

HEALTH AND SAFETY POLICY

Statement of Intent

This playgroup believes that the health and safety of children is of paramount importance. We make our playgroup a safe and healthy place for children, parents, staff and volunteers.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods

The member of staff responsible for overall Health and Safety is Sue Dart. She is competent to carry out these responsibilities and has undertaken the relevant training.

Risk Assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children.
- Deciding which areas need attention.
- Developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues which are checked termly when a full risk assessment is carried out.

Insurance Cover

We have public liability insurance and employer's liability insurance. The certificate is displayed in the inner hallway.

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.
- Health and Safety issues are given in written form to the parents of new children so that understand the part they play in the daily life of the playgroup.
- As necessary, health and safety training is included in the annual training plans of staff and health and safety is regularly discussed at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's Safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present and one of those will have a level 3 qualification or above.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded and kept for the number of years required by the legislation in place at the current time.
- The arrival and departure of adults - staff, volunteers and visitors - are recorded.
- The main entrance is locked at all times during the session, there is a bell and intercom to identify callers.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during the playgroup sessions.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities they:
 - Are supervised at all times
 - Are kept away from hot surfaces
 - Do not have unsupervised access to electrical equipment

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor Area and Outdoor Play

- Children will have the opportunity to play in the fresh air throughout the year (either in the Playgroup's own outside play area or on outings to parks or other community play spaces).
- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before use.
- All outdoor activities are supervised at all times.

Hygiene

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed:

Our daily routines encourage the children to learn about personal hygiene.

- Hands washed after using the toilet.
- Children with pierced ears are not allowed to try on or share each other's earrings.
- Tissues will be available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically. Sanitizing gel is available for use if staff are unable to wash their hand immediately.
- Children encouraged to shield their mouths when coughing.
- Cloth towels or paper towels are available for use. Paper towels are disposed of appropriately and clean cloth towels are available daily.
- In the event of a flu pandemic or other serious infection toys that cannot be washed easily eg soft toys will be put away during any outbreak.
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted.
- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves always used when clearing up spills of bodily fluids. Floors and other affected surfaces disinfected. Fabrics contaminated with bodily fluids thoroughly washed in hot water.
- Spare laundered pants and other clothing, available in case of accidents and polythene bags available in which to wrap soiled garments.
- All surfaces cleaned daily with an appropriate cleaner.
- We have a daily cleaning routine for the playgroup which includes play rooms, kitchen and toilets.
- Always wash under running water before handling food and after using the toilet.
- Never smoke on the premises.
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas.
- Ensure waste is disposed of properly and out of reach of children. Keep a lid on the dustbin and wash hands after using it.
- Wash fresh fruit and vegetables thoroughly before use.
- Clean tea towels are available daily.
- All utensils will be kept clean and stored in a dust-free place e.g. Closed cupboard or drawer.
- Cracked or chipped china will not be used.

- We implement good hygiene practices by:
 - Cleaning tables between activities.
 - Checking toilets regularly.
 - Wearing protective clothing - such as aprons and disposable gloves - as appropriate.
 - Providing sets of clean clothes

Food

- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area and do not place hot drinks within the reach of children.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- Snack times are appropriately supervised and children do not walk about with food and drinks.
- Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the playgroup.
- The layout of the play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked and cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Outings and Visits

- On outings, the adult ratio will be at least one to two.
- Procedures to be followed on outings are contained within our operational plan.
- A risk assessment is carried out before an outing takes place.
- Parents are always made aware of outings prior to them taking place.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.

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Fire Safety

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Fire drills are held at least twice per half term.
- Fire extinguishers are checked annually and staff know how to use them.
- Safety checks on premises, both outdoors and indoors, are made before every day session.
- Smoke detectors and fire fighting appliances conform to BSEN standards,
- Records are kept of fire drills and the servicing of fire safety equipment in the fire drill book.

First aid and medication

At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time.

Our first aid kit:

- Is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.
- A correctly stocked first aid box is available at all times.
- Complies with the Health and Safety (First Aid) Regulations 1981.
- Is easily accessible to adults
- Is kept out of reach of children.

At the time of admission to the playgroup, parent's written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Our Accident Book:

- Is kept safely and accessibly
- All staff and volunteers know where it is kept and how to complete it
- Is reviewed at least half termly to identify any potential or actual hazards.

Ofsted and Environmental Services are notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

Medication

- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled with child's name, dosage and any instructions. Where local regulations require it, guidance will be sought from Social Services before people, other than parents, agree to administer medicines.
- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow instructions.

- A medication book will be available to log in: name of child receiving medication, times that the medication should be administered, date and time when medication is administered, together with the signature of the person who has administered each dose.
- With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the Playgroup's insurance company and any Ofsted regulations. In the case of Playgroup, insured with Sun Alliance, this will be through the Insurance Officer at Pre-School Playgroup Learning Alliance National Centre.

Illness and Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill at playgroup. Ofsted and Environmental Services are notified of any infectious diseases which a qualified medical person considers notifiable.

Parents are asked to keep their children at home if they have any infection and to inform the Playgroup as to the nature of the infection so that the Playgroup can alert other parents and make careful observations of any child who seems unwell.

Parents are asked **NOT** to bring into the Playgroup any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

Cuts and open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

If a child develops symptoms of a contagious illness while at playgroup they will be placed with a member of staff in a temporary isolation area designated as by the fire door in the main hall. The rest of the group will be located in the jungle room until the child can go home.

Safety of adults

Adults are provided with guidance about safe storage, movement, lifting and erection of large pieces of equipment.

When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.

Adults do not remain in the building on their own or leave on their own after dark.

Records

- In accordance with the Statutory framework for the early years foundation stage, we keep records of:
 - Adults authorised to collect children from playgroup
 - The names, address and telephone numbers of emergency contacts in case of children and staff illness or accident.
 - The allergies, dietary requirements and illnesses of individual children.
 - The times of attendance of children, staff, volunteers and visitors and the children's keyworkers.
 - Accidents
 - Incidents

Information Sources

The Playgroup will maintain links with Health Visitors and gather health information and advice from the Local Health Authority Information Services and/or other health agencies.

This policy was amended at a meeting of the Playgroup held on 26th February 2007.

Reviewed and amended 12th November 2009

Signed on behalf of the Playgroup Committee