**Health & 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 Siobhan Tavener. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding. We give a copy of the current necessary health and safety information to any new staff/volunteers on their first day.

**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;
* assessing the level of risk.
* deciding which areas need attention; and
* developing an action plan which specifies the action required, the time-scales 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.

**Legal framework**

Management of Health and Safety at Work Regulations 1992

**Insurance Cover**

We have public liability insurance and employers' liability insurance. The certificate is displayed in the entrance 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 training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.
* We have a no smoking policy.
* Children are made aware of health and safety issues through discussions, planned activities and routines.

**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.
* All warning signs are clear and in appropriate languages.
* 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
* We keep a record of all substances that may be hazardous to health – such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
* We keep all cleaning chemicals in their original containers.

**Security**

* Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
* 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**

* Low level windows are made from materials which prevent accidental breakage or are made safe.
* Windows are protected from accidental breakage or vandalism from people outside the building.

**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 and hot water; and
* 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**

* 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, herbicides and pesticides.
* Our pond has a risk assessment completed on it.
* Where water can form a pool on equipment, it is emptied before children start playing outside.
* Our outdoor sand pit is covered when not in use.
* All outdoor activities are supervised at all times.

**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 Playgroup which includes play room(s), kitchen, toilets and nappy changing areas.
* 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; and
  + ensuring sole use of paper towels.

**Activities and resources**

* 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.
* Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
* Large pieces of equipment are discarded only with the consent of the manager and the chairperson.

**Legal Framework**

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1992

Electricity at Work Regulations 1989

Control of Substances Hazardous to Health Regulations (COSHH) (2002)

Manual Handling Operations Regulations 1992 (as amended)

Health and Safety (Display Screen Equipment) Regulations 1992

**Food and drink**

* Staff and volunteers 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(s) and 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, milk & fruit 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. There is a file with a list of all snacks & drinks provided by the playgroup and any of the 14 allergens these contain.

**Animals**

Animals visiting the Playgroup are free from disease, safe to be with children and do not pose a health risk.

**Fire safety**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

* Fire doors are clearly marked, never obstructed and easily opened from inside.
* The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
* The manager has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the Fire Safety Risk Assessment – Educational Premises document.
* 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 every six weeks.

* Records are kept of fire drills and the servicing of fire safety equipment.

**Legal Framework**

Regulatory Reform (Fire Safety) Order 2005

**First aid and medication**

All staff have 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 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.

**Administering Medication**

Greendown Playgroup will administer prescribed medication to the named child, if needed, during the child's sessions

* parent will fill in Permission to Administer Medication Form
* named member of staff will administer prescribed medication as instructed on form
* member of staff will fill in record of medication given and parent will sign when child is collected
* medication will be stored as instructed
* EpiPens will be stored in box with child's name and photo on the lid and care plan inside with pen in locked cabinet
* inhalers will be stored either in locked cabinet or on child's peg if child is capable of administering self
* paracetamol based suspension will be kept on site and administered by designated first aider if a child is in pain due to an accident and the parent/carer has signed the relevant forms

**Our Accident Book:**

* is kept safely and accessibly;
* all staff and volunteers know where it is kept and how to complete it; and
* is reviewed at least half termly 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.

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 occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
* Any dangerous occurrence is recorded in our incident book. See below.

**Incident Book**

* We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for a carpenter and plumber.
* We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
* These incidents include:

1. Break in, burglary, theft of personal or the Playgroups property.
2. An intruder gaining unauthorised access to the premises.
3. Fire, flood, gas leak or electrical failure.
4. Attack on member of staff or parent on the premises or nearby.
5. Any racist incident involving staff or family on the Playgroups premises.
6. Death of a child.
7. A terrorist attack, or threat of one.

* In the incident book we record that 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 follow up, or insurance claim made, should also 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 children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. 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 these services are followed.
* The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

**Legal Framework**

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)

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. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. We have members of staff who are trained specifically in the administering of asthma inhalers and who have received training in the emergency treatment of an asthma attack.

With regard to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulisers, the position will be clarified by reference to the Playgroups insurance company (in the case of Playgroups insured with Sun Alliance, this will be through the Insurance Officer at Pre-School Learning Alliance National Centre). Named members of staff will receive specific training by a health professional in the administering of EpiPens to named children before they enter the group.

Cuts of open sores, whether on adults or children, will be covered with hypo-allergenic sticking plaster or other dressing.

**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.

Parents are asked to keep their children at home if they have an 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 to the Playgroup any child who has been vomiting or has had diarrhoea until at least 48 hours has elapsed since the last attack.

If the children of Playgroup staff are unwell, the children will not accompany their parents/carers to work in the Playgroup.

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

**List of notifiable diseases**[1](http://www.patient.co.uk/showdoc/40000306/#ref1#ref1)

* [Acute encephalitis](http://www.patient.co.uk/DisplayConcepts.asp?WordId=ACUTE%20ENCEPHALITIS&MaxResults=50) [Acute poliomyelitis](http://www.patient.co.uk/DisplayConcepts.asp?WordId=ACUTE%20POLIOMYELITIS&MaxResults=50) [Anthrax](http://www.patient.co.uk/DisplayConcepts.asp?WordId=ANTHRAX&MaxResults=50) [Cholera](http://www.patient.co.uk/DisplayConcepts.asp?WordId=CHOLERA&MaxResults=50) [Diphtheria](http://www.patient.co.uk/DisplayConcepts.asp?WordId=DIPHTHERIA&MaxResults=50)[2](http://www.patient.co.uk/showdoc/40000306/#ref2#ref2) [Dysentery](http://www.patient.co.uk/DisplayConcepts.asp?WordId=DYSENTERY&MaxResults=50)
* [Food poisoning](http://www.patient.co.uk/DisplayConcepts.asp?WordId=FOOD%20POISONING&MaxResults=50) [Leptospirosis](http://www.patient.co.uk/DisplayConcepts.asp?WordId=LEPTOSPIROSIS&MaxResults=50)[3](http://www.patient.co.uk/showdoc/40000306/#ref3#ref3) [Malaria](http://www.patient.co.uk/DisplayConcepts.asp?WordId=MALARIA&MaxResults=50) [Measles](http://www.patient.co.uk/DisplayConcepts.asp?WordId=MEASLES&MaxResults=50) [Meningitis](http://www.patient.co.uk/DisplayConcepts.asp?WordId=MENINGITIS&MaxResults=50); all types
* [Meningococcal septicaemia](http://www.patient.co.uk/DisplayConcepts.asp?WordId=MENINGOCOCCAL%20SEPTICAEMIA&MaxResults=50) (without meningitis)[4](http://www.patient.co.uk/showdoc/40000306/#ref4#ref4) [Mumps](http://www.patient.co.uk/DisplayConcepts.asp?WordId=MUMPS&MaxResults=50)[5](http://www.patient.co.uk/showdoc/40000306/#ref5#ref5) [Ophthalmia neonatorum](http://www.patient.co.uk/DisplayConcepts.asp?WordId=OPHTHALMIA%20NEONATORUM&MaxResults=50)
* [Paratyphoid fever](http://www.patient.co.uk/DisplayConcepts.asp?WordId=PARATYPHOID%20FEVER&MaxResults=50)[6](http://www.patient.co.uk/showdoc/40000306/#ref6#ref6) [Plague](http://www.patient.co.uk/DisplayConcepts.asp?WordId=PLAGUE&MaxResults=50) [Rabies](http://www.patient.co.uk/DisplayConcepts.asp?WordId=RABIES&MaxResults=50) [Relapsing fever](http://www.patient.co.uk/DisplayConcepts.asp?WordId=RELAPSING%20FEVER&MaxResults=50) [Rubella](http://www.patient.co.uk/DisplayConcepts.asp?WordId=RUBELLA&MaxResults=50) [Scarlet fever](http://www.patient.co.uk/DisplayConcepts.asp?WordId=SCARLET%20FEVER&MaxResults=50) [Smallpox](http://www.patient.co.uk/DisplayConcepts.asp?WordId=SMALLPOX&MaxResults=50)[7](http://www.patient.co.uk/showdoc/40000306/#ref7#ref7)
* [Tetanus](http://www.patient.co.uk/DisplayConcepts.asp?WordId=TETANUS&MaxResults=50) [Tuberculosis](http://www.patient.co.uk/DisplayConcepts.asp?WordId=TUBERCULOSIS&MaxResults=50) [Typhoid fever](http://www.patient.co.uk/DisplayConcepts.asp?WordId=TYPHOID%20FEVER&MaxResults=50)[8](http://www.patient.co.uk/showdoc/40000306/#ref8#ref8) [Typhus](http://www.patient.co.uk/DisplayConcepts.asp?WordId=TYPHUS&MaxResults=50) fever [Viral haemorrhagic fever](http://www.patient.co.uk/DisplayConcepts.asp?WordId=VIRAL%20HAEMORRHAGIC%20FEVER&MaxResults=50)
* [Viral hepatitis](http://www.patient.co.uk/DisplayConcepts.asp?WordId=VIRAL%20HEPATITIS&MaxResults=50); all types [Whooping cough](http://www.patient.co.uk/DisplayConcepts.asp?WordId=WHOOPING%20COUGH&MaxResults=50)[9](http://www.patient.co.uk/showdoc/40000306/#ref9#ref9) [Yellow fever](http://www.patient.co.uk/DisplayConcepts.asp?WordId=YELLOW%20FEVER&MaxResults=50)

**Records**

In accordance with the Statutory Framework, 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.

Statutory Framework: Safety

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

Statutory Framework: 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 Greendown Playgroup

Held on

Signed on behalf of the Playgroup