

# HANHAM TODDLERS PRE-SCHOOL

Title	Safety	Reference	P2-21-1
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## 1.0 Policy

1.1 The Pre-School shall ensure that the safety of both children and adults attending the Pre-School, or associated events, is paramount at all times.

## 2.0 Scope

2.1 This procedure is applicable to the Hanham Methodist Church Premises and defines the considerations that are required to be made to ensure that a safe environment is provided for all children and adults attending the Pre-School.

## 3.0 Referenced Documents

*Statutory Framework for the Early Years Foundation Stage*

Pre-School Reference File

Managing Medicines in Schools and Early Years Settings – Issue: March 2005

(ref. 1448-2005DCL-EN)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

P1-2 Record Retention

P2-7 Complaints

P2-15 Staffing & Employment

P2-17 Confidentiality

P2-23-1 Lost Children

P2-24 Safeguarding

P2-25 Allegations

## 4.0 Definitions

*The Pre-School:* Hanham Toddlers Pre-School

*Board of Trustees:* the body that has the overall responsibility for the day-to-day running of the Pre-School, comprising the Trustees, including the Pre-School Manager(s).

Approved	Print Name	S Rouch	Position: Manager
	Signature	Signed copy held in Master Procedure Manual	Date: 22 November 2022
Authorised For issue	Print Name	K Ricketts	Position: Chair
	Signature	Signed copy held in Master Procedure Manual	Date: 23 November 2022
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## 5.0 Procedure

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### 5.2 Introduction

- 5.2.1 It is essential that the safety of all adults and children attending the Pre-school is considered at all times, both in terms of the premises and personal safety.
- 5.2.2 Although the premises are not owned by the Pre-School, it is the Pre-School's responsibility to ensure that the premises are safe for children and adults to use.
- 5.2.3 It is the right of everybody, children and adults (staff and parents/carers), attending the Pre-School premises or events, to expect a safe and secure environment, free from abuse, aggressive and violent behaviour – either physical or verbal.

### 5.3 General

- 5.3.1 All members of Staff and the Board of Trustees shall have suitability checks performed:
  - Staff – see Staffing and Employment procedure (P2-15, Paragraph 5.3.14)
  - Board of Trustees – all suitability checks for members of the Board of Trustees shall be requested, in writing via *OfSTED*.

Contact details:

Piccadilly Gate  
Store Street  
Manchester  
M1 2ND

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5.3.2	Where necessary internal safety gates and/or barriers shall be used to keep children away from areas of perceived risk.		
5.3.3	Hot drinks shall: <ul style="list-style-type: none"> <li>• only be served to adults</li> <li>• be kept out of the reach of children at all times</li> <li>• never be left unattended</li> <li>• not be carried in areas where children are moving around</li> </ul>		
5.3.4	In the event that a hot drink is spilled, all children shall be moved away from the area which shall not be left unattended until all remedial actions have been fully completed.		
5.4	<u>Aggressive Behaviour</u>		
5.4.1	The Pre-School expects parents/carers and other visitors to behave in a reasonable manner towards members of staff and other parents/carers. Although rarely observed, occasions of aggressive behaviour, either verbal and/or physical are directed towards members of staff and/or parents/carers, from parents/carers, and/or other members of a child's family.		
5.4.2	In such situations the safety of the children in the Pre-School's care shall be paramount – see Safeguarding procedure (P2-24). Where able, a member of staff shall move all children from the area of aggression – preferably into a class room.		
5.4.3	Wherever possible staff shall seek to defuse and resolve the situation, seeking the involvement and support of other members of staff. If appropriate, the Pre-Schools Complaints (P2-7) or Allegations (P2-25) procedures shall be used.  In extreme circumstances members of staff shall have the right to apply appropriate levels of self-defence.		
5.4.4	The expectations of the Pre-School and examples of unacceptable behaviour shall be defined in the prospectus and reinforced in the Parent/Carer Pack.  A notice of the intolerance to unacceptable behaviour towards members of Staff and other parents/carers, shall be openly displayed throughout the premises, on notice boards and in other prominent positions.		
5.4.5	Examples, although not exhaustive, of behaviour towards, or about, members of Staff or other parents/carers, either on Pre-School premises or events, deemed as unacceptable are: <ul style="list-style-type: none"> <li>• Shouting, either in person or over the telephone</li> <li>• Physical intimidation, eg. standing in very close proximity or pushing</li> <li>• Assault, eg. slapping, punching, kicking, etc.</li> <li>• Use of offensive/aggressive hand gestures</li> <li>• Threatening</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Shaking or holding a clenched fist towards another person</li> <li>• Texting threatening or abusive comments, including racist or sexist comments</li> <li>• Writing threatening or abusive comments, including racist or sexist comments, using social media, eg. <i>FACEBOOK, TWITTER, INSTAGRAM</i>, etc.</li> <li>• Swearing</li> <li>• Spitting</li> </ul> <p>5.4.6 All incidents of unacceptable behaviour shall be recorded using an Unacceptable Behaviour Report Form (F21) and brought to the attention of the Manager and reported to the Chair of Trustees.</p> <p>The Police may also be involved if the incident is considered serious enough. South Gloucester County Council shall also be notified.</p> <p>South Glos contact details:</p> <p>Telephone - <b>0 145 486 3355</b></p> <p>5.4.7 Within 1 week of the incident, the Chair shall hold a meeting, attended by the Manager(s) and at least one other member of the Board of Trustees to review the incident, including the future arrangements for the acceptance of the aggressor's child/children at the Pre-School.</p> <p>5.4.8 A record of the meeting shall be kept by the Chair</p> <p>5.4.9 Acts of unacceptable behaviour may result in the individual(s) involved being banned from the Pre-School premises and events.</p> <p>5.4.10 The Parent(s)/Carer(s) concerned shall be notified in writing of the findings and conclusion of the meeting within 28 days of the incident, including notification if the Police or South Gloucestershire County Council have been notified.</p> <p>If a ban is enforced, the statement shall include the action that shall be taken if the ban is breached, eg. an injunction may be sought.</p> <p>5.4.11 All associated records shall be kept by the Pre-School Manager(s) for the appropriate period defined in the Record Retention Procedure (P1-2), and shall remain strictly confidential at all times, (ref. Confidentiality Procedure P2-17).</p> <p>5.5 <u>Periodic Safety Checks and Monitoring</u></p> <p>5.5.1 An assessment of safety requirements and practices shall be performed annually, or as necessary to accommodate changes in requirements. The assessment shall consider regulatory as well as physical requirements.</p> <p><b>Note:</b> The Early Years Child Care Inspector shall be notified in writing of any significant changes made to the premises, at the earliest opportunity.</p>		
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5.5.2 Regular checks shall be performed of safety aspects within the Pre-School. These checks shall include, as a minimum, the following:

Daily:

- Prior to each session a general safety check shall be performed by the Manager(s):
  - any outdoor facilities are securely fenced and free from rubbish (including animal faeces)
  - fire exits are not obstructed, and fire extinguishers are in place
  - the First Aid box is available in the Hall
  - fires, heaters, electric points, wires, leads, etc. are adequately guarded
  - the functional performance of the premises facilities – lighting, heating, water, etc.
  - ensure that the toilet areas are to an acceptable standard of hygiene
  - the stair gate is in place at the bottom of the stairs in the main corridor
- Prior to each session each Group Leader shall conduct a review of the classroom they are to be using for that session. Any issues or concerns shall be reported to the Manager for resolution prior to the session commencing.

Weekly:

- The Manager(s) shall conduct a Risk Assessment of the premises and record the results of the following:
  - all fire extinguishers are within their certification period
  - all smoke detectors are fully functioning
  - all First Aid equipment is in place, including complete kits and their contents are within date

Monthly:

- The Manager(s) shall check and record that for the following month:
  - all First Aid certificates are current
  - the premises are covered by a current fire certificate
  - all fire training certificates are current

5.5.3 In the event that an issue or concern is identified, the Manager(s) shall decide the immediate action to be taken, eg. defective items of equipment shall be removed immediately for repair or discarded, prior to the Pre-School session commencing. A Safety Issue Form, (Form F8), shall be completed, identifying the following:

- a description of the issue
- the location of the issue
- if known, the cause
- the immediate action taken
- the Managers signature

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5.5.4	<p>Where issues relating to safety or affecting the general welfare of the children or staff are identified the Manager(s) shall inform the Chair of the issue and action taken using the Safety Issue Form (see Section 5.5.3). The Chair shall be required to counter sign the form and a meeting of the Pre-School Board of Trustees shall be arranged as soon as possible to determine the necessary action until the issue is resolved. The meeting shall consider the potential consequences of the issue and the risks involved.</p> <p>Note: An outcome of the meeting could be to suspend the Pre-School until the issue is rectified.</p>		
5.5.5	A full record of the meeting shall be made and signed by the Chair.		
5.5.6	Where the Pre-School Board of Trustees are unable to meet within a timescale that satisfies the urgency of the issue, the Manager(s) shall decide the immediate course of action to be taken until the meeting is held.		
5.5.7	<p>Issues that are determined to be the responsibility of the Landlord(s) of the premises to rectify shall be recorded and communicated immediately, in writing, including a reasonable timescale in which the issue is expected to be rectified, and an outline indication of any claim that the Pre-School shall be submitting to cover any disruption caused as a direct consequence.</p> <p>The following list, although not exhaustive, are examples of what is considered to be the Landlord(s) of the premises responsibility:</p> <ul style="list-style-type: none"> <li>• low level glass shall be required to be either safety glass or covered to prevent breakage</li> <li>• certification of fire extinguishing equipment</li> <li>• provision of fully functioning fire and smoke alarms</li> <li>• operational facilities of the building – lighting, heating, water, etc</li> </ul>		
5.5.8	Issues that are determined to be the responsibility of the Pre-School to rectify, (eg. equipment provided by the Pre-School), shall be actioned as appropriate to resolve.		
5.6	<u>Visitor Induction</u>		
5.6.1	<p>On admission to the building, prior to commencing their business, all visitors, (Parents/Carers, Students, Trade workers, etc.), shall be advised by the person responsible for their attendance, of the fire evacuation procedure:</p> <ul style="list-style-type: none"> <li>• the alarm</li> <li>• location of fire exits</li> <li>• the evacuation assembly point</li> </ul>		
5.6.2	Short term visitors of 1 day, or less, shall generally be advised that it is not planned for a fire drill during their visit.		

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5.7	<p data-bbox="237 155 358 191"><u>Fire Drill</u></p> <p data-bbox="131 226 1446 300">5.7.1 The Manager(s) shall appoint Fire Marshals, at each premises, from members of staff who are in regular attendance during all Pre-School sessions, but not Group Leaders.</p> <p data-bbox="237 336 1398 409">2 Fire Marshals and a deputy shall be appointed at the Hanham Methodist Church Premises.</p> <p data-bbox="131 445 1403 518">5.7.2 Fire Marshals shall be trained in their duties, including being assigned Primary and Secondary roles.</p> <p data-bbox="237 554 987 590">The Manager(s) shall also be included in the training.</p> <p data-bbox="237 625 1101 661">Training shall be provided by an appropriate external agency.</p> <p data-bbox="237 697 1390 808">The current Fire Marshals and a record of all training shall be identified in the Pre-School Reference File, located in Classroom 5 (See setting plan contained in the Pre-School Reference File).</p> <p data-bbox="131 844 1419 917">5.7.3 The Primary Fire Marshal shall perform the role of the Manager in the event of a fire alarm or fire drill taking place when the Manager is absent.</p> <p data-bbox="237 953 1463 1064">The Secondary Fire Marshal shall perform the role of the Primary Fire Marshal in the event of a fire alarm or fire drill taking place when the Primary Fire Marshal is unable to do so.</p> <p data-bbox="131 1100 1487 1173">5.7.4 Practice Fire drills shall not generally be planned to coincide with the attendance of short term visitors.</p> <p data-bbox="131 1209 1435 1283">5.7.5 In the event of a fire being discovered, or a smoke alarm sounding, the room shall be evacuated, and the door closed, prior to sounding the fire alarm.</p> <p data-bbox="131 1318 846 1354">5.7.6 The fire alarm is a continuous, loud ringing.</p> <p data-bbox="131 1390 1468 1463">5.7.7 Fire alarm access points are located in the upper foyer and lower corridor. (See setting plan on page 13).</p> <p data-bbox="131 1499 1492 1913">5.7.8 On hearing the fire alarm: <ul style="list-style-type: none"> <li>the Manager shall collect the Visitors Book and take up a position in the foyer. (See setting plan contained in the Pre-School Reference File)</li> <li>each Group Leader, or adult in charge of any child or group of children at that time, shall take the children they are responsible for through the nearest available fire exit to the fire assembly point, closing all doors. The evacuation assembly point is in the car park. (See setting plan contained in the Pre-School Reference File)</li> <li>the responsible person for any visiting meeting groups shall take the group through the nearest available fire exit to the fire assembly point, closing all doors. The evacuation assembly point is in the car park. (See setting plan contained in the Pre-School Reference File)</li> </ul> </p>		
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	<ul style="list-style-type: none"> <li>the Primary Fire Marshal shall check the kitchen and other rooms, etc. that are not used as regular Classrooms to ensure that they are empty prior to leaving the building, closing all doors if it is safe to do so</li> </ul> <p>5.7.9 In the event of a fire, a nominated Fire Marshal shall call the Fire Brigade.</p> <p>5.7.10 Any attempt to extinguish a fire shall only be considered once all children and adults have been evacuated and only if it is agreed by the Manager(s) safe to do so.</p> <p>5.7.11 A plan of the building clearly showing the fire exit routes from each room and the fire assembly point shall be displayed in each class room.</p> <p>5.7.12 The first adult at the main evacuation door, in the foyer, shall open the door(s), securing them to remain open. (See setting plan contained in the Pre-School Reference File).</p> <p>Once the building has been evacuated the door(s) shall then be closed.</p> <p>5.7.13 Within each class room the Group Leader shall appoint an adult to check that the room is empty of children and adults and, if safe to do so, close all windows and doors behind them on leaving.</p> <p>5.7.14 Each Group Leader shall take with them their class register.</p> <p>5.7.15 The responsible person for any visiting meeting groups shall take with them the session Attendance List</p> <p>5.7.16 At the fire assembly point(s) each Group Leader and an Assistant Group Leader shall independently count the number of children present in their group and compare their totals. If their totals are different each shall count again.</p> <p>The agreed total shall be compared to that session's registered total. If the totals are different the register shall be taken to establish which child/children are either missing from or additional to each class.</p> <p>The Group Leader shall also account for all adults supporting their session.</p> <p>In all cases the names of missing or additional children and adults shall be recorded by the Group Leader.</p> <p>5.7.17 The Manager(s) shall establish the total number of children and adults accounted for from each Group Leader and assess any reported discrepancies to determine if any are missing.</p> <p>5.7.18 At no point shall the premises be re-entered in an attempt to locate any missing persons.</p> <p>5.7.19 All persons not accounted for shall be reported to the Senior Fire Officer attending.</p>		



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5.7.20	<p>A practice fire drill shall be held at least once a term (ie. 6 times per year), and arranged so that all children and members of Staff attending the Pre-School are included in at least 2.</p> <p>A record shall be kept, in the Pre-School Reference File, of all participants of each practice fire drill.</p> <p>5.7.21 During a practice fire drill the Manager(s) shall time and record the building evacuation from the sounding of the alarm to all rooms, and therefore the building, being reported as clear. The timing shall continue until a full status of head count has been established.</p> <p>The target evacuation time is <b>2 minutes 30 seconds</b>.</p> <p>5.7.22 Once the building has been declared safe to re-enter, each Group Leader shall return their group to their respective class room.</p> <p>5.7.23 On return, the Group Leader shall take the register again to ensure all children are present.</p> <p>If it is established that a child is missing, or additional children are present, their names shall be recorded by the Group Leader, and reported to the Manager(s) to establish the total number of children in each room and assess any reported discrepancies to determine if any are missing.</p> <p>5.7.24 In the event it is determined that a child is missing the Lost Children Procedure (P2-23-1) shall be followed.</p> <p>5.7.25 If the building is declared unsafe to re-enter, the children shall be taken to the Community Centre, (see setting plan contained in the Pre-School Reference File), until collected. In this event, at least one member of staff shall be appointed by the Manager(s) to remain at the Pre-School premises to re-direct Parents/Carers as they arrive to collect their children.</p> <p>5.7.26 On arrival, the Group Leader shall take the register again, and follow the process of 5.7.23 and 5.7.24.</p> <p>5.8 <u>Reporting</u></p> <p>5.8.1 A report shall be made by the Manager(s) at each Board of Trustees meeting, presenting the following:</p> <ul style="list-style-type: none"> <li>• findings of the checks performed in the period since the last meeting</li> <li>• comment on entries made in the accident book</li> <li>• the evacuation performance of fire drills performed in the period since the last meeting</li> <li>• any reports having been made under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995</li> <li>• aggressive behavior incidents</li> </ul>		
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5.9	<p><u>Control of Substances Hazardous to Health (CoSHH)</u></p> <p>5.9.1 There will be some materials present on the Pre-school premises and stored within the classrooms for consumption during activities, which are categorised as hazardous to health, eg. Glue Sticks.</p> <p>5.9.2 Safety Data Sheets are required to be provided by the suppliers of all materials considered as hazardous.</p> <p>5.9.3 All Safety Data Sheets shall be retained in the Pre-School Reference File, for instant access, if an issue arises requiring the hazardous material information to be available.</p> <p>5.9.4 All staff shall be informed of materials that are subject to Safety Data Sheets so that they are aware, in the case an issue were to arise when in use.</p> <p>5.9.5 A check shall be performed to ensure that the Safety Data Sheets are still relevant to materials currently being used as part of the Monthly Checks (see Paragraph 5.5.2).</p>		
	<p><b>6.0 Amendment Record</b></p> <p>Issue 1: First issue</p> <p>Issue 2: Correct reference to Safeguarding procedure in Paragraph 5.4.2 Replace Operational Plan with The Bristol Standards file in Paragraph 5.4.4 Define time periods in Paragraph 5.5.2 Identify location of Stair Gate on setting plan on Page 11</p> <p>Issue 3: Update names of Manager and Chair in signature block <b>Section 3</b> – remove reference to Allegations Against Members of Staff (P2-19) and replace with Allegations (P2-25), and include reference to Lost Children P2-23-1 <b>Section 4</b> – re-word Definitions to reflect the introduction of the Board of Trustees <b>Paragraph 5.3.1</b> – correct reference to Staffing and Employment procedure and re-word to reflect the introduction of the Board of Trustees <b>Paragraph 5.3.4</b> – re-word <b>Paragraph 5.4.3</b> – remove reference to Allegations Against Members of Staff (P2-19) and replace with Allegations (P2-25) <b>Paragraph 5.4.4</b> – remove reference to <i>The Bristol Standards</i> <b>Paragraph 5.4.5</b> – add reference to INSTAGRAM <b>Paragraph 5.4.6</b> – re-word to reflect the introduction of the Board of Trustees <b>Paragraph 5.4.7</b> – re-word to reflect the introduction of the Board of Trustees <b>Paragraph 5.4.11</b> – replace Chair with Manager(s) <b>Paragraph 5.5.2</b> – reference to First Aid boxes modified and Risk Assessments included in Weekly Checks</p>		
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**Paragraph 5.5.4** – correct reference to Paragraph 5.5.3  
**Paragraph 5.5.6** – re-word to reflect the introduction of the Board of Trustees  
**Paragraph 5.5.7** – inclusion of a rectification timescale for issues and extension of the Landlord(s) responsibilities  
**Paragraph 5.6.1** – change *Workmen* to *Trade Workers*  
**Paragraph 5.6.2** – minor re-wording  
**Paragraph 5.7.1** – identification of Fire Marshalls at each premises  
**Paragraph 5.7.2** – reference to training needs and records in the Pre-School Reference File included  
Refer to setting plan in Pre-School Reference File  
**Paragraph 5.7.5** – new paragraph inserted and re-number subsequent paragraphs  
**Paragraph 5.7.5** – re-word to reflect new fire alarm  
**Paragraph 5.7.6** – re-word to reflect location of new fire alarms  
**Paragraph 5.7.8** – refer to setting plan in Pre-School Reference File  
**Paragraph 5.7.10** – remove and renumber subsequent paragraphs  
**Paragraph 5.7.12** – refer to setting plan in Pre-School Reference File  
**Paragraph 5.7.13** – remove reference to Parent/Carer Helper rota book  
**Paragraph 5.7.15** – minor re-wording and moved to 5.7.9 and re-number subsequent paragraphs  
**Paragraph 5.7.18** – new paragraph inserted and re-number subsequent paragraphs  
**Paragraph 5.7.20** – include reference to requirement for all persons being present for at least 2 fire drills during the year and records made of those present  
**Paragraph 5.7.21** – include target evacuation time  
**Paragraph 5.7.23** – new details included when returning to classrooms  
**Paragraph 5.7.24** – new paragraph inserted and re-number subsequent paragraphs  
**Paragraph 5.7.25** – refer to setting plan in Pre-School Reference File  
**Paragraph 5.7.26** – new paragraph inserted  
**Paragraph 5.8.1** – re-word to reflect the introduction of the Board of Trustees and reformat contents of reporting subjects  
**Paragraph 8.9.3** – reference to the Pre-School Reference File included  
**Paragraph 8.9.5** – re-worded  
**Setting Plan** – removed and placed in Pre-School Reference File