

# Naunton Park Pre-School Playgroup



## 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 health and safety is Sue Boothroyd. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding. We display the necessary health and safety poster in our playroom.

### Risk assessment

Our risk assessment process, which covers adults and children, includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Reminding the children about using the steps safely and being closely monitored
- deciding which areas need attention; and
- developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

### Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in our lobby.

### 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. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the playgroup.
- As necessary, health and safety is discussed regularly at staff meetings.
- No smoking is allowed in our building or anywhere in the grounds of the School or when we are off-site with children.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

### **Children's safety**

- Only persons who have a valid DBS check and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
- Adults will 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.

### **Security**

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded, if outside of normal arrival, departure times
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- 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 playgroup sessions.

### **Windows**

- All windows are too high for children to climb through them.

### **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 access to the kitchen.
- There are separate facilities for hand-washing and for washing up.
- Hot liquids and kettle are inaccessible to children.
- 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 and hot water; and
  - do not have unsupervised access to electrical equipment.

### **Electrical equipment**

- All electrical equipment conforms to safety requirements and is checked regularly.
- Our electrical switchgear/meter cupboard is not accessible to the children.
- 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**

- Our outdoor area is securely fenced.

- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, and animal excrement.
- The children are reminded about using the steps safely and are closely monitored by staff
- All outdoor activities are supervised at all times.

### **Hygiene**

- We welcome information from the council's 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 playgroup which includes play rooms, toilets and lobby.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- 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;
  - 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 playgroup.
- 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.
- 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**

- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area and do not place hot drinks within reach of children unless contained in a safety cup
- 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/drinks to which they are allergic.

### **Outings and visits**

- We have agreed procedures for the safe conduct of outings.
- Parents sign agreement on their registration form for their children to be taken out as part of the daily activities of the playgroup.

- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Staff takes a mobile phone on outings, and supplies of tissues, wipes, pants etc. as well as a mini first aid kit, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- A minimum of two staff should accompany children on outings and a minimum of two should remain with the rest of the children.

#### **Animals**

- We will endeavour to make sure that any animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk.
- Children wash their hands after contact with any animals.

#### **Fire safety**

- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are 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 each term.
- Records are kept of fire drills and the servicing of fire safety equipment.

#### **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. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff / committee member and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.

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

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that every effort will be made to contact the parents to be informed and are on their way to the hospital.

Our Accident Book:

- is kept safely and accessibly;

- all staff know where it is kept and how to complete it; and
- is reviewed at least once a term to identify any potential or actual hazards.

Ofsted is 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.

### **Dealing with incidents**

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).
- Any dangerous occurrence is recorded in our Incident book.

### **Incident Book**

- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive.
- These incidents include:
  - break in, burglary, theft of personal or setting's property;
  - fire, flood or electrical failure;
  - attack on a member of staff or parent on the premises or near by;
  - any racist incident involving a member of staff or family on the premises;
  - death of a child and
  - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it, if it was reported to the police, if so to record a crime number. Any follow up, or insurance claim made, should be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting the children's families. Our standard Fire Safety Policy will be followed. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, the emergency services are called and the advice of the services is followed.
- The incident book is not for recording issues of concern involving a child. These will be kept in a confidential file.

### **Administration of medication**

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend playgroup.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parents/s, date the medication starts, the name of the medication and prescribing, the dose and times, or how and when the medication is to be administered.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

## **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.

The Playgroup will maintain links with health visitors and gather health information from NHS Gloucestershire and other health agencies.

Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.

## **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 they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed once a term to identify any issues which need to be addressed.

## **Records**

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

- adults authorised to collect children from playgroup;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, staff, volunteers and visitors;
- accidents; and
- incidents.

In addition, the following policies and documentation in relation to health and safety are in place.

### *National Standard 6: Safety*

- *Risk assessment.*
- *Record of visitors.*
- *Fire safety procedures.*
- *Fire safety records and certificates.*
- *Operational procedures for outings.*

### *National Standard 7: Health*

- *Administration of medication.*
- *Prior parental consent to administer medicine.*
- *Record of the administration of medicines.*
- *Prior parental consent for emergency treatment.*
- *Accident record.*
- *Sick children.*
- *No smoking.*

This policy was adopted at a meeting of Naunton Park Pre-School Playgroup

Held on .....

Signed on behalf of the playgroup.....

Office.....

To be reviewed	Reviewed by	Office	Signature	Date