



## Milborne Ladybirds Playgroup

### **SAFETY POLICY**

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the Preschool will ensure that regard is given to the Health & Safety at Work Act 1974 and that current guidelines are followed. In order to ensure safety is applied we will:

- Appoint a Health & Safety Officer.
- Ensure all children are supervised by adults at all times. We aim to have children in sight at all times
- An accident/incident book is available at each session and is monitored on a regular basis.
- Ensure all adults are aware of the system(s) in operation for children's arrivals and departures and that an adult will be at the door during these periods. Close observation will be maintained of any other exits from the building.
- Ensure that children will only leave the building with parent or named person that parent has nominated on registration document unless preschool has been notified in advance.
- Carry out safety checks on the premises, both indoors and outdoors before every day/session and the register is signed to that effect.
- Ensure that children are secure within the permitted play areas and that they cannot enter unsupervised or unsafe areas.
- Ensure outdoor space is securely fenced.
- Ensure that equipment used by the Preschool is regularly checked and any dangerous items are repaired or discarded.
- Ensure that the layout and space ratios allow children and adults to move safely and freely between activities.
- Ensure fire doors are never obstructed and exits are not made hazardous by pushchairs, toys etc.
- Ensure that all fires/heaters/electric points/wires and leads are adequately guarded.
- Ensure all dangerous materials, including medicines and cleaning materials, are stored out of reach of children.
- Ensure children do not have unsupervised access to kitchens, cookers and or cupboards storing hazardous materials, including matches.



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- Ensure that adults do not walk about with hot drinks or place hot drinks within reach of children. Covered spill proof cups will be used by adults.
- Ensure that fire drills are held at least twice a term and all personnel are aware of their responsibilities. Fire drills will be recorded in a specific book.
- Ensure that a register of both adults and children is completed as people arrive so that a complete record of all in attendance is available in an emergency and for record purposes.
- Ensure the Preschool is a non-smoking environment.
- Ensure a correctly stocked first aid box is always available.
- Ensure that the Village Hall Management Committee have the fire extinguishers checked annually and Preschool Staff know how to use them.
- Ensure that whenever children are on the premises at least two authorised adults are present.
- Ensure large play equipment is erected with care and checked for safety regularly.
- Ensure that activities such as cooking, woodwork and energetic play receive close constant supervision.
- Ensure that on outings the adult to child ratio will be one to two whenever possible.
- Ensure that equipment offered to children is developmentally appropriate; recognising the materials are suitable for an older child may pose a risk to younger/less mature children.
- Ensure that any donated equipment is given a safety check.
- Ensure internal safety gates/barriers are used as necessary.
- Ensure personnel are trained in the use of all equipment and understand how to correctly erect climbing equipment.
- Ensure that access is made available for emergency services and a telephone should be provided on the premises to alert them if necessary.
- Only take photographs of children if authorised to do so by parents using the designated preschool camera. All mobile phones with camera facility are to be left in staff area and not used during sessions.
- Ensure that all visits and outings are thoroughly researched to ensure safety to children.
- Make it known to parents that after end of session time when parents are on the premises the individual child becomes their parent's responsibility



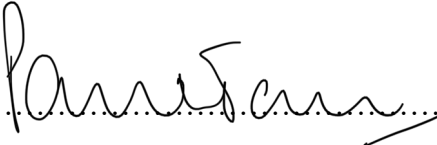
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**Health and Safety Officer:** - Paul Tasker - Chairperson

### Reviewing the Policy

The Safety Policy will be kept under review and will be reviewed annually.

This policy was reviewed and agreed at a meeting of the Management Committee held on 25 August 2020

Signed .....  ..... Chairperson