



Health and Safety

Policy statement

Carlton Playgroup believes that the health and safety of children, parents, staff and volunteers is paramount. We aim to make children, parents and staff aware of our health and safety issues and to minimise the hazards and risks to enable children to thrive in a health and safe environment.

Procedures

The member of staff responsible for Health and Safety is the named supervisor. This is Samantha Brooks.

Our risk assessment process includes:

Checking for hazards and risk both indoor and outside before the children enters.

Our assessment covers both children and adults

During all activities assessments are carried out

All staff members are responsible for this and reporting back to supervisor

We check:

Daily before the session begins

Weekly and Termly when a full risk assessment is carried out

We are fully covered by a 'public liability insurance' and 'employer's liability insurance'. The current certificate is displayed in the hall at all times.

Awareness Raising

- Health and safety issues are explained to parent/guardians of new children so that they fully understand the part they play in the daily life of playgroup.
- Children are made aware of health and safety issues through discussions, planned activities and routines
- Discussion on Committee meeting
- Staff health and safety training on an annual basis
- Discuss in staff meetings

Health

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for playgroup which includes play room, kitchen, rest area, toilets and nappy changing areas.
- Storage of the cleaning materials and disposal is according to COSHH regulations.
- We have a schedule for cleaning resources and equipment.
- The toilet area has a high standard of hygiene including hand washing and drying facility and the disposal of nappies.

We implement good hygiene practices by:

- Having separate toilet facilities for staff,
- 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 and wipes, and
- Ensuring sole use of flannels and towels

No Smoking

- All staff, parents and volunteers are made aware of our no-smoking policy.
- We display no-smoking signs, if required.
- Members of staff who smoke do not do so during working hours. Unless on a break and off the premises. Members of staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.
- On outings all staff, parents and volunteers must not smoke unless on a break and away from the children.
- E-cigarettes are to be treated the same as normal cigarettes. They are not to be used on the premises.

Drugs and alcohol

- Staff, students and volunteers are not permitted to consume alcohol during their contracted hours of work or to care for the children if they have consumed alcohol prior to commencing work.
- The same applies to all drugs other than those prescribed by a doctor and considered inappropriate for intake while working with children.
- Staff will ensure that all drugs are stored correctly in a high cupboard.
- The Committee will respond to and investigate concerns and complaints raised in relation to alleged breaches of the welfare requirements.
- Staff will promote positive role models in health and safety practices in relation to alcohol and drugs.
- Should a member of staff be found under the influence of alcohol or drugs of any illegal form before or during the opening hours, they will be immediately asked to leave the premises and told to return home. Thereafter the normal disciplinary procedures will begin.
- This will ensure that members of staff are able to respond appropriately to children at all times.

Food and Drink

See policy

Animals

Animals visiting the playgroup are free from disease, safe to be with and do not pose a health risk.

First aid and medication

See policy on prescribed medication, recording and administering of medication and sickness procedure.

At least one member of staff with current first aid training certificate (relevant to infants and young people) is on the premises or on an outing at any one time.

Our first aid kit complies with the health and safety (First Aid) Regulations 1981 and is regularly checked by the designated member of staff. It is kept out of reach of children but within easy access to adults.

At the time of admission to Carlton Playgroup Ltd parents/guardians give written permission for emergency medical advice or treatment.

Accident book

- Is kept safe and accessible
- All staff and volunteers know where it is kept and how to complete it
- It is reviewed at least half termly to identify any potential or actual hazards.
- Ofsted is notified of any injury requiring treatment by a GP or hospital, or the death of a child or adult.
- Any injury requiring GP or hospital treatment to a child, parent/guardian, volunteer or visitor is reported to the local office of the Health and Safety Executive.

We ensure that we meet our legal requirement of the safety of our employees by complying with RIDDOR (Reporting of Injury, Disease and Dangerous Occurrences Regulations).

Nappy changing

- Parents/guardians must inform staff if their child is still in nappies.
- Parents/guardians are to provide nappies, baby wipes and a change of clothing. We have got spare nappies and clothes in case anyone forgets.
- Over 2's will be changed on a mat on the floor in the toilet, under twos will be changed on the changing unit, only playgroup staff will change nappies, not volunteers or helpers.
- Gloves and aprons will be worn by staff
- The used nappy will be put in a nappy sack and deposited in the bin outside
- A record will be kept of when the child was changed and by which member of staff.

Safety

Safety for Children

Only persons who have been checked for criminal records by an enhanced disclosure form the Criminal Records Bureau and registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.

Children are never left unsupervised during playgroup hours. Whenever children are on the premises at least two adults are present.

Safety for Adults

Adults are provided with guidance and training about safe storage, movement, lifting and erection of large 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 warnings signs are clear and in appropriate languages.

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 which need to be addressed.

When a member of staff is in contact with blood or other bodily fluids they must wear gloves and dispose of the gloves and other material used appropriately.

Security

Systems are in place for the safe arrivals and departures of children. The times of the children's arrivals and departures are recorded.

The arrival and departures time of adults, staff, volunteers and visitors are recorded.

Our systems prevent unauthorised access to our premises.

Our systems prevent children from leaving our premises unnoticed as doors are locked.

The personal possessions of staff and volunteers are securely stored during playgroup sessions.

Doors

We take precautions to prevent fingers from being trapped in doors

Floors

All surfaces are checked daily to ensure they are clean and not damaged.

Kitchen

Children do not have unsupervised access to the kitchen.

There are separate facilities for hand-washing and for washing up.

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

When children take part in cooking activities they;

- Are supervised
- Are kept away from hot surfaces and hot water, and
- Do not have unsupervised to electrical equipment

Electrical/gas equipment

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

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

Fires, heaters, electric sockets, wire 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.

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 is approved by the Fire Safety Officer and are;
- Clearly displayed in the premises,
- Explained to all new members of staff, volunteers and parents/guardians, and
- Practised regularly at least once every six weeks.

Records are kept of fire drills.

In the event of a fire;

The fire alarm will sound.

Two staff members gather children to form a train with the over 2's

Floating staff are to help if needed in getting the under twos out of the building.

Collect register and phone.

Exit through nearest fire door.

One staff will check the building is empty.

Meeting point on grass by the wall opposite the telegraph pole.

When clear of building check register and dial the emergency services.

No-one re-enters the building until deemed safe.

If children and staff need to leave the meeting point for any reason the children will be taken to the primary school where parents can collect their children.

If a staff member is upstairs with a group of children they are to check the stair way is safe, then they are to lead the children down the stairs and through the safest fire door to the fire assembly point.

Storage

All resources and materials which children select are stored safely.

All equipment and resources are stored or stacked to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced
- It 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.
- All 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 playgroup.
- They layout of play equipment allows adults and children to move safely and freely between activities.
- 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 learn about health and safety and personal hygiene through the activities we provide and the routine we follow.

Useful websites:

www.hse.gov.uk

www.northyorkshirefire.gov.uk

www.everychildmatters.gov.uk

This policy was adopted by	Carlton Playgroup Ltd	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	