



## **Safety and suitability of premises, environment and equipment**

### **Safety**

The Foundation Stage accommodation is fit for purpose and suitable for the age of children cared for. Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements). There is an evacuation procedure for emergency evacuation;

### **Emergency evacuation from Early years classrooms in Kenilworth Lodge and Russell House**

Fire emergency exit notices are placed in clearly visible places, giving instructions of which exit to use in an emergency. New staff and students are shown where the fire exits are on their first day.

When the alarm sounds, calmly gather the children together. **DO NOT STOP TO COLLECT PERSONAL ITEMS.** As you leave close all fire doors behind you.

The muster point for Early Years is in the main playground. Staff must ensure all children by conducting a head count and checking the attendance register.

Fire wardens are required to do a sweep of the building as staff and children leave.

**DO NOT RETURN TO THE BUILDING UNTIL A FIRE OFFICER HAS SAID IT IS SAFE TO DO SO.**

### **FIRE DRILL**

Follow procedure for fire evacuation.

All Early Years classrooms have fire detection and control equipment including fire alarms, smoke detectors, fire blankets and fire extinguishers in working order. Fire exits are clearly identifiable, and fire doors are free of obstruction and easily opened from the inside.

### **Smoking**

Mayville does not allow smoking on the premises.

### **Premises**

The Early Years department is housed in a suite of adjoining rooms in Kenilworth Lodge and Russell House

Children also have access to 2 school halls, the playground and nursery garden, and playing fields off site. Reasonable adjustments are made to allow access for all children under Equality Act 2010

<b>Classroom</b>	<b>Measurements</b>	<b>Ration of adults: children</b>	<b>Total Number of children</b>
<b>Swans (2-3 year olds)</b>  Main room 2.5M2 per child  Blue room	16.6M2 + 24.9M2 = 41.5  15.6m2  41.5+ 15.6= 57.1 M2	1:4	22 children max
<b>Kestrels ( 3-4 year olds)</b> 2.3M2 per child	35.2M2 + 33.4M2 = 68.6	1:8	30 children max
<b>Lower 1 (4-5 year olds)</b> 2.3M2 per child	33.4M2 + 39.5M2 = 72.9	1:8	32 children max

Sleeping children are frequently checked and times are recorded on a monitoring sheet.

There is an adequate number of toilets and hand basins available and there are separate toilet facilities for adults. There are suitable hygienic changing facilities for changing any children who are in nappies and there is an adequate supply of clean bedding, towels, spare clothes and any other necessary items always available.

Each location has an area where staff may talk to parents and/or carers confidentially ( Blue Room) and staff can take breaks in the staff room away from areas being used by children.

Children are only released into the care of individuals who have been notified to the provider by the parent. Staff ensure that children do not leave the premises unsupervised. Any unknown parent/carer must provide a password before children can be released.

Mayville has public liability insurance which is renewed annually.

### **Risk assessment**

Mayville takes all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks. Risk assessments identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.

Alison Prismall June 2014

Reviewed April 2015

Reviewed April 2016

Reviewed April 2017

Reviewed April 2018

Reviewed April 2019