

# Contents

## 4 Introduction

- 4 Who is this Guide for?

## 5 Planning for safety

- 5 Drawing up a safety plan

## 6 The play or care environment

- 6 **An overview of the facility**
  - 6 What sort of building is it?
  - 6 Is it shared by others – if so, by whom?
  - 6 What parts do children have access to?
  - 6 What does it look like from a child's height?
- 6 **Step by step**
  - 6 Moving around safely
  - 6 Hazardous areas
  - 7 Stairs and steps
  - 7 Flooring
  - 7 Bathrooms and toilets
  - 7 Doors
  - 7 Windows
  - 7 Equipment and furniture
  - 7 Activity areas
  - 7 Large sports or play equipment
  - 8 Storage areas
  - 8 Kitchens
  - 8 Outside play or activity areas
- 8 **Safety equipment**
- 9 **Childminders**

## 10 Safety routines and procedures

- 10 **Appoint a safety worker**
  - 10 Routine tasks
  - 10 Management duties
  - 10 Other activities
- 10 **Safety in practice**
  - 10 Assessing, monitoring and maintaining safety
  - 11 Buying, installing and using equipment
  - 11 Record keeping
  - 11 Arrival and departure procedures
  - 11 Organisation and supervision of particular activities
  - 11 Procedures for outings and trips
- 12 **Emergency evacuations**

## 13 Sharing the theory

- 13 **Training and education for workers**
  - 13 **Teaching children about safety**
    - 13 Under 5s
    - 13 Five to ten year olds
    - 14 Ten upwards
    - 14 **Parents and families**

## 15 If a child is injured

- 15 **Near misses – minor injuries**
- 15 **More serious accidents**
- 15 **First aid**
- 16 **Accident reporting**
  - 17 Using the reports
  - 17 Investigating an accident
- 17 **Emotional support after an accident**

## 18 Useful contacts