



lintongrantaplaygroup

Pre-school and toddler group
Linton, Cambridgeshire

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Setting Details	Linton Granta Playgroup and Toddlers, The Activity Room, Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk

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Policy statement

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.

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.

Process

We designate all members of staff responsible for the implementation of our Health and Safety policy.

The Committee also tries to elect 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. In the case of no committee member being able to be Health and Safety officer, the committee as a whole accepts the responsibility of Health and Safety issues.

We display the statutory HSE poster on the cupboard door in the main room.

Risk assessment

Our risk assessment process looks 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 it; these are supported by our daily checks.

Our activity-based assessments cover adults and children and look at the number of adults and/or 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 to develop 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 must be given to all members of staff by the pre-school leader. All staff take part in risk assessing as part of their induction. Risk assessments are held in a separate file.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is publicly displayed. Insurance is provided by Morton Michel, policy number 7852.

Awareness raising

Our induction training for staff includes a clear explanation of health and safety issues so that all adults 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 are made available to parents or guardians via the policies folder and are also available on our website:

<http://www.lintongrantaplaygroup.org.uk/>

As necessary, Health and Safety training is included in the annual training plans of staff and Health and Safety always forms part of staff and committee meetings.

The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances and managing risk. Records are kept of these induction training sessions. 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.

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

Smoking

We operate a no smoking policy and the whole of the Linton Village College is designated as a no smoking site.

Safety of adults

A separate Health and Safety Policy for Employees is in place.

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.

Adults are not asked to 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.

COSHH

We keep a record of all substances that may be hazardous to health - such as cleaning chemicals. This states what the risks are and what to do if these substances come into contact with eyes, skin or are ingested.

We keep all cleaning chemicals in their original containers and abide by The Control of Substance Hazardous to Health (COSHH) regulations 2002.

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 and are fitted in appropriate high risk areas of the building. These are maintained by Linton Village College (LVC) and any problems must be immediately reported to the Bursar.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are clearly displayed in the premises and are explained to new members of staff, volunteers and parent. Procedures are practised regularly, to include all staff at least once every term on different days.

Records are kept of fire drills. Other Fire Safety Records are maintained by LVC.

Security

Access

Systems are in place for the safe arrival and departure of children.

The arrival and departure times of adults - staff, volunteers and visitors - are recorded.

Our systems prevent unauthorised access to our premises. The external front door is always kept locked. The rear door is locked (excluding free flow play explained below).

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 visitor's book, with the exception of standard dropping off/collection times.

During free flow play outside, which requires access to outdoors play areas, the rear 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, which is displayed in the room and shared with group supervisors.

We have systems in place to reduce the risk of children leaving our premises unnoticed. Where possible, doors are kept locked or have double handles: exceptions to these are the fire exits, which must remain under the general supervision of staff/toddler group supervisors.

Personal Belongings

The personal possessions of staff and volunteers are securely stored during sessions. Personal mobile phones are not permitted in the setting and must be locked in staffs personal lockers during the session.

Windows

Windows are checked daily to inspect for any damage or breakage.

All glazing meets BS2606.

Doors

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

Electrical/gas equipment

All electrical/gas equipment conforms to safety requirements and is checked regularly. LVC is responsible for maintaining fixed equipment. Linton Granta Playgroup and Toddlers is responsible for Portable Appliance Testing (PAT).

Our boiler/electrical switch gear/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. When not in use, electric sockets have socket covers placed in 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.

Floors

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

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 any 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.

All outdoor activities are supervised at all times.

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 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.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.

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/high value pieces of equipment are discarded only with the consent of the pre-school leader and member of the executive committee.

Hygiene

We regularly seek information from the Environmental Health Department and the Health Protection 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 setting, 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. Nappies are double bagged and sent home with parents for disposal.

We implement good hygiene practices by:

- Cleaning tables after activities;
- Cleaning toilets regularly;
- Wearing protective clothing - such as aprons and disposable gloves and eye protection - as appropriate;
- Providing sets of clean clothes;
- Providing facial tissues;

- Using disposable cloths and paper towels for personal hygiene.

Recording and reporting of accidents and incidents

(Including procedure for reporting to HSE, RIDDOR)

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are **not** regarded as incidents and there are separate procedures for this (see Child Protection Policies.)

Procedures

Our Accident logging forms are kept in a folder which:

- is kept safely and accessibly;
- is accessible to all staff and volunteers, who know 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 doctor, or the death of a child or adult.

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 (RIDDOR). The person responsible for this is the pre-school leader and the Health and Safety Officer of the Committee.

Dealing with incidents

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 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 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.

Our incident logging forms

We have ready access to telephone numbers for emergency services, including local police. Where we rent premises, we ensure we have access to the person responsible for the premises and that there is a shared procedure for dealing with emergencies.

We keep an incident form folder for recording incidents, including those that are reportable to the Health and Safety Executive as above.

These incidents include:

- break in, burglary, theft of personal or the setting's property;
- an intruder gaining unauthorised access to the premises;
- fire, flood, gas leak or electrical failure;
- attack on member of staff or parent on the premises or nearby;

- any racist incident involving staff or family on the centre's premises;
- death of a child;
- a terrorist attack, or threat of one.

In the incident forms we record the 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, for example, through cot death in the case of a baby, or any other means involving an older child, 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 or First Aid treatments.

Food hygiene

(Including procedure for reporting food poisoning)

Policy statement

In our setting we provide and/or serve snack food for children and lunchboxes prepared at home.

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

Procedures food hygiene

- At least one person on duty has an in-date Food Hygiene Certificate.
- We use reliable suppliers for the food we purchase.
- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Packed lunches are stored in a cool place Food preparation areas are cleaned before use as well as after use.
- There are separate facilities for hand-washing and for washing up.
- All surfaces are clean and non-porous.
- All utensils, crockery etc are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials are stored away from food stuffs.
- Dangerous materials and/or equipment are stored out of children's reach.
- Children do not have unsupervised access to the kitchen.

When children take part in cooking activities:

- they are supervised at all times;
- they follow and begin to understand the importance of hand washing and simple hygiene rules;
- they are kept away from hot surfaces and hot water;
- they do not have unsupervised access to electrical equipment.

Reporting of food poisoning

Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.

Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the Environmental Health Department and the Health Protection Agency will be contacted, to report the outbreak and the Playgroup will comply with any investigation.

If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 the setting will report the matter to Ofsted.

First Aid

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. 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 and for colleagues.

The First Aid Kit

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains advisory items only.

The first aid box(es) 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 must sign a consent form at registration giving permission for emergency medical support to be provided.

Medicines - Please see separate policy.

Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Manual Handling Operations Regulations 1992 (as amended 2004)

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)
- Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs
- Health and Safety (First Aid) Regulations (1981)

Further guidance

- Health and Safety Law: What you need to know (HSE 2009)
www.hse.gov.uk/pubns/law.pdf
- Health and Safety Regulation...a Short Guide (HSE 2003)
www.hse.gov.uk/pubns/hsc13.pdf
- Electrical Safety and You (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)
- Basic Advice on First Aid at Work (HSE 2006)

This policy was adopted at a meeting of Linton Granta Playgroup			
Held on			
Date to be reviewed	September 2019		
Signed on behalf of the Management committee	First signatory	Second Signatory	Approved By
Name of signatory			
Role of signatory	Chair	Secretary	Policy Co-Ordinator