

All policies interrelate so please check other policies for pertinent information.
Policies are intended to support our philosophy which is summarised in these qualities; Dynamic, Inquisitive, Responsible, Grit, Playful, Contented



Health and Safety
Emergency protocol
Fire Policy

Health and Safety

The Health and Safety Policy should be read in conjunction with:

- The Health and Safety at Work etc Act 1974 and other Statutory Regulations
- Other relevant policies such as lockdown.

The registered person of Artisans, Ruth Martin, and Senior Teachers, will, so far as is reasonably practical, ensure that all activities are carried out in accordance with the Health and Safety at Work etc Act 1974, relevant regulations, approved codes of practice, guidance notes, the Health and Safety Policy of Hertfordshire Education Authority. All adults are expected to do all they can to ensure the safety of themselves and others.

We will do what is reasonably practical to exceed the minimum requirements within the resources that are available. The registered person will also ensure that systems are in place which will allow us to maintain, monitor and, where necessary, carry out risk assessments which will allow us to improve our safety performance.

This policy will be reviewed annually or when necessary in order to meet changes in circumstances.
Any necessary changes will be brought to the attention of all staff to assist in improving safety performance.

The registered person and Senior Teachers will ensure that:

1. All appliances and fittings have conformed to relevant safety requirements.
2. The premises and outside areas are secure and children are not able to leave them unsupervised.
3. Children are never left unsupervised.
4. A fire drill is in place and familiar to all those working in the setting.
5. Fire doors are clearly marked and kept accessible at all times.
6. All fire safety equipment has been maintained by the owners of the premises to comply with relevant standards.
7. Adequate and appropriate insurance is held for the provision.
8. The Safety Policies will be brought to the notice of all employees.
9. Artisans has considered its health and safety obligations and have made provision for meeting those obligations.
10. Artisans staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
11. Arrange for risk assessments to be completed, as required, by relevant statutory provisions.
12. Provide adequate resources for implementation of the policy.
13. Safety reports are provided as necessary by the registered person so that safety arrangements can be monitored and evaluated.
14. All reasonable facilities and information are provided to employees, parents and external bodies.
15. The premises are kept to a suitable standard of cleanliness and provide staff with adequate information and equipment to do this.
16. All staff have a good level of knowledge in relation to good hygiene practices.
17. All those involved with food handling are aware of and comply with food safety and hygiene regulations, all kitchen staff have a Basic Food Hygiene Certificate. All teachers also take this training.

Areas of Risk in the Premises

Internal.

- Kitchen - the kitchen doors are blocked with a closed stair gate at all times. Food can be served through the hatch. Activities such as cooking will be done primarily in the main hall with the children escorted to the kitchen to see where the oven is and how it works.
- Heating - this is under floor meaning there are no exposed hot pipes.

This policy is reviewed annually in the Summer term
The lead teacher on this policy is Liane Rowlett

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- Sockets - these are all at light switch level and therefore out of reach of the majority of children, when necessary children will have the dangers and use of sockets explained to them. The sockets have permanent lockable covers for when they are not in use.
 - External doors - these all have high level handles and or additional bells. The main entrance has a door bell and a glazed panel and a chain in order to control who accesses the building. ID is also asked for by anyone not previously known.
 - There is one fire exit door in the main hall that as a single push bar release. It is kept clear and in sight of teachers at all times.
 - Water Temperatures - all sinks in the children's toilets have individual mixers within a 40cm pipe run of the output, this allows us to control the output water temperature whilst maintaining the circulatory temperature at a safe level. Kitchen water is at circulatory temperature.
 - The premises will be checked by rota'd staff each morning as part of the set up routine before children arrive.
- External
- The perimeter has a 2.1m tri spiked palisade fence giving security for the children to stay in and others to stay out, with a fire exit route. Children will never be outside unsupervised.
 - A first aid kit and a telephone will be carried by staff responsible for the children outside on Nature Walks at any point in time or staff inside will be able to provide them instantly for use in the Garden.
 - Dangerous flora and stones etc. as far as possible these will be removed during routine maintenance. The grounds will be checked by rota'd staff each morning as part of the set up routine before children arrive. Children will also be actively taught about the flora, its hazards and names etc.
 - Equipment carries it's own inherent risks but each is checked at the start of each day and children will be taught risk management in using the equipment. Children are supervised at all times.

Visitors and access issues

All visitors, as well as staff and children, are required to sign in and out or be registered. There is only one access to the building in use during operational hours and this has a glazed panel and a bell system. Unexpected or unknown visitors will be asked for id before being allowed to enter, arranged visits will be given a password which is recorded in the diary.

Name badges will be provided for all staff. In addition to this tabards are available to make staff distinctive if they wish to wear them. It is the responsibility of individual staff to assess when it is necessary for these to be worn to increase security.

Smoking

Artisans has a no smoking policy, including vapourisers, which operates in the buildings and grounds at all times and applies to all on site. This is noted to Visitors on arrival.

Reporting Events

In the event of a child being lost or being without supervision at any time or an accident occurring which requires treatment in hospital, a report of the situation will be made in the Incident book. An internal risk assessment will be carried out as soon as possible. Ofsted will be informed within the 14 day statutory period and ideally on the same day as the incident occurs. Parents of all children will be given a full written account of the incident by Artisans, including the results of any risk assessment carried out and offered the opportunity to discuss the event with senior staff or the Nursery Manager. This will be provided as soon as possible.

We have an incident book and an accident book. These are also used as a behaviour log in order to help recognize patterns of behaviours.

Serious accidents and incidents will be reported to the Nursery Manager as soon as possible. Where necessary they will also be reported to Ofsted by the Nursery Manager or other Senior Staff. These communications will be noted in the incident and accident record book, with dates and times.

When necessary an internal risk assessment will be carried out and recorded.

Fire Procedures

Fire safety

Fire safety certificates for the premises and the up keep of extinguishers etc are the responsibility of the buildings owners, we request sight of these and also monitor the dates for maintenance on individual fire control articles.

A government fire safety risk assessment for educational premises has been carried out by Artisans.

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Fire Drill

This is displayed in the front entrance and at the fire exits at all times. Fire drills will be carried out on a half termly basis or more frequently if necessary to ensure all children practice the drill at least once a term. They will be done through a variety of exit points and at different times of day.

In the event of a fire one of the senior staff will open the most appropriate exit and escort the children and staff out. The second senior member will check the building, including garden, toilets and kitchen, then exit ensuring the red box has been taken. This contains the register for the day, child and staff contact details. A member of staff will have been allocated the emergency phone to keep on their person during set up every morning. Staff and children will assemble on the community football pitch, where a register will be taken whilst the fire services are informed, if necessary.

All persons will form a large circle, holding hands. This ensures sightlines and provides security and distraction for the children.

Once the register is taken if an individual is missing it is within the senior staff discretion whether they return to the building or wait to inform emergency services. It is not incumbent on anyone to return to a burning building.

If appropriate senior staff may use their judgement to use fire extinguishing devices available to manage or extinguish the fire.

An adult to stand at entrance to Waldegrave Park to direct emergency services if they are called.

Controlled Fire

If Fire is used as a learning activity then follow specific fire risk assessment

Emergency / Serious Incident

Procedure to follow in case of serious incident:

- Raise alarm, by voice or if on Nature Walk using the rape alarm
- Call emergency services if needed
- Provide First Aid to any casualty
- Remove all other children to a safe position and where they won't impede support for those that need it
- Reassess need for emergency services
- Senior staff to direct deployment of other adults
- Follow emergency services direction if called

When critical risk has reduced to managed risk

- check wellbeing of all adults and children and assess need to return home, act appropriately

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- inform manager if not present
- de-brief in age appropriate language
- treat and watch for shock
- safely dispose of any used first aid materials and clean areas as needed

Follow up

- debrief
- within 24 hours complete records for relevant authorities, eg Ofsted, HSE, Riddor, Insurance, Landlord
- offer support or sign post to available support adults present
- provide a full account to parents within 48 hours
- replenish any used first aid supplies
- risk assess for future prevention
- create reflection report for lessons that could be learnt, both positive and for improvement
- create a social story to use with the children for the event
- use role play to allow children to process if they wish to engage
- provide detailed summary or full report to parents with follow up reviews and assessments

Bomb scare

In the event of a bomb scare at Artisans we have an agreed and reciprocal arrangement with Crabtree and High Beeches Primary school as our point of refuge who are within walking distance for the staff and children of Artisans.

Lockdown

See specific policy and procedure.

3 word Location:	Frogs. Ties. Method		
Postcode:	AL5 5SF		
OS Grid Ref:	TL 14885 14343		
Phone Numbers:	Emergency Services 999 NHS 111 Non-life-threatening urgent medical need or advice Police 101 Non-emergency Harpenden Police: +44 1582 768769		
Nearest Defibrillator	On Bowls Club building.		
Nearest Hospital 24 Hour Accident and Emergency Urgent Care Centre Minor Injuries Unit	Luton and Dunstable University Hospital 24 hour Emergency Department Address: Lewsey Rd, Luton LU4 0DZ Phone: +44 1582 491166	Hemel Hempstead Hospital Urgent Care Centre Mon-Sun 8am-10pm Address: Hillfield Rd, Hemel Hempstead HP2 4AD Phone: +44 1442 213141	St Albans City Hospital Minor Injuries Unit Mon-Sun 9am-8pm Address: Waverley Rd, St Albans AL3 5PN Phone: +44 1727 866122

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