



## **SAFETY OF SETTING POLICY**

All children are entitled to a clean, safe, pleasant and caring environment.

All staff are to check equipment, materials and games before and after use, and report any faulty items or breakages to the Manager/person in charge.

Any breakages to be withdrawn from use immediately and either repaired or disposed of appropriately.

Broken or faulty furniture is to be removed immediately from use and reported.

All staff to check that there are no frayed or trailing electric wires.

Fire doors must not be propped open and must be kept clear of furniture and equipment at all times.

Corridors must be kept free from obstructions.

Cleaning substances to be stored securely in a locked cupboard at all times when not being used - safety precautions (as directed for use) to be followed.

Wipe spills of water or food immediately and do not allow children to walk on wet floors in case they slip.

Nominated person to ensure that dressing up clothes, soft furnishings and equipment are regularly washed.

Equipment, materials and games should be stored safely and appropriately.

Rooms to be left clean and tidy at the end of the day's activities.

The Manager/person in charge is to ensure risk-assessments are completed daily. Daily risk assessments do not have to be documented.

The setting does keep risk assessment documentation for the use of the setting, premises, equipment, outings etc. In depth risk assessment documentation is to be reviewed periodically and updated where necessary.

This policy was adopted by: Hopscotch Kids Club	Date:
To be reviewed: September 2019	Signed: