



Safety Policy

SECURITY

Security when adults and children are in the building is of utmost importance.

Staff will follow the Open Up and Close Down procedure carefully to ensure the building is properly secured.

The driveway has a barred gate to prevent out of hours access by car. This gate should always be locked at the end of each session.

The Scout Hall has an alarm, which should be deactivated promptly and activated again when leaving the building.

The curtains are kept closed when the building is not being used, to prevent unwanted attention from passers-by.

The main door to the building is kept locked when the session is in progress. Visitors have pre-arranged appointments and are expected at a designated time by the pre-nursery staff. They should ring the doorbell on arrival. The staff reserve the right to refuse entry to anyone they are not expecting, and will call the police if they feel in anyway unsafe.

The pre-nursery has a dedicated emergency telephone, the number of which is issued to parents / carers. This number should be used to notify staff of any problem which will result in an unexpected change to the normal collection of the child.

REGISTRATION AND EMERGENCY CONTACT DETAILS

Parents are asked to complete an Emergency Information form, detailing the designated adults who may collect the child and requiring a password so that the child can only be released to the correct person.

(See record of information form in 'Operational plan' section of folder)

Daily register

The register is an important record of all children and adults attending the pre-nursery. The register, combined with the visitors' book, is a record of exactly who is in the building at any one time. In case of fire, lost child or other emergency situation the register is the document referred to by the emergency services. As such, the procedure for completing the register must be strictly adhered to.

- The names of the children on-roll for each session will be written at the beginning of the half term. New starters will be added at the beginning of the first session they attend. Staff and volunteers will be included on the register.
- Visitors will sign the visitors' book when they arrive and leave the building.
- The register will be completed within the first 10 minutes of the session.
- The member of staff responsible for completing the register will do so visually and may, but not necessarily, call out names.
- The register will be stored in the Health and Safety Box at the front of the main play room.
- The member of staff responsible for the register will check each child out of the building by standing at the door of the main playroom. They will ensure that no child leaves the building unless accompanied by their parent / carer designated adult.

SMOKING / ALCOHOL / DRUGS

Footsteps Pre-Nursery follows a no smoking policy.

Staff must not be under the influence of alcohol or drugs or any other substance which may affect their ability to care for the children.

No alcohol or drugs will be allowed on the premises at any time other than those prescribed for children and staff. These will be kept in the locked office.

STAFF NOTIFICATION OF ILLNESSES, OR INJURY

If a staff member has an illness or injury that will affect their ability to work they are asked to inform the leader at the beginning of the session. Duties will be adapted to ensure the staff member's health and safety and also those who are attending the setting. If a staff member is on medication they must confirm the medication will not impair their ability to look after the children in their care. Staff medication must be stored securely and out of the reach of children at all times.

RISK ASSESSMENTS

Risk assessments are carried out when the building is opened up in the morning and the pre-nursery is set up and when the session is finished and the pre-nursery is closed down.

Risk assessments are a rigorous way of making sure that the premises (facilities such as the kitchen and the toilets) and the play equipment (such as toys, outside play space and craft materials) are used, cared for and stored in a way that maximises safety.

The staff follow a carefully designed procedure to ensure that risks are minimised and the children can enjoy their activities safely. These procedures are detailed on the following pages.

Risk assessment are also carried out when particular activities are being planned. These include, for example, cooking or outings (for example into local woods, or to use the local underpass & pelican crossing).

Please see overleaf for example forms.

SUITABLE FOOTWEAR

Staff and children are required to wear well fitting footwear when attending Footsteps. Shoes should cover toes and have solid backs with no straps to enable the safety of children and staff during inside and outside play. It is asked that the shoe type known as 'Crocs' are not worn as they are unsuitable for some activities planned in the daily session especially activities in the wooded area.

FIRE SAFETY

It is a requirement that the Pre-Nursery is fire safety checked by a fire officer. This is completed on an annual basis.

Please see the separate Fire Safety Procedure for details of the drill procedure.

COSHH

COSHH is the Health and Safety legislation encompassing Control of Substances Hazardous to Health. This legislation is designed to protect staff and visitors (children and adults) from coming into contact with materials deemed hazardous to health. This might, for example, include asbestos or strong cleaning chemicals.

Risk assessments are carried out to ensure that children and adults are not in danger of contact with such substances while at the pre-Nursery. Records are kept of the risk assessments made, and the recommendations made as a result of such risk assessments are acted upon as quickly as possible.

RIDDOR

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. As an employer, Footsteps Pre-Nursery is required to report the occurrence of any major injuries or infectious diseases. These are specified events listed at www.riddor.gov.uk,. This may be an event that causes injury or fatalities, or an event that does not cause an accident but could have done, such as a gas leak. Information for reporting to the health and safety officer Pre-School Learning Alliance. Tel: 0207 697 2500 or 01954 232

Electricity

Staff must ensure that all electrical sockets are turned off when not being used.

Use of electrical equipment is always carefully supervised by an adult.

FLOODING PROCEDURE.

In the extremely unlikely event of an emergency flood event occurring, staff will evacuate the building using the same procedure as for a fire.

If a flood occurs due to a plumbing problem, such as a sink or draining blockage, the staff will seal off the area and ensure that children and adults cannot slip on a wet floor. The hut committee will be contacted, who will in turn act to resolve the problem.

SEVERE WEATHER POLICY AND FALLEN TREE PROCEDURE

If a tree has fallen near the hut or on the driveway that could present a danger to the children and others, contact the following:

Welwyn and Hatfield Council on: **01707 357000**.

If necessary contact the emergency services.

If there is a risk to children or families immediately, contact parents/carers to close the pre-nursery until the tree has been cleared.

This closure applies to the hut if it has been damaged by falling trees. The hut must be repaired.

If by any means parents are unable to collect children, members of staff will stay with the children until it is safe to leave and the driveway/obstruction is cleared. When it is calm, a ratio of 1 adult to 2 children will see the children safely to their parents, who will collect the children at an agreed safe location.

If there are gale force winds, the pre-nursery will close due to health and safety.

If there are severe snow storms, it is also advisable to close the pre-nursery for the safety of the children and to prevent parents and staff travelling in dangerous conditions.

All parents will be contacted by phone prior to this arrangement, as early as possible