

## **Health and Safety Policy**

### **Statement of intent**

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

### **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; and
- Developing an action plan that 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:

- Daily before the session begins;
- Weekly; and
- Termly when a full risk assessment is carried out.

### **Insurance Cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the main playgroup notice board in the corridor.

### **Awareness Raising**

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that adults are able to adhere to our policy and understand their shared responsibility for health and safety.
- As necessary, health and safety training is undertaken by staff.
- We have a strictly no smoking policy throughout the building.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

## **Children's Safety**

- We ensure all staff and committee members employed have been checked for a Disclosure and Barring Service (DBS) Check - formally known as Criminal Records Bureau checks (CRB checks).
- 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 must be present.
- Staff's mobile phones must be placed in the locked red box, or switched off in their bags.

## **Security**

- Systems are in place for the safe arrival and departure of children.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Windows are above ground level so that children cannot climb through them.
- 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
- Cleaning materials and other dangerous materials are stored out of children's reach
- Children do cooking activities in the main room, not in the kitchen.
- A weekly cleaning schedule is carried out.
- Fridge temperatures are taken daily during term time.

## **Electrical/gas equipment**

- All electrical/gas equipment conforms to safety requirements and is regularly checked and PAT tested yearly.
- Our boiler/electric meters, etc. are not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded, and the children are taught not to touch them.

- The temperature of hot water is controlled to prevent scalds
- Radiators in the corridor are covered with radiator covers for the children's safety.

### **Storage**

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

### **Outdoor Area**

- Our outdoor area is securely fenced and gated.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- All outdoor activities are supervised at all times.
- Children are not allowed to play outside alone.
- All surfaces are checked for safety.
- Sand is changed at regular intervals.
- Water trays emptied daily.

### **Hygiene**

- We regularly seek information from the Environmental Health Department and the health Authority, to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene
- We have a daily cleaning routine for the setting which includes play room, kitchen, and Toilets.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has facilities for washing and drying hands.
- We implement good hygiene practices by:
  - cleaning tables between activities
  - Checking toilets regularly
  - Wearing disposable gloves and aprons when changing a wet or soiled child.
  - Providing sets of clean clothes

- Providing tissues and wipes.

### **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 session.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for 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 and is regularly changed.
- 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.

### **Food and Drink**

- The staff that prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink are stored appropriately
- Adults do not place hot drinks within reach of children.
- Snack times are appropriately supervised, and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drink to which they are allergic.

### **Animals**

- Parents/carers should NOT bring their dog or other pets onto Playgroup property.
- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk
- Children wash their hands after contact with animals

### **Fire Safety**

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and re-checked as specified by the manufacturer
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - Clearly displayed in the premises;
  - Explained to new members of staff, volunteers and parents; and
  - Practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment

### **Our Health & Safety Incident Book**

- We keep an incident sheets for recording incidents including those that are reportable to the Health and Safety Executive.
- These incidents include:
  - Break in, burglary, theft of personal or the setting's property;
  - Fire, flood, gas leak or electrical failure;
  - Attack on member of staff or parent on the premises or near by;
  - Any racist incident involving a staff or family on the setting's premises;
  - Death of a child, and
  - A terrorist attack or threat of one.
- On the incident sheets we record the date and time of the incident, nature of the event, who was affected, what was done about it – or if it was reported to the police, and if so a crime number. Any follows up, or insurance claim made should also be recorded.

### **Safety of Adults**

- Adults are provided with guidance about the 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.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

### **Records**

In accordance with the National Standards for Day Care, we keep records of:

### **Adults**

- Names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- Names and addresses of the owners or of all members of the management committee;
- All records relating to the staff's employment with the setting, including application forms, references, and results of checks undertaken, etc.

### **Children**

- Names, addresses and telephone numbers of parents and adults authorised to collect children from setting and allocated passwords for each child;
- The names, addresses and telephone numbers of emergency contact in case of children's illness or accident;
- The allergies, dietary requirements and illnesses of individual children and a list of childhood illnesses with their incubation periods for staff to refer to;
- The times of attendance of children, staff, volunteers and visitors;
- Accidents are recorded in our accident book

April 2018

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