

Fire and Health and Safety Policy

The Health and Safety Policy should be read in conjunction with:

- The Health and Safety at Work etc Act 1974 and other Statutory Regulations

The registered person of Artisans, Ruth Martin, and Senior Teachers, will, so far as is reasonably practicable, ensure that all activities are carried out in accordance with the Health and Safety at Work etc Act 1974, relevant regulations, approved codes of practice, guidance notes, the Health and Safety Policy of Hertfordshire Education Authority.

We will do what is reasonably practicable to exceed the minimum requirements within the resources that are available. The registered person will also ensure that systems are in place which will allow us to maintain, monitor and, where necessary, carry out risk assessments which will allow us to improve our safety performance.

This policy will be reviewed annually or when necessary in order to meet changes in circumstances. Any necessary changes will be brought to the attention of all staff to assist in improving safety performance.

The registered person and Senior Teachers will ensure that:

1. All appliances and fittings have conformed to relevant safety requirements.
2. The premises and outside areas are secure and children are not able to leave them unsupervised.
3. Children are never left unsupervised.
4. A fire drill is in place and familiar to all those working in the setting.
5. Fire doors are clearly marked and kept accessible at all times.
6. All fire safety equipment has been maintained by the owners of the premises to comply with relevant standards.
7. Adequate and appropriate insurance is held for the provision.
8. The Safety Policies will be brought to the notice of all employees.
9. Artisans has considered its health and safety obligations and have made provision for meeting those obligations.
10. Artisans staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
11. Arrange for risk assessments to be completed, as required, by relevant statutory provisions.
12. Provide adequate resources for implementation of the policy.
13. Safety reports are provided as necessary by the registered person so that safety arrangements can be monitored and evaluated.
14. All reasonable facilities and information are provided to employees, parents and external bodies.
15. The premises are kept to a suitable standard of cleanliness and provide staff with adequate information and equipment to do this.
16. All staff have a good level of knowledge in relation to good hygiene practices.
17. All those involved with food handling are aware of and comply with food safety and hygiene regulations, all kitchen staff have a Basic Food Hygiene Certificate.

Areas of Risk in the Premises

Internal.

- Kitchen – the kitchen doors are blocked with a closed stair gate at all times. Food can be served through the hatch. Activities such as cooking will be done primarily in the main hall with the children escorted to the kitchen to see where the oven is and how it works.
- Heating – this is under floor meaning there are no exposed hot pipes.
- Sockets – these are all at light switch level and therefore out of reach of the majority of children, when necessary children will have the dangers and use of sockets explained to them and covers will be in place.
- External doors – these all have high level handles and or additional bells. The main entrance has a door bell and a glazed panel and a chain in order to control who accesses the building. Id is also asked for by anyone not previously known.
- Water Temperatures – all sinks in the toilets have individual mixers within a 40cm pipe run of the output, this allows us to control the output water temperature whilst maintaining the circulatory temperature at a safe level. Kitchen water is at circulatory temperature.
- The premises will be checked by rota'd staff each morning as part of the set up routine before children arrive.

External

- The perimeter has a 2.1m tri spiked palisade fence giving security for the children to stay in and others to stay out. Children will never be outside unsupervised.
- A first aid kit and a telephone will be carried by staff responsible for the children outside at any point in time or staff inside will be able to provide them instantly.
- Dangerous flora and stones etc. as far as possible these will be removed during routine maintenance. The grounds will be checked by rota'd staff each morning as part of the set up routine before children arrive. Children will also be actively taught about the flora, its hazards and names etc.
- Equipment carries it's own inherent risks but each is checked at the start of each day and children will be taught risk management in using the equipment. Children are supervised at all times.

Visitors and access issues

All visitors, as well as staff and children, are required to sign in and out or be registered. There is only one access to the building in use during operational hours and this has a glazed panel and a bell system. Unexpected or unknown visitors will be asked for id before being allowed to enter, arranged visits will be given a password which is recorded in the diary.

Name badges will be provided for all staff. In addition to this tabards are available to make staff distinctive. It is the responsibility of individual staff to assess when it is necessary for these to be worn to increase security.

Fire safety

Fire safety certificates for the premises and the up keep of extinguishers etc are the responsibility of the buildings owners. A government fire safety risk assessment for educational premises has been carried out by Artisans.

Fire Drill

This is displayed in the front entrance and at the fire exits at all times. Fire drills will be carried out on a half termly basis or more frequently if necessary to ensure all children practice the drill at least once a term. They will be done through a variety of exit points and at different times of day.

In the event of a fire one of the senior staff will open the most appropriate exit and escort the children and staff out. The second senior member will check the building, i.e. toilets and kitchen, then exit with the register for the day, child and staff contact details, child emergency medication and a mobile phone. These are stored together in our "emergency exit "box. Staff and children will assemble on the community football pitch, where a register will be taken whilst the fire services are informed, if necessary.

Smoking

Artisans has a no smoking policy which operates in the buildings and grounds at all times and applies to all on site.

Reporting Events

In the event of a child being lost or being without supervision at any time or an accident occurring which requires treatment in hospital, a report of the situation will be made in the Incident book. An internal risk assessment will be carried out as soon as possible. Ofsted will be informed within the 14 day statutory period and ideally on the same day as the incident occurs. Parents of all children will be given a full written account of the incident by Artisans, including the results of any risk assessment carried out and offered the opportunity to discuss the event with senior staff or the Nursery Manager. This will be provided as soon as possible.

We have an incident book and an accident book. These are also used as a behaviour log in order to help recognize patterns of behaviours.

Serious accidents and incidents will be reported to the Nursery Manager as soon as possible. Where necessary they will also be reported to Ofsted by the Nursery Manager or other Senior Staff. These communications will be noted in the incident and accident record book, with dates and times.

When necessary an internal risk assessment will be carried out and recorded.

Designated Staff Member - Liane Rowlett

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Fire Drill

1. On discovery of a fire activate the alarm and inform senior staff.
2. Staff 1 escort children and staff through safest exit.
3. Assemble by the community football pitch.
4. Senior 2 check toilets, kitchen. Collect exit box and mobile phone.
5. Senior 1 to phone fire services.
Senior 2 take register.
6. Follow advice from fire services.

Area for inspection
OUTSIDE																
Security of perimeter fence																
Gate chain and lock																
Outdoor toys safe for use																
Socket																
Clear fire exit																
Chains and fastenings on storage boxes																
Wall to fence join by double gates																
Summer house, cleanliness and safety																
INSIDE - TOILETS																
Door stops																
Toilet seats																
Steps																
Hand towels / dryers and soap																
Toilet tissue																
Cleanliness																
Spare clothes available																
Safety of changing facility																
Nappy bags, wipes and gloves																
Water supply																
INSIDE - HALL																
Door bell and locks																
Socket covers																
Secure furniture																
Cleanliness of space																
Safety of equipment																
Tables and chairs																
Cleanliness of equipment including quiet area																
Temperature																
Lighting																
Display boards etc																
Castors locked																
All scout rooms locked																
Electrical cupboard locked																
INSIDE - KITCHEN																
Fridge temperature																
Safety of cupboard contents																
Evidence of pests																
Water supply																