



Risk Assessment Policy

It is requirement of the management of Health and Safety at Work Regulations that employers ensure that suitable and sufficient risk assessments are carried out. The employer must further ensure that significant findings of these assessments are recorded.

The Fire Drill Book is located in the Office.

The Nursery has a fire drill every three months and all smoke alarms are checked weekly.

The Fire extinguisher is located in the following areas:

Main entrance to Forster Rd
Aisle to baby room
Pre-school room area
Kitchen (Carbon dioxide and a fire blanket)

Bomb alert: All children and adult must follow the fire instructions in case of a bomb alert.

Signal: Continuous alarm bell.

Fire Drill

The drill is to evacuate the building within a minute without panic and minimum of risk and confusion.

This should be done with the utmost safety in mind and to avoid any confusion.

The warning will be the alarm bell which will be operated by the Manager or in case of a real Fire by the nearest member of staff hitting/pushing the middle of the alarm point.

Fire alarms are located in the following areas:

Main entrance towards Forster Rd.
Aisle to Shine Star room.
Sun rise room and Sunset room

The main register will be taken by the nearest member of staff to the meeting point.
Each group or key worker should take their own Register of their children.

Shine Star room, staff and children should evacuate via the main play area or through the Aisle exit into the meeting assembly.

Sun Shine room, Baby's room staff and children should evacuate via main entrance towards Forster Road to the meeting assembly point.

Staff in the staff toilet should evacuate through the outdoor play area.

Kitchen staff should leave building via main entrance to the back door to the outdoor area to the meeting point. Access to St. Loys Road accessed via side gate.

Kitchen

Baby room, Toddler room, Pre-school room.

Accident Record Books can be found in the folders in each room, where parent will sign and return the book to in the Office.

Accident Record Books

Can be found in the office:

Children accidents should be noted in the front and staff's, recorded in the back of the accidents book. All accidents should be reported immediately to the Manager.

First Aid Arrangements

There are in accordance with the setting's Health and Safety Policy.

Notices are prominently displayed throughout the nursery detailing the name and location of the qualified first aider(s) and facility. Staff must ensure that they are conversant with the content of these notices.

The manager is responsible for ensuring first aid boxes are always stocked. The manager is responsible to ensure that practitioners have information regarding children's allergies and how to administer medication when required and in an emergency.

Health and Safety Book will be found in the office and must be

Reported hazards can be found in the Office.

Any incident or sickness arising should be immediately reported to the manager.

Staff not attending work due to illness should inform the Nursery before 8.15 am that day.

Portable Electrical Appliances

There are inspected and maintained in accordance with the nursery's Health and Safety policy. No electrical appliances to be used unless PAT tested and approved. No second hand electrical equipment to be used.

SMOKING: There is a "NO SMOKING" policy operated within the nursery