

## **HEALTH AND SAFETY – SAFETY PROCEDURES**

The safety of young children is of paramount importance. In order to ensure the safety of children and adults, the nursery will ensure that:

- All children are supervised by adults at all times and will always be within sight of an adult.
- An accident / incident report is completed when necessary and any incidents are reported to the parents/carers of the child.
- Regular safety monitoring will include checking of the accident report book.
- All adults are aware of the system in operation for the children's arrival and departure.
- Children will leave the nursery only with an authorised adult.
- Safety checks of the premises, both outdoors and indoors are made every day.
- Equipment, both indoors and out, is checked regularly and any dangerous items repaired or discarded.
- The layout and space ratios allow children and adults to move about safely and freely.
- All dangerous materials, including medicines and cleaning materials are stored out of reach of children.
- Children do not have unsupervised access to the kitchen or any cupboards storing hazardous materials.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- All members of staff are aware of the evacuation procedures and arrangements for contacting parents. The drills are to be held at least once a term and a record kept of the dates and effectiveness of the drill.
- The fire door is never obstructed.

- Heaters, electrical points, lights, wires and leads are adequately guarded and checked regularly.
- Fire equipment is tested and checked regularly
- The garden is securely fenced and planted with suitable plants.
- A correctly stocked first aid box is available at all times.
- There is no smoking anywhere on the premises.
- The register is taken promptly at the start of each session so that a record of all those present is available in case of an emergency. Staff are made aware of the number present at each session.
- Two adults will be present on the premises whenever children are on the premises.
- If a small group goes out, there will be enough staff remaining to maintain appropriate staff / child ratios for those children staying in the nursery.
- Large equipment is erected with care and checked regularly.
- Activities such as cooking, woodwork, and energetic play receive close and constant supervision.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger or less mature children.

### **Insurance Cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the Entrance hall.