

Ringletots safety issues discussed by Ringletots leaders and MLT						Comments	
Issue	Raised by	Where are we now?	Any immediate action?	status	Action	To be completed by	
Safeguarding	Sue	All staff have DBS accreditation. Julie is currently undertaking safeguarding training on line; all other staff are up to date with safeguarding training. All relevant safeguarding policies and information are displayed in Ringlestone hall and St Faith's church	Frances will see Julie's certificate once she has completed the safeguarding course.		<i>Julie to completed the safeguarding course</i> <i>A lockable cabinet has been provided for the confidential information about attendees</i>	ASAP	
Insurance		Current insurance in place.			<i>Discussed at PCC on the 17/9/19 Ringletots is covered by Ecclesiastical Insurance</i>	N/A	
Risk assessment		Risk assessments are carried out regularly by all staff. At every ringletots session safety reminders are written on the registration page	N/A		<i>On going risks assessments to be made by all staff</i>	ongoing	
Fire safety		Fire extinguishers and fire blanket regularly checked. Fire evacuation procedure in place with signed meeting points in the grounds.	<i>Remind people to keep fire exits clear Fire extinguishers are checked annually by Chubb.</i>		<i>Encourage people to sign out as well as sign in, so we have a record of who is on the site.</i> <i>All staff to familiarise themselves with instructions on fire extinguishers, fire blanket.</i>	ongoing	

					<i>. Gas tap is under gas meter under stairs.</i>	ongoing	
Front door – can be pushed open from inside		Children can (and do) try to exit the hall, Is there a way of making hall more secure yet still allow people to come in.	Door handle is in situ at high level		<i>Outer door can now be opened by adult but not child. Remind people to keep it shut.</i>	ongoing	
First Aid		First aid box in place situated on the left of the main entrance Has been checked recently and restocked	Notices – remind everyone where it is and that they are responsible for their own children. Staff have mobile phones . Accident book in place?		Accident book placed near first aid box.	ongoing	
Stair gate risk of fall and trips		Stair gate in situ to stop children getting down stairs.			<i>.Keep door to the left of the stage shut and keep under review</i>	ongoing	
Hot drinks		Hot drinks are available to adults throughout the room.	Notices – suggestions, please be vigilant – by mugs and in sign in book We have created an area		Keep under review Remind people it is their responsibility. Safety notice to placed by kettles	ongoing	

			where people can help themselves to hot drinks				
Publicising health and safety policy		Notices are on board. Should leaflet be given out. What about for people whose first language is not English.	Notices – direct people to board, regular reminders of key health and safety issues.		Reminders of health and safety in the sign-in register each week. Check with new attendees that they understand English.	ongoing	
All toys require cleaning		Annual cleaning of all toys and equipment	, N/A		Additional cleaning of toys as required	On going	
Infectious diseases			In notices, ask if parents can let us know if their child has had any infectious diseases,			ongoing	

Sue and Fran met 17/9/19 to discuss and update the Ringletots Safeguarding/ Health and Safety Action Plan. This to be discussed at the PCC on the 19/11/19.