

Cranford Health & Safety Policy

The health and safety of young children is of paramount importance. In order to ensure the safety of both children and adults (including staff, parents and volunteers), we assess and minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

This policy is based on the Pre-school Learning Alliance risk assessment processes, which follow five steps as follows:

- Identification of risk: Where is it and what is?
- Who is at risk: Childcare, staff, children, parents, cooks, cleaners etc.?
- Assessment as to the level of the risk as high, medium, low. This is both the risk and the likelihood of it happening: as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What you will need to do, or ensure others will do, in order to reduce the risk?
- Monitoring and review: how do you know if what you have said is working, or is it enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Procedures

We will ensure that:

1. All children are supervised by adults at all times and will always be within sight of an adult.
2. A book is available at each session for the reporting of any accident/incident.
3. Regular safety monitoring will include checking of the accident and incident record.
4. All adults are aware of the system in operation for the children's arrivals and departures and an adult will be at the door during these periods.
5. Children will leave the group only with authorised adults.
6. Safety checks on premises, both outdoor and indoors, is made before every session.
7. Outdoor space is securely fenced and staff are allocated to spaced out areas in the garden.
8. Equipment is checked regularly and dangerous items repaired/discarded.

9. The layout and space ratios allow children and adults to move safely and freely between activities.
10. Fire doors are never obstructed.
11. Fires/heaters/electric points/wires and leads are adequately guarded and tests are carried out to ensure safety.
12. All dangerous materials, including medicines and cleaning materials are stored out of reach of children.
13. Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
14. Adults do not walk about with hot drinks or place hot drinks within reach of children.
15. Fire drills are held at least twice a year.
16. A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency.
17. There is no smoking on the premises indoors or outdoors.
18. A correctly stocked first aid box is available at all times.
19. Fire extinguishers are checked annually and staff should not be using them.
20. Whenever children are on the premises at least two adults are present.
21. Large equipment is erected with care and checked regularly.
22. Activities such as cooking and energetic play receive close and constant supervision.
23. On outings, the adult to child ratio is ideally one to eight but at least one to four.
24. If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
25. Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a threat to younger/less mature children.
26. Internal safety gates/barriers are used as necessary.
27. The premises are checked before locking up at the end of the day.

Fiona Harcourt is our designated Person for Health & Safety/Food Hygiene