

# **Accident Prevention and Safety Policy**

## **Statement of Intent**

It is the policy of High Kirk Community Preschool to provide children and their families with a safe and friendly environment.

## **Procedure**

In the Preschool all steps will be taken to ensure that:

- Our premises are safe – all doors are secure and all heating appliances are guarded.
- Intercom at main door used should visitors enquire to enter premises during session. (see Security of the Preschool and CCTV Policy)
- Visitors, parents/carers cannot enter into area of Preschool without
  1. Church Secretary authorisation and physically opening door.
  2. Pre-School staff authorisation by physically opening door from Preschool side.
- During start of session and at home time a member of staff will meet and greet parents and at the same time be aware that no person who is not involved in Preschool or business within the building enters.
- Our equipment is sturdy, well made, constructed from non-toxic materials and meets with British Safety Standards.
- A risk assessment is carried out every day by the risk assessor, Mrs Elaine Wray, to ensure the safety of the equipment.
- Staff will obtain appropriate training (see Staff Induction and Development Policy).
- As part of Preschool routine table tops/equipment is washed and cleaned at end of each session. Carpets are hoovered, spills and toileting accidents are cleaned immediately. All staff are aware to report any equipment that is damaged or in poor repair to Mrs Elaine Wray (Risk Assessor) and Preschool supervisor Mrs Lorraine Dempsey. *Damaged equipment will be removed from the playroom.*

- Equipment/resources are stored in 3 storage areas at end of weekly session.
- Outdoor area is secure and checked before use.
- Adult:child ratio meets legal requirement of 1:8 and no adult is left with one or more children. (see Child and Adult Protection and Safeguarding Policy and Procedures)
- Fire drills are held on a monthly basis and day, date, time, number of children/adults and time to evacuate playroom recorded. (see Fire Drill Policy)
- Fire exits are kept clear and staff are trained to use fire equipment.
- Children are supervised at all times throughout session. (Child and Adult Protection and Safeguarding Policy and Procedures)
- Simple safety rules are explained to children e.g. no throwing sand, no running in the playroom.
- Essential cleaning materials are kept out of reach of the children in a secure place. (see Infection Control and Prevention Policy)
- If a child does require medicine (see First Aid Policy) it will be kept in a secure place away from children e.g. locked store and written permission from parent/carer obtained first. Should a child have specific medical requirements Mrs Dempsey, Preschool leader, will liaise with parent and medical nurse/paediatrician to ensure all staff are aware and/or trained as deemed necessary to meet the needs of the child.

➤ **Links to other Policies**

Child and Adult Protection and Safeguarding Policy and Procedures  
 First Aid Policy  
 Fire Drill Policy  
 Infection Control and Prevention Policy  
 Safety of the Preschool and CCTV Policy  
 Staff Induction and Development Policy

Accident Prevention and Safety Policy has been agreed and adopted by High Kirk Community Preschool Committee

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 (Committee Chairperson)