



Safety Policy

The Grove Nursery,
All Saints Church Hall,
Weybourne Way,
New Haw, Addlestone,
Surrey, KT15 3DH



Safety Policy

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

Environment

- Safety audit of the premises, both outdoors and indoors, will be made before Nursery every day.
- The main entrance has to be locked so there is always a key close by at adult accessibility level.
- Low-level glass will be covered, or be safety glass.
- Outdoor space will be securely fenced.
- Garden used for outdoor play will be checked daily for litter and other dangers.
- Equipment will be checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- Large equipment will be erected with care and checked regularly.
- Equipment offered to children will be developmentally appropriate for them, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children

Supervision

- All children will be supervised by adults (who have an enhanced disclosure) at all times or will always be within sight of an adult.
- Use of the computer by our younger children will only take place under constant adult supervision (please see E-safety policy)
- Children will leave the group only with authorised adults.
- Children will not have unsupervised access to kitchen, cooker or any cupboards storing hazardous materials including matches
- On outings, the adult/child ratio will be one adult to two children.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Whenever children are on the premises at least two adults will be present.
- Systems will be in place to ensure that no child can leave the premises unattended.

- All adults, including parents and other carers, will be aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods
- Children playing with or near water will be continuously supervised.

Fire Safety

- Fires/heaters/electric points/wires and leads will be adequately guarded or not used.
- Fire doors will never be obstructed and fire exits will be easily identifiable. A record will be kept of any checks by the Fire Safety Officer and also of fire drills and servicing of fire safety equipment. An evacuation procedure is practiced every half term.
- Any recommendations by the Fire Safety Officer will be carried out by nursery Fire office. The Fire officer is **Julie DeDoncker**
- A register of both adults and children will be completed at the beginning and end of session and altered if they leave early so that a complete record of all those present is available in any emergency.

Adult Safety

- Adults will not walk about with hot drinks or place hot drinks within reach of children.
- If adults need to reach up for stored equipment, they will use a step or stepladder to stand on. Heavy materials will not be stored above head height
- Adults, other than the Manager, will not be required to be in the building alone, or to leave alone after dark.
- All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies.
- Adults in the group will be given advice on safe lifting.
- Health and safety poster is clearly displayed.
- An emergency evacuation procedure is in place (see attached sheet) should we have to evacuate the building and a further evacuation procedure should there be an incident in the veterinary laboratories.
- Fire extinguishers will be checked annually and staff will know how to use them.
- No smoking is permitted anywhere on the premises.

Special consideration

Some areas and activities pose particular hazards. All staff will be aware of these:

- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.
- All cooking activities involving the use of heat will be continuously supervised. Children will not be allowed in the kitchen unsupervised.
- In shared premises, stored equipment belonging to other organisations will be checked for potential hazards.
- Systems will be in place to ensure that children are not at risk from swinging doors.
- All animals have a health and safety risk. We ensure any animals visiting the nursery do not pose a safety risk to any children.

Signed Allison Brown

Date 05.09.2013

Review date September 2014