



## Health and Safety Matters

Windsor Kindergarten believes that the health and safety of children is paramount. We make our setting a safe and healthy place for our children, parents, team and volunteers. We aim to raise awareness of Health and Safety issues and minimise hazards.

### Risk Assessment

This forms part of our everyday routine and a daily record is kept. It includes:

- Checking for hazards and risks indoors and out, on our activities and procedures.
- Areas needing attention will be identified
- From the risk assessment an action plan may be needed and we will identify the time-scale, person responsible for the action and funding required.

Risk Assessment form part of our Outings Policy - see policy for details.

### Insurance Cover

We have public liability insurance and employer's liability insurance. The Certificate for public Liability Insurance is displayed on the Notice Board.

### Children's Safety

- All adults employed have been checked for criminal records through enhanced disclosure from the Criminal Records Bureau. See individual Team Members Files for dates and reference numbers of DBS.
- All children are supervised by adults at all times
- Wherever children are on the premises at least two team members will be present.

### Awareness Raising

- As part of the induction process, the team will have a clear explanation of health and safety issues and will be talked through our relevant policies.
- Health and Safety issues are explained to new families through Newsletters and Starter Pack.
- Smoking is prohibited on the premises.
- Children are made aware of health and safety issues through groups, planned activities and our daily routines.

**In the event of a child going missing in our care, or having to be taken to a hospital from an accident taking place on the premises, the incident will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) arrangements, contact number 0845 300 9923 and detailed notes recorded. Ofsted will be informed.**

This policy was adapted by -

Date -

Date to be reviewed -

Name of signatory -

The Director, Managers and Team of Windsor Kindergarten  
February 2017

February 2018

Tanya Webber