

# **Cabbage Patch Preschool and Playgroup**

## **Safety**

The safety of every one connected with our setting is important. By maintaining a safe and stimulating environment we are promoting the health and well being of everyone attending. Our premises have been checked by OFSTED and yearly by the fire officer. With only one room our layout is open plan, an advantage of this is that the play leaders can see the children from one focal point. Two members of staff are present at all times.

Our designated safety officer is Michelle.

A risk assessment is carried out at the beginning of each day this includes:-

Outside play area

Fire box available

Entry and exit doors are clear

Toilets clean and ready for use, paper towels and soap dispensers in position

Kitchen clean and tidy

First aid box readily accessible to staff

Accident book available

Visitors book available

Children's register showing name and contact numbers

Equipment

Any risks are reported to a health and safety officer.

When the children arrive at Cabbage Patch one member of staff must stay at the door at all times, this is a busy time of the day so extra care is taken as the parents go out, we also ensure that no strangers come in, once all parents have left the designated person ensures that the door is locked. All parents sign their children in on arrival. A form is signed naming persons parents nominate to collect their children. If anyone arrives who is not on the form the staff will contact the parent, we will not let any child leave the building with anyone their parents have not nominated.

At home time we always ensure the children are seated and ready for collection. A member of staff is on door duty until all parents have signed out their children.

Any persons visiting must sign the visitors book and before entering ID is checked.

At Cabbage Patch we take children from the age of two years. Our ratio is one staff to four children age two years and one staff to eight children three to four years. There is always the appropriate staffing available to ensure the safety of all children and in compliance with OFSTED.

During water activities the children are supervised continuously and any spillages are cleaned up straight away.

Pauline Yates  
Registered Person  
Officer In Charge

Janice Barker  
Manager

Michelle Johnston  
Health and Safety officer