

# Ravenside Pre-School

## SAFETY

### General Legal Requirement

- *The provider must take necessary steps to safeguard and promote the welfare of children.*
- *Outdoor and indoor spaces, furniture, equipment and toys, must be safe and suitable for their purposes.*
- *The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.*
- *Staffing arrangements must be organised to ensure safety and meet the needs of all children.*
- *Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.*

### POLICY

Our setting aims to provide a safe and secure environment both indoors and outdoors for children and adults.

### PROCEDURES FOR SAFETY

In order to avoid the risk of accidents we maintain safety by following these safety procedures

- Children will always be supervised by a responsible member of staff and will be kept out of kitchens or areas where hazardous materials are kept.
- A minimum of two adults will be present at all times to supervise children.
- The beginning and end of sessions will be closely monitored and children will be marked at the time they arrive and leave; children will only leave with a known authorised adult whose name has been provided by the parents and written permission has been provided by the parent.
- A record will be kept of all adults and visitors.
- Procedures for entrances and exits will be known by the adults involved and agreed procedures will always be followed.
- Safety checks will be carried out on the premises, both indoors and outdoors before and at the end of every session.
- Hazards will be corrected immediately, if this is not possible, the manager will be informed and the children kept away from the area until the problem is rectified.
- Any faulty equipment will be removed, repaired where possible, if unable to repair the item will be disposed of.
- Windows, sockets, stairs, heaters, potentially dangerous materials and layout of activities and equipment (indoors and outdoors) will be closely supervised to remove or minimise hazards.
- Equipment and activities available to children will take account of safety and the children's age and stage of development.
- Undertake risk assessments on a regular basis, identifying aspects of the setting that are to be checked regularly (refer to practice guidance pg. 17/18).
- Notify Ofsted of any changes in our facilities that may affect the space and level of care provided.
- Notify Ofsted of any serious injury or the death of any child.

**Fire Safety**

- Fire extinguishers will be checked annually, designated adults will know how to use them.
- Procedures for fire/evacuation drills will be known by the adults in the setting.
- Fire doors will never be obstructed.
- Fire exits will be clearly identifiable.
- Appropriate, working fire alarms, smoke detectors and extinguishers will be in place.
- Fire drills will be carried out at least once per term and a record of date, time taken, people involved, any problems encountered and how they were resolved will be kept.

**Please note:**

If you have a **Major Incident** where possible follow your existing emergency evacuation procedure which must include a safe refuge. However, you should be aware that you would be guided by a Major Incident Controller who may be an officer of your local authority, a senior police or fire officer, who may request that you remain in your premises. You should make sure you know who would be responsible if there was a major incident affecting your provision.

Agreed on .....

Reviewed on .....