the children. They sign out when they leave.*
- *Staff will not let anyone access the building without the necessary identification.*
- *Our systems prevent children from leaving our premises unnoticed.*
- *The personal possessions of our team and volunteers are securely stored during sessions.*

Supervision

- *Children will leave the group only with an authorised adult.*
- *If a small group goes out, there will be sufficient adults to maintain appropriate ratios for our team and children remaining on the premises.*
- *Whenever children are on the premises at least two adults will be present.*
- *Children who are sleeping will be kept in the main room and checked regularly.*

Adult awareness and safety

Ensuring the safety of all the team, the children and visitors must be our highest priority.

The Safety at Work Act 1974 requires every organisation to ensure, so far as is reasonably practicable, the safety

and welfare of its employees. It also requires that no one is put at risk as a result of its activities. The responsibilities set out in this document are to ensure that no activity must be pursued without prior consideration to Safety, and an activity which cannot be carried out to an adequate safety standard must not be carried out.

Safety is an integral part of the duties of all team members, for which they are held accountable at all levels. With emphasis to those responsible for the activities which involve the children of Haddenham Puddleducks Pre-school.

- Adults will not be required to be in the building alone, or to leave the building alone after dark.
- Safety training needs are identified and the team are trained in safe practices relevant to their work
- Safety is an element in induction training.

Duty of all individuals

- To use safe working procedures at all times
- Report accidents and potentially dangerous incidents to the Safety coordinator, supervisor or manager, and co-operate fully in investigations which are carried out to prevent recurrence
- Report unsafe or unhealthy working conditions to the safety coordinator or supervisor.

Additional considerations

- Hats will be worn and sun cream applied to all children playing outside in the sun.
- Children playing with or near water will be continuously supervised.
- There will be safe surfaces (crash mats) beneath and around all climbing equipment and such activities will be appropriately supervised.
- All cooking activities involving the use of heat will be continuously supervised.
- Stored equipment belonging to other organisations will be checked for potential hazards.
- Access to dangerous areas, such as stairways are restricted.
- Systems are in place to ensure that children are not at risk from swinging doors.
- The doors to the room the main door and car park gates will be closed by the start of each session to ensure that no child can leave the premises undetected.
- If an accident does happen which results in injury to a child the supervisor or other first aider will do all they can to aid the child concerned. If necessary, emergency assistance will be sought and parents contacted.

This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020

Signed on behalf of Haddenham Puddleducks Pre-school by