

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 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

We designate a member(s) of staff be responsible for the implementation of our Health and Safety. The Committee also elects a member to be Health and Safety Officer. They are competent to carry out these responsibilities **and will be supported in any training necessary to carry out their roles**. They will report regularly to the committee as a whole about Health and Safety Issues and on the implementation of our policy. We display **statutory HSE poster**.

Risk assessment

Our risk assessment process look at key two factors: the physical environment of the setting and the activities that happen within.

We carry out termly full risk assessments on the physical environment of our setting and the equipment within; these are supported by our daily checks.

Our activity based assessments cover adults and children and look at the number of adults/children likely to be affected, the worst possible case scenario of severity if an accident should happen and the likelihood of something occurring. This will help us to decide which areas need attention; and developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

- Risk assessment training will be given to all members of staff who will be asked to participate in their completion and forms part of the CWDC Induction Workbook (pilot).

Risk assessments will be held in a separate file to be kept in the **kitchen** area.

Insurance cover

We have public liability insurance and employers' liability insurance through Moreton Michel, policy number 7852. The certificate for public liability insurance is displayed in the entrance area. Personal belongings are not included in this insurance.

Awareness raising

- Our induction training for staff 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 health and safety policies are given to all committee members and staff and made available to parents via the policies folder..

- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff and committee meetings. Training is also made available to committee members and parents.
- We have a no smoking policy. Linton Village College is also a no smoking site.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Safeguarding Children

- We ensure all staff employed and the voluntary Committee Members have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau. We re-submit checks in line with Ofsted requirements.
- Practitioners do not normally supervise children on their own.
- All children are supervised by practitioners at all times.
- Whenever children are in the setting, it must be in line with the adult:child ratios set out by Ofsted and in line with our Child Protection Policy.

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. The external door is always kept locked and there is a keypad entry system. During the time that children are in the building, the main door is only opened under the supervision of a level 3 qualified person as detailed in our door opening procedure. Staff will ask anyone who enters to sign the visitors book.
- During free flow play outside, which requires access to the veranda, the front door will remain open to allow children access in and out of the building. A member of staff will be present at all times to supervise both the children and access.
- Our sister toddler group has a clear door opening and registration procedure displayed in the room and shared with group supervisors
- We have systems in place to reduce the risk of children from leaving our premises unnoticed. Where possible doors are kept locked or have double handles: exceptions to these are the fire exits to Room 1 and Room 2 which must remain under the general supervision of staff/toddler group supervisors.
- The personal possessions of staff and volunteers are securely stored during sessions.

Windows

- Windows are checked for breakage as part of our daily safety check.
- Windows are secured so that children cannot climb through them.
- All glazing meets BS2606

Doors

- Staff members stand by open doors and take precautions to prevent children's fingers from being trapped.

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 **adequate** 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 or sharp implements.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked in line with the Linton Village College procedures. Copies of certificates are held in the **Risk Assessment Portfolio** area.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children. Staff are shown where the mains electric switch is located
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled (and limited to 41^oc) to prevent scalds. Children's use of hot water is supervised.
- Lighting and ventilation is adequate in all areas including storage and toilet areas.

Storage

- All resources and materials from which children select are stored safely and at an appropriate height.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely gated and fenced.
- Our outdoor area is checked daily for safety and cleared of rubbish before it is used.
- Practitioners, parents and children are alerted to the dangers of poisonous plants, herbicides and pesticides. (see Ofsted red Standards book)
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Any outdoor sand pits are covered when not in use and are cleaned regularly and water trays emptied.
- As with all activities, our outdoor area is supervised at all times.

Hygiene

- We respond to 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.
- The college provide a contract cleaner for the setting and we have a daily cleaning routine which includes play room(s), kitchen, toilets and nappy changing areas **monitored by staff**.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings. Risk assessments are in place to monitor this.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies. Parents are welcome to send their children in cloth nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities with **disposable cloths** and antibacterial spray (please see our housekeeping policy);
 - checking toilets regularly and maintaining them as necessary;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes for the children; and
 - providing tissues

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 practitioners 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.
- Sensory materials (e.g. Sand, water, etc.) are clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children are specifically taught 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 comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- All adults are required to drink hot drinks in the kitchen area and do not place them within reach of children.
- Snack and meal times are appropriately supervised.
- 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.

Severe Allergies

If a child joins Playgroup who is known to have a severe allergy, the Health Visitor will be contacted. The Health Visitor will provide staff with appropriate training. This training must be complete before the child is allowed to attend the setting. Parents will be advised if a child attends with a severe food allergy to avoid products being brought into the setting in lunch boxes.

Outings and visits

Please see our separate Outings Procedure

Missing child

Please see our separate procedure for what we do in the event that a child goes missing. This is clearly posted in the setting.

Animals

- We do all we can to ensure animals visiting the setting are free from disease and safe to be with children. We will follow advice from government agencies (DEFRA) or other organisations as appropriate.
- Children wash their hands after contact with animals.

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 and parents; and
 - practised regularly to include all staff at least once every half term.
- Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

Most staff hold appropriate paediatric First Aid training and have refresher training every 3 years. There are therefore always staff on the premises or on an outing who are first aid trained.

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.

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. If staff have any concerns for the health of a child then the emergency services will be contacted as a first priority in line with our critical incident procedure.

Parents sign a consent form at registration allowing staff to accompany 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.

Our Accident and Medical Record folder:

- is kept safely and accessibly;
- all incidents are reported to parents and counter-signed

- 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.

Please see our separate Medical Emergency Plan for the steps we follow in the event of an accident.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, 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.

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 while 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. Parents are asked to keep unwell children at home and inform staff so that they can alert other parents if necessary. Confidentiality in these matters will always be maintained.
- Parents/carers are asked not to bring a child to the setting who has vomited or had diarrhoea until at least 48 hours has elapsed since the last attack (these are guidelines for all children in the Foundation Stage). Staff suffering from **vomiting or diarrhoea must not attend** the setting for 48 hours.
- Children with headlice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of headlice 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.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

The procedure to be followed in the event that a child becomes ill during a session is as follows:

- Attention, including First Aid if necessary, will be given to the child.
- A member of staff will comfort the child whilst the parents or emergency contact are called regarding the collection of the child.
- If the illness or symptoms appear to be of a contagious nature (i.e. Rash, temperature, vomiting, etc..), the child will be kept apart from the other children and will sit in a quiet area with a member of staff.
- When the parent or emergency contact collects the child s/he will be signed off the register including the time of collection.
- Please also see our policy for the Administration of Medication

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 **ie to store equipment or put up displays** 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.

Records

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

Adults

- names and addresses of all staff on the premises, including temporary staff who work 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, 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; and
- incidents.

In addition, the following procedures 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 Linton Granta Playgroup and Toddlers Committee

Held on (date)

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc..)

To be reviewed on (date)