

# SAFETY POLICY

The Management Committee of Calthwaite Nursery publishes the following Safety Policy Document.

## AIMS

1. to ensure a child's safety at all times
2. to identify the management responsibilities for duties imposed by the Safety Act
3. to ensure adequate supervision
4. to ensure adequate monitoring and emergency procedure

## PRACTICE

- A book is available at each session for the reporting of any accident/incident.
- Regular safety monitoring will include checking of the accident and incident record.
- Equipment is checked regularly and any dangerous items repaired, discarded or replaced.
- Arrangements are made for a safe arrival to the facility.
- Registration will take place at the onset of each session so that a record of each individual on the premises is available in the event of an emergency.
- At least two members of staff will be on duty at all times.
- The outside door is locked so no child can escape and this is fastened at all times.
- Equipment offered to children is developmentally appropriate.
- Children cannot depart until an adult, known to the staff, collects their child and it is noted on the register.
- On outings the adult ratio will be at least 1-2.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Parents / guardians must provide signed consent for trips and outings.

## HAZARDS

- Safety checks on premises are made before each session.
- Heaters are thermostatically controlled.
- Floor coverings are sound, even and have a non-slip surface.
- Electric power points and plugs are protected from children.
- Electric leads are not loose or trailing.
- Equipment is checked for safety.

- Outside play area is securely fenced.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- There is a total non smoking policy inside the building and grounds.
- All dangerous materials, including medicines and cleaning materials, are stored out of reach of children.

## **FIRE SAFETY**

- It is the responsibility of anyone finding a fire to sound the alarm.
- There is immediate access to a telephone in case of emergency.
- The fire door must never be obstructed.
- Escape routes are identified by high visibility notices.
- Fire drill is held regularly.
- Staff and children will assemble at the fire assembly point and a register check will be taken on assembly.
- Fire extinguishers are checked regularly and staff know how to use them.
- A well-equipped First Aid kit is available.
- The manager will designate a member of staff per working shift to assist evacuation of the baby unit

## **FIRE EVACUATION POLICY**

### **Evacuation of children downstairs**

- Staff to evacuate all children through the nearest fire exit and assemble at the Fire Assembly point
- Staff to close all fire doors as the building is being evacuated
- Staff to contact Emergency Services
- Staff to take register at the Fire Assembly point to ensure all children are safely evacuated
- Staff and children to wait at the Fire Assembly point until otherwise instructed by the Emergency Services.

### **Evacuation of babies upstairs**

- One designated member of staff immediately goes upstairs to assist other staff in the evacuation of babies from the baby unit.
- Staff will carry the babies down the stairs and out of the nearest fire exit and assemble at the Fire Assembly point
- Staff to close all fire doors as the building is being evacuated
- If the fire is situated on the stairs staff to remain in the upstairs rooms with the babies, close both fire doors immediately and await rescue from the emergency services.