

# Safe Premises Policy

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Reviewed: June 2018

Review Date: June 2019

It is the responsibility of the Management to ensure that the premises and environment are safe and fit for purpose.

However, all TOSH team members share this responsibility on a daily basis., and must be constantly mindful of and aware of any equipment, fixtures and fittings or activities which could compromise the safety of the children / staff in the building.

If a hazard is identified it should be dealt with appropriately:

For example if a piece of equipment becomes broken, it should be removed from the vicinity of the children and reported to Fiona Brissenden / Camilla Brissenden who will arrange for its disposal and / or replacement.

All TOSH team members will take reasonable steps to ensure the safety of the children and their colleagues in the building in the event of an emergency.

Fire escapes must remain clear at all times and regular evacuation practices will be held to ensure confidence in practice.

Fire alarms and other safety devices will be checked by the Health and Safety Officer - Camilla Brissenden on a weekly basis to ensure their effectiveness.

(These checks will normally be undertaken out of hours to avoid

disturbance to the children).

Daily risk assessments of all areas **must** be undertaken by Room Leaders / their delegated representative - these do not always need to be noted down in detail, but if a risk is identified then a risk assessment form should be used - at all other times, it is appropriate for daily checks to be noted in room diary.

It is the responsibility of all staff to maintain and ensure that equipment is cared for. At the end of the day all pieces of equipment should be tidied and if pieces of puzzles are missing, these should be found and replaced.

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