



Emergency Procedures Policy

In the case of an accident/ emergency involving anyone on the premises the following procedure would be put into place:

- The most senior first aider present would take over the incident/injured party
- On rapidly assessing the situation it may be necessary to phone 999 for a paramedic/ambulance.
- In addition, a member of staff will phone the next of kin/parent/carer of the injured party.
- If necessary, a suitably qualified first aider will accompany the injured party to hospital
- A full report will be written by the manager and persons involved in the incident and sent to the parent/next of kin, Church elders, Ofsted and Riddor ICC.

Risk

The United Reformed Church Pre-school believes that the Health and Safety of children is of paramount importance.

- We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.
- A risk assessment of the potential hazards at the United Reformed Pre-School has been undertaken and is reviewed regularly. New pieces of equipment and activities are also 'risk assessed' and all our equipment is checked before it is used and regularly updated.
- Our equipment is developmentally appropriate, and we recognise that materials suitable for nursery children may pose a risk to younger children in the pre-school.

The basis of this policy is risk assessment. The United Reformed Church Pre-School risk assessment process follows five steps as follows:

Identification of risk:

- Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, etc?
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, to reduce that risk?

Procedures

Our risk assessment process covers adults and children and includes:

- checking for and noting hazards and risks indoors and outside, and in our premises and for activities.
- assessing the level of risk and who might be affected.
- deciding which areas need attention; and developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.

Legal framework

Management of Health and Safety at Work Regulations 1999

Fire Procedure

Fire drills are held each term, on different days, and a record is kept of them. Fires, heaters and electric points are adequately guarded, fire extinguishers are checked annually, and fire doors are never obstructed.

- Members of staff are aware of the position of the firefighting equipment, familiar with their use and know the location of the fire exits and escape routes.
- A Fire Bell will sound.
- The children will be directed to the nearest fire exit these are situated in each of the rooms.
- All belongings will be left behind
- Toilets and corridors will be checked by a member of staff and the visitor's book will be collected. The manager /deputy will collect the registers – staff & children, the preschool mobile phone, the mobile first aid kit and any children's personal medication.
- Everyone will leave the building and meet at the end of the garden.
- The building will not be re-entered until permission is given to do so.

Lockdown procedure

We practice our lockdown procedure every term, on different days, and a record is kept of them. All members of staff wear a whistle in case they need to alert

- A member of staff will blow their whistle
- The children will be directed to the nearest lockdown room within the building. Room 2 for Red group and the back storage cupboard for the main room and Rainbow room children.
- Coded padlocks on the doors of both rooms will be activated.
- A member of the red group staff will communicate with Mrs Robinson using the upstairs preschool phone.
- All belongings will be left behind
- Toilets and corridors will be checked by Mrs Robinson. The manager /deputy will collect the registers – staff & children, the preschool mobile phone, the mobile first aid kit and any children's personal medication.
- A member of the red group staff will notify the parents of the children in Red group and the manager/ deputy will notify the parents of the children in the main room and Rainbow room of the situation.
- No one will leave the rooms until we have been given permission to do so by an authorised person.

Last Reviewed : January 26