

Clutton Playgroup

Health and safety policy

At Clutton Playgroup we believe 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.

Aims

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.

Method

In order to achieve these aims, we operate the following procedure:

- All members of staff are responsible for health and safety.
- We have a designated Health and Safety Officer, Jenny Bush.
- We display the necessary legal health and safety posters.
- We carry out risk assessments for activities, equipment and outings.

Our risk assessment process includes:

- checking for hazards and risks indoors and outside continually in our activities and procedures. Our assessment covers adults and children;
 - 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.
 - We carry out COSHH assessments of substances used at playgroup.
- Insurance Cover
We have public liability insurance and employers' liability insurance. The certificate is displayed.
 - 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.

- 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.
- Health and safety matters are discussed regularly and are on the agenda at each staff and committee meeting.
- The Youth Club, owners of the Cabin and our landlords, have made it clear that there is to be no smoking at the Cabin at any time. Clutton Playgroup fully supports this and no members of staff, committee members, volunteers, students or parents will be permitted to smoke while inside the Cabin.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- We have Accident and Incident record books. Regular safety monitoring will include checking these books termly.
- 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.
 - 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.
 - All staff, volunteers and students are aware of these systems.
 - The parent or carer signs their child in when they arrive at the Cabin. The register is completed when all the children have arrived and is an accurate record of the children and adults present for each session.
 - The door is locked once the session starts.
 - Latecomers gain entry by pressing the doorbell and awaiting assistance from a member of staff. Late children's attendance is recorded on the signing in sheet.
 - If a child or adult leaves a session early this will be recorded immediately on the signing in/out sheet.
 - Children will only be allowed to leave the playgroup with their parents/ carers or other adults as authorised by the child's parents in the parent register.

- Parents are able to inform the playgroup leader of changes in collection plans for children by means of telephoning and may set a password if the person picking up the child is not known to the staff.
- At the end of the session a member of staff stands at the main door and only allows a child to leave the building when the authorised adult for collection arrives.
- The premises are checked before locking up at the end of the session.
- Windows
 - All glass at the Cabin has been replaced with Perspex.
- Doors
 - We take precautions to prevent children's fingers from being trapped in doors.
- Floors
 - All surfaces are checked constantly to ensure they are clean and not uneven or damaged.
- Kitchen
 - Children do not have access to the kitchen, cookers or any cupboards storing hazardous materials.
 - All surfaces are clean and non-porous.
 - Cleaning materials and other dangerous materials including medicines 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
 - The outdoor space is securely fenced.
 - Children will have the opportunity to play in the fresh air whenever possible.
- Hygiene
 - We observe good practice in matters of hygiene at all times.
 - We actively promote good health and hygiene practice through notices/posters and signs.
 - Our daily routines encourage children to learn about personal hygiene.
 - We encourage children to use the toilet correctly and safely.
 - We check that toilets are clean, hygienic and flushed regularly.
 - The toilet area has a high standard of hygiene including hand washing and drying facilities.
 - All soiled nappies and wipes are double bagged and disposed of in the bin in the kitchen, which is emptied each day. Parents should supply clean nappies and wipes in a plastic bag with the child's name on it if necessary.
 - We encourage children to wash their hands regularly, especially before handling food, after using the toilet, handling animals, plants and insects, or playing in messy or dirty areas, particularly out of doors.
 - We encourage children to blow their noses into tissues and dispose of these correctly.
 - We encourage children to place their hands over their mouths when they cough or sneeze.
 - We teach children to respect the cultural differences that influence people's different attitudes to hygiene.
 - We have a daily cleaning routine for the playgroup which includes the play areas, kitchen and toilets.
 - We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.

- We wipe surfaces and tables between activities.
- We provide hygienic and safe cleaning materials for emergencies (spillages/accidents/water/vomit).
- We provide protective clothing, such as plastic or disposable gloves and aprons.
- We ask parents/carers to provide spare clothing for children in the event of accidents. Soiled garments are stored in polythene bags and given to the parents/carers of the child.
- 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 (and COSHH assessed).
 - 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
 - All snacks provided will be nutritious and we will pay due attention to children's particular dietary requirements.
 - Staff are aware of food hygiene requirements.
 - Any member of staff suffering from an infectious/contagious skin complaint, or with an open wound, will not be involved in food preparation.
 - We keep food preparation areas clean and hygienic.
 - Fresh fruits and vegetables are washed thoroughly before use.
 - All utensils will be kept clean and stored in a dust free place.
 - Cracked or chipped china will not be used.
 - Tea towels will be kept scrupulously clean.

- All food and drink is stored appropriately.
- Adults do not place hot drinks within reach of children.
- Snack and meal 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.
- We ensure that waste is disposed of properly and out of the reach of children.
- When cooking with children as an activity, we will provide of healthy, wholesome food promoting and extending children's understanding of a healthy diet.
- Fire safety
 - Fire doors are clearly marked, never obstructed and easily opened from inside.
 - Smoke detectors/alarms and fire fighting appliances conform to BS EN standards. They are fitted in appropriate high risk areas of the building and are checked annually by the fire appliance specialist contractor.
 - Our emergency evacuation procedures are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practiced regularly at least once every 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 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 restocked as necessary;
 - is easily accessible to adults; and
 - is kept out of the reach of children.

- We only use medical supplies in sealed packages.
- 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.
- We inform parents immediately if a serious accident occurs.
- Accident Book:
 - is kept safely and accessibly;
 - all staff and volunteers know where it is kept and how to complete it;
 - it includes details of the names of the child(ren), time, date, location of the injury and nature of the accident. It also contains the details of the circumstances, any witnesses, what subsequent action was taken and by whom. It is countersigned by the parent/carer of the child when they are collected.
 - The entries in the accident book are reviewed at the end of each term to look for patterns in accidents and ways to prevent further accidents. These reviews are kept in the Health and Safety file.
- Ofsted are notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.
- Serious accidents are reported to the Health and Safety Executive and the Safeguarding Board within 14 days.
- We meet our legal requirements for the safety of our employees by complying with RIDDOR.
- We have a separate policy for caring for children with chronic diseases/conditions.
- Sickness
 - We make every effort to keep abreast of new information relating to infectious, notifiable and communicable diseases and local health issues.
 - Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.
 - We isolate children if we feel that other children and staff are at risk.
 - We contact parents to take children home if they are feeling unwell/being sick/have diarrhoea/have a major accident/may have an infectious disease.
 - We make every effort to care for the child in a sympathetic, caring and sensitive manner.

- We keep other parents informed about any infectious diseases that occur at Clutton Playgroup. We will respect confidentiality by not identifying the child(ren) concerned.
- We expect parents to inform us if their child is suffering from any illness or disease that may put others at risk.
- Parents/carers are requested to keep their children away from the playgroup if their child has been vomiting or has had diarrhoea until 48 hours after the last occasion. Staff also comply with this policy.
- We ask parents/carers to observe exclusion times for infectious diseases.
- We administer life-saving prescription medicines for asthma/diabetes/epilepsy and other chronic diseases/conditions with written permission. The administration is recorded accurately and parents sign the record book to acknowledge the administration of the medicine. We prepare a care plan for those children,
- We store medicines out of reach of children.
- We provide hats for the children to wear outside on hot and sunny days. We expect parents to apply high factor sun block to their children before they attend a session on a hot sunny day. If children are staying all day we will re-apply sun cream after lunch. We ask parents to provide sun cream for their child but, if no sun cream is found in the child's drawer, we will apply our own sun cream. Parents are informed of this by letter at the start of term 4, and given the brand name and ingredients of the sun cream we use. In the case of hot weather we follow the guidelines set out in BANES '*Looking after children and those in Early Years settings during a heatwave: guidance for teachers and professionals*'.
- Safety of adults
 - Adults are provided with guidance about the safe storage, movement, lifting and erection of large or heavy 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.
 - Adults do not remain in the building on their own or leave on their own after dark.
- Records

In accordance with the National Standards for Day Care, and in accordance with EYFS, 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

This policy adopted by Clutton Playgroup Management Committee on

Signed (Chair)

Date.....

To be reviewed January 2019