



# **NORTHLEACH PLAYGROUP**

Mill End, Northleach, Cheltenham, Gloucestershire, GL54 3HJ

Registered Charity No. 1015852

## **Health and Safety Policy**

### **Statement of Intent**

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

### **Method**

The member of staff responsible for health and safety is the playleader. 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 the setting.

### **Insurance cover**

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

### **Raising Awareness**

- Our induction training for staff, volunteers and students 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 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 played by these issues in the daily life of the setting.
- All employees will be issued with the Health and Safety Policy and are involved in Health and Safety matters. Employees have a legal responsibility to take care of their own health and safety and that of others that maybe affected by their decision making. They also have a responsibility to co-operate with their employer on matters of health and safety.
- 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.

### **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 that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- Risk assessments are completed daily, weekly, ½ termly and termly.

### **Children's safety**

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- 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.
- All committee members have an enhanced DBS check and we inform Ofsted of any changes to staffing or the committee.

### **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, students 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 sessions.

### **Doors**

- We take precautions to prevent children's fingers from being trapped in doors.
- Low level glass doors are made from materials that prevent accidental breakage or are made safe.

### **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.
  - Do not have unsupervised access to electrical equipment.

### **Electrical equipment**

- No electrical equipment is to be brought in and used in the setting unless it has been checked under the Electricity at Work Regulation 1989. (i.e. No mobile phone chargers)
- All electrical equipment conforms to safety requirements and is checked regularly.
- All equipment will be checked annually under the Electricity at Work Regulation 1989. A detailed inventory will be kept up to date that will ensure that all equipment is checked. New equipment will be added to the inventory on arrival.
- Regular Risk Assessment surveys will be conducted by the designated H&S representative, faults will be logged and appropriate action taken.
- 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 from 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.
- 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 and is cleaned regularly.
- All outdoor activities are supervised at all times.

### **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 setting.
- 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.
- Play is constantly supervised.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### **Clothing, footwear and sun protection**

- We expect children to come to playgroup comfortably dressed with safe footwear. There is a Playgroup T-shirt and Jumper that can be purchased from Playgroup.
- We will provide extra items of clothing (e.g. coats, Wellingtons, hats, etc) for when items are forgotten or a child needs a change of clothes.
- During hot weather parents need to provide children with a sun hat to wear outside. If a child is without a hat the setting will provide one, as children will not be allowed outside unless they are wearing a sun hat.
- We ask parents/carers to apply sun protection lotion before the start of a session. Staff will re-apply sun protection lotion when needed, however prior written consent is needed.

### **Computer/Laptop/IWB**

- Computer/Laptop needs to be set at the right height so that the child/adult can sit comfortably without putting strain on their back, neck or arms.
- Remembering to turn off all switches at the end of the day.
- Cables and sockets are out of reach or covered up.
- Equipment will be cleaned on a regular basis with anti-bacterial cleaner to prevent cross contamination.
- Children are supervised whilst using the IWB.
- Usage time on IWB is limited / child / day.

### **Hygiene**

- 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, 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 and the disposal of nappies.
- 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, disposable paper towels and wipes.
  - Keeping up to date with Environmental Health Department information.

### **Food and drink/Oral health**

- All food and drink can be prepared by a member of staff or a parent helper. All staff have been internally trained on food hygiene.
- 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.
- 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 encourage healthy lunchboxes and eating, supporting the children to eat savoury food and fruit before sweet treats.

- Milk or water is offered at snack times and sugary drinks are discouraged
- Oral health is talked about, with a permanent display of books, toothbrushes and role-play activities to promote good oral hygiene
- Information provided to parents on good oral health

## ICT

We are aware that there are various health and safety issues when using computers and other ICT equipment with young children.

- Computers need to be set at the right height so that the child can sit comfortably without putting strain on their back, neck or arms
- Chairs need to be adjusted to the right height so that the child looks at the monitor straight in front of them
- Backs should be straight and supported and feet flat on the floor
- Children should be encouraged to take a break away from the computer so that they are not staring at the monitor for too long, Sand timers will be used to enable children to self monitor their times and to take turns
- Correct use of equipment is modelled and encouraged through focused adult led activities
- Computers will be located so that there is good circulation of air
- Computers will be located away from sand and scissors
- Ensuring children have clean hands when using ICT equipment
- Taking care that liquids are no where near ICT equipment
- Teaching awareness of electrical safety and keeping cables and sockets out of reach or covered
- Allowing only one child to hold the mouse at one time
- Remembering to turn off all switches at the end of the day
- Ensuring that children are taught how to correctly shut down a programme, load the printer with paper etc.
- Access to screens is always in a visible area
- The use of the Internet is always supervised
- An Internet service provider offering filtered access is used (SWgFL)
- Equipment will be cleaned on a regular basis with anti bacterial cleaner to prevent cross contamination

## **Visitors**

- The setting welcomes visitors but asks that adequate notice is given.
- Unexpected visitors may be asked to leave and return at a more convenient time and will not be allowed access to the building until their identity and reason for visit has been established.
- Visitors will not be left unsupervised with the children at any time.
- We log the name and time of arrival/departure of any visitors.
- We ask visitors to read and sign a summary of our safeguarding policy.

## **Outings and visits**

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent before the child joins the setting, for their children to be taken out as a part of the daily activities of the setting.
- A risk assessment is carried out before an outing takes place.
- Through a risk assessment the most appropriate child to adult ratio will be decided, and always within the legal requirement.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Children wear high visibility vests when on an outing.
- Outings are recorded in an outings record book stating:-
  - The date and item of outing.
  - The venue and mode of transport.
  - Names of staff assigned to named children.
  - Time of return.
- Staff will take a mobile phone on outings and depending on outing may also take supplies of tissues, wipes, pants etc as well as a mini first aid pack, 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. Staff will always also take contact information (e.g. phone numbers for parents) & essential records.

## **Missing child**

### **1) In Setting**

We will adopt all prudent security measures to ensure that the likelihood of a child becoming lost during a Playgroup session is minimised wherever possible.

If a child goes missing from the setting

- The person in charge will carry out a thorough search of the building and outside area whilst maintaining the requisite adult to staff ratios in respect of the other children.
- The register is checked to make sure no other child has also gone astray.

- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The person in charge talks to staff to establish what happened.
- Ensure that the other children remain calm and feel secure.
- If the child is not found the parent/carer is contacted and the missing child is reported to the police.

## **2) Outing**

If a child goes missing from an outing where parents/carers are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- The person in charge is informed and is the point of contact for the police as well as support staff.
- If appropriate to outing venue, the Contact management are contacted and asked to carry out their search procedure and/or use tannoy system to contact lost child.
- Staff take the remaining children back to the setting or arranged meeting point.
- The person in charge of the setting contacts the child's parent/carer who makes their way to the setting or outing venue as agreed with the person in charge.
- The staff contacts the police using the mobile phone and report the child as missing.
- The person in charge contacts the chairperson of the management committee who comes down to the setting as soon as possible.

## **3) The investigation**

Once the child has been found, we will analyse the reasons that he/she became lost and take all precautions to prevent another similar incident recurring.

- The management committee chairperson carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/ staff writes an incident report detailing:-
  - The date and time of the report.
  - What staff/children were in the group/outing.
  - When the child was last seen in the group/outing.
  - What has taken place in the group/outing since then.
  - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social



Services may be involved if it seems likely that there is a child protection issue to address.

- The incident is reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed.
- The Insurance Company of the setting is informed.

### **Animals**

- Risk assessments have been made before any animals visit the setting.
- Parents are informed before an animal is brought onto the premises.
- Any allergies to Animals are documented in the child's records.
- 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.
- Outdoor footwear worn to visit farms is cleaned of mud and debris and should not be worn indoors.

### **Fire safety**

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- 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, students and parents; and
  - Practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

### **Evacuation procedure**

#### **Nominated Person (usually deputy) on day.**

- 1.) Collect Register and Red fire bag
- 2.) Help children line up by front/side door or front gate as appropriate. Assisted by Playgroup Staff.
- 3.) Lead children out of the building via appropriate exit door onto front playground (meeting point A)
- 4.) Children/Adults MUST NOT re-enter the building

### **Person in Charge on the day.**

- 1) On hearing the alarm go round the building, checking all areas are clear and close doors.
- 2) Once satisfied that there is no one inside the building, s/he will leave via the appropriate exit, rejoining the group and doing a brief headcount.

### **Visitors/Parents/Carers**

- 1) Follow staff members' instructions and leave via the appropriate exit.

### **Sleeping Children/Individuals with Additional Needs**

- 1) A member of staff will designate an adult to evacuate specific children or those with additional needs.

### **First Aid and Medication**

At least one member of staff with current first aid training 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.
- Is kept out of the reach of children.

At the time of admission to the setting, parent's 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 parents have been informed and are on their way to the hospital.

All medicine is to be kept in the Kitchen out of reach of the children. Whilst administering medicine, care is to be taken not to leave any medicine where a child can reach and then must be returned immediately to the Kitchen.

### **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 is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent/carer, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

### **Dealing with incidents**

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

- Any accident to a member of staff requiring treatment by a general practitioner or hospital.
- Any dangerous occurrences. This may be an event that causes injury or fatalities.

### **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 the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents/carers give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff member administering medicine and witnessed by another member of staff. Parents sign the record book to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, we will endeavour to provide individual training for the relevant member of staff by a health professional. If this is not possible the setting reserves the right to not accept responsibility to administer said prescribed medication.
- For children with life threatening conditions, requiring medication (such as epi-pens and inhalers) they will only be admitted to playgroup, outing or visit if their medication accompanies them.

### **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 whilst in the setting.

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease. All children who suffer from sickness or diarrhoea are excluded from the setting for 48 hours after the last episode of sickness or diarrhoea.

- If a child becomes unwell during a session we will contact the parent or their authorised representative and ask them to collect their child as soon as possible. Meanwhile the child will be cared for in a quiet area of the setting, separate from other children.
- Children with head lice are not excluded, but must immediately be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the setting.
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Staff suffering from sickness and diarrhoea do not come to work and do not return to work until 48 hours after the last episode.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable. A list of notifiable diseases is displayed in the Setting.

### **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.
- If possible, 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.

### **Lone Worker**

We recognize that a member of staff may work alone to set up or tidy up/clean for Playgroup.

#### **1) We aim to ensure the safety of our lone staff member by:-**

- Understanding our responsibility to employees, in relation to health and safety requirements under the management of Health and Safety at work regulations 1999.
- Ensuring that the correct and appropriate risk assessments are undertaken in relation to lone workers.
- Providing a system of emergency contacts for said lone workers.
- Providing a list of essential telephone numbers (police, fire, health and services).

- Providing adequate first aid facilities and a first aid list for dealing with emergencies.

## **2) Staff members working alone will:-**

- Ensure that they are aware of the policy and procedures to follow and ensure that they comply with them.
- Undertake all reasonable measures to protect themselves and reduce risks when working alone.
- Ensure that they carry a mobile telephone on their person.
- Not admit any ad-hoc visitors to the premises. Any visitor asked to make a formal appointment when other members of staff will be on the premises.
- In the event of an emergency, telephone the Playgroup Chairperson, or designated committee member if Chairperson is unavailable, for assistance.
- Not attempt to put out a fire or deal with any other emergency issue prior to notifying the Chair (or designated committee member) of the situation, and even then, only where there is minimal risk to safety.

## **Records**

In accordance with Early Years Foundation Stage Statutory requirements, we keep records of:

### *Adults*

- Names and addresses of all staff on the premises, including temporary staff who works 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.
- 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 medicine administration records.
- consents for outings, administration of medication, emergency treatment
- Incidents.

If a member of staff, volunteer, student or parent feels that there is a Health and Safety issue at the setting or an issue with the Health and Safety procedures, they should in the first instance approach the person with named responsibility. If they feel that they are not

getting satisfactory results from this line of discussion, they should seek further help from the following:-

**The Environmental Health Department, Cotswold District Council, Trinity Road,  
Cirencester, Gloucestershire GL7 1PX. Tel: 01285 623000.  
Email:- cdc@cotswold.gov.uk**

**The Employment Medical Advisory Service, H.S.E Government Buildings, Phase 1, Tyglas,  
Llanishen, Cardiff CF14 5SH. Tel: 02920 263000**

**South Gloucestershire council  
Health, Safety & Food  
PO BOX 2078  
Council Offices  
Castle Road  
Thornbury  
BS35 9BJ  
Tel: 01454 868009**

**RIDDOR Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3 GG. Tel: 0845  
300 99 23**

Signed \_\_\_\_\_

Role of signatory \_\_\_\_\_