



St Marys Pre-School  
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## **18 Health and safety (environment) and emergency evacuation policy and procedure**

**It is the policy of St Marys Pre-School 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 to and egress of our premises are secure and children are always supervised
- Recognising that health and safety is the responsibility of each individual
- Appointing a staff member as safety officer/coordinator who is responsible for bringing the safety policy to the attention of everyone, and for monitoring all aspects of safety in St Marys Pre-School. 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/coordinator 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 (person in charge, manager, chairperson, and/or registered person/responsible individual)
- Carrying out a safety check on premises, both indoor and outdoor every session/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 first aid qualification in first aid for infants and young children and is present during operational hours
- Ensuring that as an employer St Marys Pre-School meets the relevant First Aid at Work requirements <http://www.hse.gov.uk/firstaid/legislation.htm>
- Maintaining food safety and hygiene measure in line with legislation
- Maintaining first aid equipment that is available and accessible for staff during operational hours
- Monitoring children who are sleeping on the premises
- 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 St Marys Pre-School are: (names)

Emergency/fire evacuation drills are carried out six weekly 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/designated person) 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 at presbytery steps
- The (deputy person in charge/designated person) checks the premises – only if it is safe to do so – such as toilets and side rooms
- A member of staff (deputy/designated person) 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 and if necessary taken in to the presbytery to keep warm.
- 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.

This **health and safety** policy and procedure was passed for use in St Marys Pre-School

On:

By:

Position:

Date of planned review: