



## **Tillingham Pre-school**

### **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

#### **Health**

The provider must promote the good health of children attending the setting.

## **8.1 Health and safety general standards**

### **Policy statement**

We believe 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.

- We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- Our members of staff responsible for health and safety are:

#### **Karen Tuckey and Annette Murray**

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- They are competent to carry out these responsibilities.
- They have undertaken health and safety training and regularly updates their knowledge and understanding.
- We display the necessary health and safety poster in:

#### **The Kitchen area of the Village Hall**

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### ***Insurance cover***

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in:

#### **The glass cupboard in the main entrance of the Village Hall**

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## EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being		3.3 The learning environment	

### Procedures

#### ***Awareness raising***

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

#### ***Windows***

- We ensure that windows are protected from accidental breakage or vandalism from people outside the building.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

#### ***Doors***

- We take precautions to prevent children's fingers from being trapped in doors.

#### ***Floors and walkways***

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways are left clear and uncluttered.

#### ***Electrical equipment***

- We ensure that all electrical equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.

- Fires, heaters, wires and leads are properly guarded and we teach the children not to touch them.
- We check storage heaters daily to make sure they are not covered.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.

### ***Storage***

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### ***Outdoor area***

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied and hats are worn during the summer months.
- We supervise outdoor activities at all times; and particularly children on climbing equipment.

### ***Hygiene***

- We seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes the main hall, kitchen, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - cleaning and checking toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of clean clothes;
  - providing tissues and wipes;

### ***Activities, resources and repairs***

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities.

- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe because of repair is needed.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded. Large pieces of equipment are discarded only with the consent of the Supervisor/Deputy Supervisor.

### ***Jewellery and accessories***

- Our staff do not wear jewellery or fashion accessories, such as belts, high heels, open toed sandals that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest.

### ***Safety of adults***

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment.
- We ensure that all warning signs are clear and in appropriate languages.
- We ensure that adults do not remain in the building on their own.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

### ***Control of substances hazardous to health***

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.

- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
  - bleach;
  - anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or
  - anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial sprays are not used when children are nearby.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

**Legal framework**

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)

**Further guidance**

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)

This policy was adopted by	<i>(name of provider)</i>
On	<i>(date)</i>
Date to be reviewed	<i>(date)</i>
Signed on behalf of the provider	
Name of signatories	
Role of signatories (e.g. Chair, Supervisor)	

## Tillingham Pre-school

### Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

## 8.2 Maintaining children's safety and security on premises

### Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners		

### Procedures

#### *Children's personal safety*

- We ensure all employed staff, committee and volunteers have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present at all times.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

#### *Security*

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults – staff, committee, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We allow access to visitors with prior appointments, new parents wanting to view the premises and unannounced visits from other professionals in the industry.
- We check the identity of any person who is not known before they enter the premises.
- We keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.

- The personal possessions of staff and volunteers are securely stored during sessions.

### Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)

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## Tillingham Pre-school

### Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Children must be kept safe while on outings.

### *8.3 Supervision of children on outings and visits*

#### Policy statement

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. We ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

#### *Supervision of children on outings and visits - Suspended*

During the COVID 19 outbreak, trips and outings are suspended. Children should still have access to outdoor play and learning opportunities as normal, as long as social distancing measures are followed.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.3 The learning environment	4.2 Active learning

#### Procedures

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- Parents/carers are asked to attend all outings outside of our village.
- There is a designated leader for each excursion who is clear about their responsibility as designated leader.
- We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting. This general consent details the venues used for daily activities.
- We assess the risks for each local venue used for daily activities, which is reviewed regularly.
- We always ask parents/carers to sign specific consent forms before major outings; and the risks are assessed before the outing takes place. Parents/carers must accompany all children on major outings.

- The Supervisor and all staff taking part in the outing sign off every risk assessment.
- Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- Any written outing risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to five children 3-4 year olds and one adult to three children for 2 year olds, depending on sensibility and the type of venue, as well as how it is to be reached.
- A minimum of two staff accompany children on outings. Unless the whole setting is on an outing.
- Named children are assigned to individual staff member to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- Parents/carers who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
- We take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long they will be out for. We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- We take a list of children with us with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.

### Other useful Pre-school Learning Alliance publications

- Daily Register and Outings Record (2015)
- Managing Risk (2009)

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## Tillingham Pre-school

### Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks.

## 8.4 Risk assessment

### Policy statement

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff, committee and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

### Risk assessment means:

*Taking note of aspects of your workplace and activities that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to.*

The law does not require that all risk is eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Health and safety risk assessments inform procedures. Staff and parents should be involved in reviewing risk assessments and procedures – they are the ones with first-hand knowledge as to whether the control measures are effective – and they can give an informed view to help update procedures accordingly.

This policy is based on the five steps below:

- Identification of a risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, volunteers etc?
- Assessment as to whether the level of a risk is high, medium, low. This takes into account both 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, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

### ***EYFS key themes and commitments***

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

## Procedures

- The supervisor will undertake training and ensure our staff and volunteers have adequate training in health and safety matters.
- Our risk assessment process covers adults and children and includes:
  - determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors;
  - checking for and noting hazards and risks indoors and outside, in relation to our premises and 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 time-scales for action, the person responsible for the action and any funding required.
- Where more than five staff and volunteers are employed, the risk assessment is written and is reviewed regularly.
- 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.
- The Supervisor ensures that checks, such as electricity and gas safety checks, and any necessary work to the setting premises are carried out annually and records are kept.
- The Supervisor ensures that staff members carry out risk assessments that include relevant aspects of fire safety, food safety for all areas of the premises.
- The Supervisor ensures that staff members carry out risk assessments for work practice including:
  - changing children;
  - preparation and serving of food/drink for children;
  - children with allergies;
  - cooking activities with children;
  - supervising outdoor play and indoor/outdoor climbing equipment;
  - assessment, use and storage of equipment for disabled children;
  - the use and storage of substances which may be hazardous to health, such as cleaning chemicals;
  - visitors to the setting who are bring equipment or animals as part of children's learning experiences; and
  - following any incidents involving threats against staff or volunteers.
- The Supervisor ensures that staff members carry out risk assessments for off-site activities if required, including:
  - children's outings (including use of public transport)
  - home visits; and
  - other off-site duties such as attending meetings, etc.
- We take precautions to reduce the risks of exposure to Legionella (Legionnaires disease). The Supervisor ensures that we are familiar with the HSE guidance and risk assess accordingly/have seen the risk assessment relevant to the premises from the landlord.

## Legal framework

- Management of Health and Safety at Work Regulations (1999)

## Further guidance

- Five Steps to Risk Assessment (HSE 2011)
- Legionnaires' Disease – A Brief Guide for Dutyholders (HSE 2012) [www.hse.gov.uk/pubns/indg458.pdf](http://www.hse.gov.uk/pubns/indg458.pdf)

## Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)

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## Tillingham Pre-school

### Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

## 8.5 Fire safety and emergency evacuation

### Policy statement

We ensure the highest possible standard of fire precautions are in place. The Supervisor/Deputy Supervisor in charge and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

### Procedures

#### ***Fire safety risk assessment***

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Supervisor/Deputy Supervisor received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
  - Our fire safety risk assessment focuses on the following for each area of the setting:
  - Electrical plugs, wires and sockets.
  - Electrical items.
  - Gas boilers.
  - Cookers.
  - Matches.
  - Flammable materials – including furniture, furnishings, paper etc.
  - Flammable chemicals.
  - Means of escape.

- Anything else identified.
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

### ***Fire safety precautions taken***

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers, parents and visitors to the village hall; and
  - practised regularly, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

### ***Emergency evacuation procedure***

In the event of an emergency which requires evacuation of the premises the following procedure will be put into action:

- Three blows of a whistle signals the start of an evacuation.
- Staff and children will stop what they are doing and make their way to the nearest fire exit.
- Our Fire Marshall, Annette Murray and staff will escort the children across the road to St. Nicholas Primary School playground assembly point. Annette will take the 'outings bag' which contains the register and is located next to a Fire Exit Door with her.
- The Supervisor will check the premises, where possible, to ensure that there are no remaining children/adults.
- The Fire Marshall will take the register and check that all children/adults are present. The Fire Marshall will contact the Emergency Services (dialling 999) from the pre-school mobile phone or by using the phone in St. Nicholas Primary School.
- The Supervisor and the Deputy Supervisor will contact all parents/carers from the list of contact numbers held in the register.

**DO NOT: Stay and collect personal possessions**

**DO NOT: Attempt to fight the fire unless it is safe to do so**

**DO NOT: Re-enter the premises until permission has been given to do so by the Emergency Services**

### ***Fire drills***

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.

- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

### **Legal framework**

- Regulatory Reform (Fire Safety) Order 2005

### **Further guidance**

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

### **Other useful Pre-school Learning Alliance publications**

- Fire Safety Record (2015)

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## Tillingham Pre-school

### Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must keep premises and equipment clean, and be aware of, and comply with, requirements of health and safety legislation (including hygiene requirements).

## 8.6 Animals in the setting

### Policy statement

Children learn about the natural world, its animals and other living creatures, as part of the Learning and Development Requirements of the Early Years Foundation Stage. This may include contact with animals, or other living creatures, either in the setting or on visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health and well-being	2.3 Supporting learning	3.3 The learning environment	4.1 Play and exploration 4.4 Knowledge and understanding of the world

### Procedures

#### *Animals in the setting*

- We take account of the views of parents and children when selecting an animal or creature to visit the setting, as well as any allergies or issues that individual children may have any animals or creatures.
- We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risks posed by the animal or creature.
- We teach children the correct handling and care of the animal or creature and supervise them at all times.
- We ensure that children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.
- If animals or creatures are brought in by visitors to show the children, they are the responsibility of their owner.
- The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.

### **Visits to farms**

- Before a visit to a farm, we carry out a risk assessment - this may take account of safety factors listed in the farm's own risk assessment, which should be viewed.
- We contact the venue in advance of the visit to ensure that there has been no recent outbreak of E.coli or other infections. If there has been an outbreak, we will review the visit and may decide to postpone it.
- We follow our outings procedure.
- Children wash and dry their hands thoroughly after contact with animals.
- Outdoor footwear worn to visit farms is cleaned of mud and debris as soon as possible on departure and should not be worn indoors.
- We advise staff and volunteers who are, or may be, pregnant to avoid contact with ewes and to consult their GP before the visit.

### **Legal framework**

- The Management of Health and Safety at Work Regulations (1999)

### **Further guidance**

- Health and Safety Regulation...A Short Guide (HSE 2003)

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## Tillingham Pre-school

### General Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must have a no-smoking policy, and must prevent smoking in a room, or outside play area, when children are present or about to be present

## 8.7 No-smoking

### Policy statement

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment - both indoors and outdoors.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health and well-being	2.1 Respecting each other	3.2 Supporting every child	

### Procedures

- All staff, committee, parents and volunteers are made aware of our No-smoking Policy.
- No-smoking signs are displayed prominently.
- The No-smoking Policy is stated in information for parents and staff.
- We actively encourage no-smoking by having information for parents and staff about where to get help to stop smoking if they are seeking this information.
- Staff who smoke do not do so during working hours, unless on a scheduled break and off the premises.
- Staff who smoke during working hours and travelling to and from work must not do so whilst wearing a setting uniform, or must at least cover the uniform.
- E-cigarettes are not permitted to be used on the premises.
- Staff who smoke or use e-cigarettes during their scheduled breaks go well away from the premises.
- Staff who smoke during their break make every effort to reduce the effects of odour and passive smoking for children and colleagues
- Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.
- It is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

### Legal framework

- The Smoke-free (Premises and Enforcement) Regulations (2006)

- The Smoke-free (Signs) Regulations (2012)

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Role of signatories (e.g. Chair, Supervisor)	_____	

**I have read the above policy and agree to abide by the policy**

**Name** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

## Tillingham Pre-school

### Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation/lock down procedure.

## 8.8 Lock Down/Invacuation Policy

### Policy statement

The safety of children, staff members and visitors on the premises is paramount and Tillingham Pre-school takes their duty to protect the wellbeing and welfare of these people very seriously. The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the pre-school.

In an emergency, staff members at Tillingham Pre-school will endeavour to take all reasonable actions in order to ensure the safety of children. The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all children, staff members and visitors. We ensure the highest possible standard of precautions are in place. The Supervisor/Deputy Supervisor in charge and our staff are familiar with the current legal requirements.

Lock Down procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of children and adults in the setting. A Lock Down/Invacuation Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our Lock Down drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

### Procedures

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be: -

- A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting).
- An intruder on-site (with the potential to pose a risk to children and adults in the setting).
- A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the setting.
- The close proximity of a dangerous animal.

A lock-down drill should be undertaken at least once a term in order to ensure the drill works as smoothly as possible and so that it is not perceived as threatening. The drill will be practised in the same way as for Fire Evacuation.

In the unlikely event that Tillingham Pre-school deems it necessary to secure the building, and not let anyone or thing enter from outside, we will follow the plan below:

1. If the Supervisor/Deputy Supervisor or Member of Staff has a serious concern about the safety of the children or staff, they will inform the staff team that Tillingham Pre-school has gone into "Lock Down".
2. The person commencing the "Lock Down" will blow one long blow on her whistle and shout "Lock Down".
3. The front, external door will remain locked from the inside.
4. The back door will also be locked from the inside.
5. All windows should be shut and windows/doors covered where possible (so that an intruder cannot see in).
6. Turn off lights, computer monitors and telephones (mobile phones could be switched to silent).
7. Staff will quietly and calmly take the children into the back Committee Room and lock the door from the inside.
8. St. Nicholas Primary School will be contacted to inform them of the situation.
9. If appropriate the Police or other agencies will be phoned. (Supervisor/Deputy Supervisor).
10. A register should be taken and a head count completed of all staff and children at the setting.
11. Staff must carry out an immediate search of any missing children.
12. If appropriate, parents of children on-site will be sent an emergency Facebook message and advised to stay away. (If appropriate and safe to do so, parents not on the Facebook group will be emailed or phoned and advised to stay away.)
13. If any groups of children and staff are offsite they will be contacted by telephone with advice on what to do.
14. Children should not be released to parents during a Lock Down and staff should not leave the premises unless instructed to do so.
15. The Supervisor/Deputy Supervisor will advise staff and parents when it is safe for Lock Down to cease.

## ***After the 'Lock Down'***

1. After any lockdown incident, a letter to parents should be issued as soon as possible to inform parents of the context of the Lock Down.
2. A full record of the incident must be completed by the setting Supervisor/Deputy Supervisor.
3. Policies and procedures should be reviewed as soon as possible.
4. A notification of a significant incident must be made to Ofsted within 14 days (preferably as soon as possible after the incident).

Care will be taken to balance the perceived possible risks and the emotional well-being of the children while carrying out the drill.

The Supervisor/Deputy Supervisor will let everyone know when the drill has ended or the risk has passed.

## ***Lock Down/Invacuation Drills***

We hold Lock Down/Invacuation drills termly and record the following information about each drill in the Lock Down Log Book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to Lock Down/Invacuate.
- Whether there were any problems that delayed Lock Down/invacuation.
- Any further action taken to improve the drill procedure.

## **Legal framework**

1.1 This policy has due regard to statutory legislation including, but not limited to, the following:

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work etc. Act 1974
- Regulatory Reform (Fire Safety) Order 2005

1.2. This policy has due regard to official guidance including, but not limited to, the following:

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2015) 'Emergency planning and response'
- DfE (2014) 'Fire safety in new and existing school buildings'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'

This policy was adopted by	_____	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatories	_____	
Role of signatories (e.g. Chair, Supervisor)	_____	