



## Health and Safety (Environment) and Emergency Evacuation Policy and Procedure

**It is the policy of Kinnerton Little Acorns to place the safety of anyone who uses our provision as the highest priority, and that the safety of children in our care is paramount.**

### **We do this by:**

- Operating a system of regular and written risk assessments of the premises, equipment and activities and recording actions taken as a result (see premises and equipment health and safety checklist).
- Ensuring access points to our premises are secure and children are always supervised.
- Recognising that health and safety is the responsibility of each individual.
- Appointing the Childcare Lead's who are responsible for bringing the safety policy to the attention of everyone and for monitoring all aspects of safety in Kinnerton Little Acorns. This includes maintaining compliance with the Regulatory Reform (Fire Safety) Order 2005, including six monthly - as a minimum - drills and logs).
- Ensuring the appointed safety officer develops and maintains a professional relationship with the relevant fire safety officer and ensuring their recommendations are implemented.
- Asking that all concerns are brought to the attention of the relevant Childcare Lead.
- Carrying out a safety check on premises, both indoor and outdoor every *day*, and recording the results.
- Using, maintaining and storing any specialist equipment according to relevant legislation and manufacturer's instructions.
- Carrying out a full written risk assessment of operational practice at least annually, or in response to an event or incident.
- Making available at all times the means for reporting and recording any accident, incident, or 'near-miss'.

- Regularly monitoring and reviewing the accident and incident logs and reports of findings and actions taken.
- Informing parents, staff, students and visitors of safety procedures (this includes children as appropriate to their age and stage of development).
- Maintaining a register of both adults and children as they arrive and leave, which is kept accessible in case of emergency.
- Maintaining (or exceeding) the regulatory adult:child ratios at all times.
- Ensuring that at least one member of staff (on a minimum ratio of 1:10) has a current 2 Day First Aid Qualification in first aid for infants and young children and is present during operational hours.
- Ensuring that as an employer Kinnerton Little Acorns meets the relevant First Aid at Work requirements <http://www.hse.gov.uk/firstaid/legislation.htm> under CIW.
- Maintaining food safety and hygiene measures in line with legislation.
- Maintaining first aid equipment that is available and accessible for staff during operational hours.
- Maintaining a minimum presence of two adults on the premises, when at least one child is present.
- Taking account of health and safety arrangements as each child is admitted and as each member of staff is recruited.
- Operating an effective admissions and collection policy, including a lost or missing child policy.
- Operating a rigorous staff recruitment policy.
- Operating an effective emergency evacuation and reverse evacuation policy and procedure.
- Maintaining an effective outings policy.
- Operating an effective safeguarding and child protection policy and procedure.
- Implementing an effective outdoor play and sun policy and procedure.
- Operating an effective confidentiality policy and procedure.
- Operating an effective use of electronic equipment policy and procedure.

### **Fire and emergency evacuation procedure:**

The persons responsible for fire safety in Kinnerton Little Acorns are: The Childcare Leads and Supervisors.

Emergency/fire evacuation drills are carried out **six monthly** and recorded. Regular reviews take place to ensure action is taken to improve the process.

### **On discovering a fire:**

- Give the alarm – everyone stands still, remains calm and staff and children line up.
- The Person in Charge (Childcare Lead/Supervisor) collects the register.
- Staff lead children outside via the fire exits, taking positions to assist the children according to their age and stage of development – and go to the muster point.
- The Deputy Person in Charge (Supervisor) checks the premises – only if it is safe to do so – such as toilets and side rooms.
- A member of staff calls the emergency services – and takes any advice while the person in charge checks staff and children against the register and parents called to collect the children.
- Children are comforted by staff
- No-one must re-enter the building unless the Fire Officer says it is safe to do so.

### **After the emergency:**

- A management meeting is held to discuss any matters for future action.
- CIW is informed of the emergency within 14 days.

<b>This Health and Safety Emergency Evacuation Policy and Procedure was passed for use in Kinnerton Little Acorns</b>	
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On: 17 <sup>th</sup> July 2024	
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By: Kayleigh Ho	Position: Administrative Manager
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Date of planned review: 1 <sup>st</sup> July 2025	
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