



St Thomas More Playgroup

Health and safety policy

Statement of intent

The playgroup believe that the health and safety of children is of paramount importance. Staff will make the setting a safe and healthy place for children, parents and visitors. Although the Early Years Foundation Stage Statutory Framework 2017 has reduced the need to have a written Health and Safety Policy, we feel it is good practice to have one. Staff always comply with the conditions of the insurance company.

Aim

Staff aim to make children, parents and carers 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.

Insurance cover

The playgroup have public liability insurance. The certificates for public liability insurance is displayed on the notice board which is located in the hallway.

Method

In order to achieve these aims staff will adhere to the following procedure

The playgroup manager take's overall responsibility for health and safety.

I have signed up to receive regular updates from the Child Accident Prevention Trust (CAPT), to increase my knowledge and understanding.

Risk assessment

The risk assessment process covers adults and children and includes:

checking for, reporting and recording hazards and risks indoors and outside, and during our activities. This includes activities away from the setting, assessing the level of risk and who might be affected, deciding which areas need attention, developing an action plan that specifies the action required and the time-scales for action, anything which a child may come into contact with during a session. Also for activities away from the setting e.g. outings.

Risk assessments are recorded in writing and are reviewed at least once per year.

Staff will maintain lists of health and safety issues, which are checked daily before the session begins.

Awareness raising

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.

The playgroup operate a no smoking policy to ensure that no-one smokes in any area that the children are present or about to be present, including the outside area and outside of the entrance to the church hall.

Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

The playgroup manager ensures all staff and volunteers have obtained a disclosure from the Disclosure Baring Service.

Staff are reminded that they are expected to disclose any change to their circumstances, such as convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work or be in contact with children (whether received before or during their employment.)

All children are supervised by checked adults at all times. They are never left alone with anyone who has not been suitability checked.

Security

Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded. Parents/carers will be encouraged to sign in and out of the daily register.

Prior to a child starting at the playgroup, parents will give details of up to three persons who are authorised to collect their child. Children are only released into the care of individuals named by the parent when prior notice is given. A password system may also be used.

All doors are locked to prevent unauthorised access to the church hall.

A doorbell on the main front door will be linked to a monitor screen in the kitchen area, allowing staff to see who is at the door before granting them entrance into the church hall.

Procedure for checking the identity of visitors

If the visitor or prospective parent is unknown to staff, staff will check their credentials and reason for visit before allowing them to enter the setting.

Staff will ask for at least 1 form of identification to verify who they are and, if appropriate, which organisation they work for (eg official identity badge, driving licence, bankcard which shows signature)

If staff require further verification they will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager

Staff will record that identification has been checked, together with the visitor's name, reason for visit, time and date in the settings visitor's book. The visitor or prospective parent is required to sign the book and their signature is then checked against their identification

Windows

All windows have been checked for safety and comply with safety regulations.

Doors

Staff will take precautions to prevent children's fingers from being trapped in doors.

Door stop to be placed in the Conservatory door when it is open.

Floors

All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Kitchen

Children do not have unsupervised access to the kitchen.

Staff have received training in food and hygiene.

Staff will ensure the kitchen is suitable for the hygienic preparation of food for children, including the use of suitable sterilisation equipment. Staff follow the guidelines of Safer Food Better Business (obtainable from the Food Standards Agency).

All surfaces are clean and non-porous.

Cleaning materials and other dangerous materials are stored out of children's reach.

If 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/gas equipment

All electrical/gas equipment conforms to safety requirements and is checked regularly.

Our boiler/electrical meter cupboard is not accessible to the children.

Electric sockets, wires and leads are properly guarded and the children are taught not to touch them.

There are sufficient sockets to prevent overloading.

Lighting and ventilation is adequate in all rooms.

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 garden is securely fenced.

Our outdoor area is checked for safety and cleared of rubbish each morning.

We do not have any poisonous plants, herbicides and pesticides.

The back gate is locked at all times and checked regularly.

All outdoor activities are supervised at all times.

Hygiene

Our daily routines encourage the children to learn about personal hygiene.

Cleaning resources and equipment, dressing-up clothes and furnishings etc is incorporated in the weekly staff cleaning rota.

The toilets has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.

Staff implement good hygiene practices by:

cleaning tables between activities

wearing protective clothing - such as aprons and disposable gloves - as appropriate

providing sets of clean clothes

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.

Snack and meal times are appropriately supervised with children encouraged to sit down.

Fresh drinking water is available to the children at all times.

The playgroup operates a system to ensure children do not have access to food/drinks to which they are allergic. These systems include obtaining information prior to the children starting at the playgroup about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements. This information is recorded and acted upon.

Outings and visits

Staff follow the settings procedures for the safe conduct of outings which will be discussed with parents/carers and children.

Parents will always be asked to sign consent forms before any outing.

A risk assessment on the proposed venue is carried out before an outing takes place.

Adult to child ratio for outings is assessed in line with each individual risk assessment, and the needs of the children attending that outing. The ratios adhered to will be clearly displayed on the

risk assessment for that outing.

The playgroups mobile phone will always be taken on outings, and supplies of tissues, wipes, etc as well as a mini first aid pack. 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 follow the Mobile Phones and Cameras Policy and procedures relating to outings
Staff hold paediatric first aid qualifications which will be renewed every three years.

Fire safety

Doors are never obstructed and easily opened from inside.

Smoke detectors/alarms and a fire blanket which conform to BSEN standards, are fitted and regularly checked.

Emergency evacuation procedures are:

- clearly displayed in the premises
- explained to new parents
- practised regularly particularly when a new child commences.

First aid and medication

Staff's first aid training includes first aid training for infants and young children.

The settings first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and follows recent 12 hour paediatric first aid training recommendations

The first aid box is easily accessible and is kept out of the reach of children.

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

Accident record sheets and dealing with incidents

Staff complete and sign the accident form and the parent signs it on collection of the child.

Accidents are reviewed at least half termly to identify any potential or actual hazards

Ofsted is notified of any serious accident, injury, illness or death of a child whilst in the settings care and of the action taken. Notification will be made as soon as is reasonably practicable, but at the latest within 14 days of the incident occurring.

Management will also notify Rochdale Borough Children's Services of any serious accident or injury to, or death of, any child while in my care and will act on any advice given.

It is a legal requirements to comply with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).

www.hse.gov.uk

Records

In accordance with the Early Years Foundation Stage Statutory Framework (Safeguarding and Welfare requirements) The playgroup will keep records of all the following:

A child's personal details, such as the 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, allergies, dietary requirements, illnesses and special health requirements of individual children. The sessions each child is due to attend and the times they arrive and depart. This will be the same record keeping for any visitors. Records of all parental consents for outings, administration of medication and emergency treatment incidents.

In addition, the following procedures and documentation in relation to health and safety are in place:

Risk assessments.

Record of visitors.

Fire safety procedures and records.

Administration of medication.
Prior parental consent to administer medicine.
Record of the administration of medicines.
Prior parental consent for emergency treatment.
Accident records
Sickness Policy
Accident and Injury Policy
No smoking Policy
Healthy Eating Policy
Safeguarding and Child Protection Policy

Links to EYFS: Health, Medicines, Food and Drink, Safety, Premises, Risk Assessment, Outings, Safeguarding, Accident or Injury

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