**Playschool Safety procedures**

* Check the outdoor play area / play equipment

(Playground Inspectors AS) once a year

* Routine visual inspection of the outside play area once a week
* Control of fire extinguisher (Fire Service Eastern Norway A/S) once a year
* Check for fire emergency/fire doors/escape routs once a week
* Check for alarms in roofs (TAC ESMI) once a year
* Check of automatic fire alarm and alarm boards (TAC ESMI) once a year
* Fire drills children and employees (BB and UiO) twice a year
* Check air system once a year
* First aid courses all employees (Norsk Folkehjelp) once a year

**Children`s safety**

* Prohibition cords in caps
* Prohibition of use of scarf
* Procedures for counting children when outside
* Check list is used when the children are out in the retrieval time.
* Always two employees left until all children are retrieved
* During the ester- and summer open always s main responsible
* All children use reflective vests on tour
* We are a minimum of three employees when we go out of the Playschool area with the hole group of children
* Prohibition of bathing/boat trips
* Seats in taxi to children under 4 year
* Ports by brown and green houses are always locked (Port at white house is only entrance to the Playschool to be used)