**Health and Safety Policy**

Each member of staff will be given time to read through all Jack-in-the-Box’s policies on induction. Their individual responsibilities will be made clear.

In particular the supervisor will check daily;

* All room entrances are clear of any obstacles and the room can be vacated easily should the need arise.
* All area where maintenance or repair work is being carried out is inaccessible to the children and adequately protected.
* All plug sockets are covered.
* All equipment is in good condition, all sharp corners protected and sharp objects are stored safely.
* All areas are clean and free from hazards
* Any faulty equipment is removed immediately.
* All fencing and gates are in good condition.
* All gates are locked before the children are allowed outside.
* All outdoor equipment is in good condition and stored appropriately.

**Risk Assessment**

We will undertake regular risk assessment checks of our premises, equipment, daily practices and procedures. We will ensure that such risk assessments are suitable and sufficient, showing through our records that;

* We have made a proper check
* We have dealt with any obvious significant hazards as quickly as possible.
* We have put precautionary measures in place to keep any remaining risk at a low level for children and adults.
* We will ensure that all staff are aware of the risk assessments required on a daily/weekly/termly basis
* Where hazards found relate to the fabric of the building or fixed facilities, staff should inform the supervisor who will immediately inform the Head teacher of Tintwistle C of E School.

As part of our ongoing risk assessment of equipment and toys, we will check each day for any broken or worn items and withdraw any which are faulty. We will only purchase items that are age appropriate for the children and do not have any significant risk associated with their usage.

**Maintenance of Electrical Appliances Policy**

All electrical appliances will be PAT tested by a competent person.

All flexes will be checked to ensure they are in good condition, power points checked to ensure no overloading.

All these checks will form part of the risk assessment process.

Any problems to be referred to the supervisor.

**Outdoor Play Area Safety Checks**

Before children are allowed into the outdoor play area a member of staff setting up the equipment must complete the following checks;

* All entrances and exits must be clear of any obstacles.
* All area must be searched for foreign objects.
* All equipment is in good condition, all sharp objects removed and placed out of reach.

**Fire Safety Procedure**

In the event of fire;

* Evacuate room using the nearest exit.
* The exits can be found at the front and left side of the building.
* Supervisor will be the last out checking area is clear, they will also bring the register (containing all emergency contact numbers)
* Supervisor will check all children and adults are accounted for.
* Emergency services should be called
* No one is to re-enter the building until it is declared safe.

**Fire Prevention**

* The fire safety Checklist should be completed on a daily/weekly/termly basis
* Any problem should be reported to the supervisor who will report the fault to the appropriate person or take appropriate action.