

## **Management**

- Separate books will be available at each session for the reporting of any accidents/incidents.
- Regular safety monitoring will include checking of the accident records as a basis for risk assessment.
- All adults, including parents and other carers, will be aware of the system(s) in operation for children's arrivals and departures and adults will be at the door during these periods.
- A correctly stocked first aid box will be available at all times.
- Adults do not have a break so will never walk about with hot drinks or place hot drinks within reach of children.
- Evacuation drills will be held at least twice a term.
- A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in any emergency. A visitors book is there for all visitors to sign.
- There will be no smoking in or on the grounds of the building, which are used by children.
- Fire extinguishers will be checked annually and staff are trained in how to use them.

## **Special considerations.**

Some areas and activities pose particular hazards. All staff will be aware of these.

- Children playing with or near water will be continuously supervised.
- There will be safe surfaces beneath and around climbing equipment and such activities will be appropriately supervised.
- Systems will be in place to ensure that no child can leave the premises unattended.
- In shared premises, stored equipment belonging to other organisations will be checked for potential hazards.
- Systems will be in place to ensure that children are not at risk from swinging doors.

## **Disabled parking / General parking.**

During Nursery hours the disabled parking bay must only be used by blue badge holders so can all parents be respectful of this facility.

Please also be mindful of parking in the car park avoiding blocking other cars in and although it is the parents responsibility, children can sometimes be running around.

Whilst we fully understand the difficulty in parking around nursery, we do ask that no one double parks in the grounds of nursery as this is both inconsiderate and a danger to children and parents entering and exiting nursery.

We should also point out that traffic wardens often patrol this area so please park sensibly, not over dropped curbs or drives and be respectful to the local residents.

**Signed on behalf of the Nursery**

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