

BEAMINSTER PLAYGROUP

PREMISES AND EQUIPMENT

AIMS

A list of all the playgroup equipment will be held on file.

The Playgroup has a written lease from Beaminster St Mary's Academy.

An annual insurance will be paid for the Playgroup's contents.

The Playgroup will pay a termly rent to Beaminster St Mary's Academy.

The Manager will undertake a Risk Assessment each day that will include the Playgroup building, the two sheds and the outside play area.

Equipment may be loaned by Treats Toy Library (Bere Regis) or other professionals to meet the needs of the child.

The group has named a Fire Marshal (Sally Welsford, Manager)

Equipment may be loaned to Beaminster St Marys Academy and returned in good order.

No mobile phones or cameras to be used on the premises.(unless permission has been sought from the manager)

PROCEDURES.

Ofsted looks at the building and its contents for the safety of the children.

An annual inspection of the Playgroups Fire Extinguishers is made (September).

The Manager will do a risk assessment of the buildings and its contents at the start of each day.

All electrical equipment is checked January each year. (PAT tested)

Each member of staff has an area of responsibility, e.g.; food cupboard, dressing-up clothes, outside equipment etc

The Manager will give training to other members of staff re: the use of Fire Safety Equipment.

A maintenance book is held to record any breakages/painting/repairs etc. that need attention. The Manager is responsible to ensure that breakages are removed immediately or repaired as soon as possible.