

# Health and Safety Policy

Health and Safety officers: Lindsay Ford/ Sarah Warbuton

Here at Highdale we are committed to providing a secure and safe environment for all children and staff.

All staff and volunteers are made aware of this document, so that they gain a better understanding of the importance of Health and Safety, and what it means to them.

Risk assessments are carried out on a quarterly basis, to ensure that the safety standards are met, updated with new equipment, and reviewed.

All staff and students are made aware of the fire evacuation procedure as part of basic training. This procedure is displayed on the notice board for parent and exits are clearly marked.

Fire exits are to be kept clear at all times.

Fire fighting equipment is checked on an annual basis, by professionals, and staff have equipment demonstrated to them on a rotational basis.

Fire drills are carried out on a regular basis so that the children remain familiar with the procedure, this is also done as an educational aid.

A fire risk assessment is carried out on the premises and equipment to ensure fire safety standards are met.

Risk assessments will be carried out on the whole premises.  
All equipment will be checked on a continual basis, and disposed of if broken or unsafe.

Any unsafe equipment or fixtures should be reported to management so that they can be removed and replaced.

All electrical leads will be tucked away out of children's reach.

All potential hazardous substances will be stored correctly, please see COSHH.

When not in use children and staff are encouraged to tuck chairs under the tables, and pick up dropped toys so that they do not cause injury or obstruction.

Staff must ensure that before outside play begins the area is checked for animal waste and any hazards, such as broken glass.

The main gate has an intercom fitted so that no one can gain entry to the premises without being buzzed in. Parents and staff are also regularly reminded to ensure that the gate is shut properly behind them.

The visitors book must be signed when entering and leaving the premises, recording the date and time for future reference.

The children will be supervised at all times, especially in the kitchen and minimum staff/ child ratio's will be 1:8 for 3-4 year olds and 1:4 for 2-3 year olds. Higher ratios will be used during outings. We will not release a child to anyone other than those listed on the registration form, unless otherwise directed to do so by primary carers, and we will ask for a description.