

# Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096

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## Health and safety policy

### Statement of intent

Wanborough Playgroup believes that the health and safety of children is of paramount importance. We make our playgroup 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.

### Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the cloakroom (rear lobby).

### Method

In order to achieve these aims we adhere to the following procedure

- Our designated member of staff responsible for health and safety is **Kym Wood**
- 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 cloakroom.

### Risk assessment

Our risk assessment process covers adults and children and includes:

- checking for and noting hazards and risks indoors and outside, and in our premises and activities
- assessing the level of risk and who might be affected
- deciding which areas need attention
- developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required

We maintain lists of health and safety issues, which are checked:

- daily before the session begins
- weekly
- termly (autumn, spring & summer) - when a full risk assessment is carried out

### Awareness raising

- Our health and safety policy is available to the parents of new children so that they understand the part played by these issues in the daily life of the setting.
- 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 operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

### Children's safety

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- Additionally, all committee members are subject to a CRB check.

- 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.

### **Security**

- Systems are in place for the safe arrival and departure of children.
- Our security systems prevent unauthorised access to our premises.
- Our security systems prevent children from leaving our premises unnoticed.

### **Doors**

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

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### **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.
- At least one person has an in-date Food Hygiene Certificate if food other than a mid- morning snack is given.
- All staff follow the guidelines of *Safer Food Better Business* (Obtainable from the Food Standards Agency).
- 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/gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly (organised by Village Hall Committee).
- Our boiler/electrical switch gear/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.
- 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 checked for safety and cleared of rubbish before it is used.
- All outdoor activities are supervised at all times, by a minimum of 2 staff.

### **Hygiene**

- We regularly seek 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.
- We regularly clean resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities. Dirty nappies are put in nappy sacks, tied up and disposed of in the biffa bin located outside the main doors.

- We 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
  - providing tissues and wipes

### **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.
- Physical play is constantly supervised.
- Children are taught to handle and store toys and tools safely.
- Children learn 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 understand and comply with food safety and hygiene regulations. (Regulation (EC) 852/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs replaces previous Food Safety Regulations and the requirements are set out in Safer Food Better Business obtainable from the Food Standards Agency).
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) 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.

### **Outings and visits**

- We have agreed procedures for the safe conduct of outings. (Supervision of Children on Outings Policy)

### **Missing child**

- We have an agreed procedure for the management of a missing child.

### **Missing child investigation**

- 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 incident
  - 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 RIDDOR arrangements 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 department at the Pre-school Learning Alliance is informed.

### **Animals**

- 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 are cleaned of mud and debris and should not be worn indoors.

### **Fire safety**

- The person in charge and staff are familiar with the requirements of the Regulatory Reform (Fire Safety) Order 2005 which came into force in October 2006 and replaced any previous fire safety regulations.
- Details are downloadable from [www.opsi.gov.uk](http://www.opsi.gov.uk)
- Guidance that applies to early years settings is set out in: *Fire Safety Risk Assessment - Educational Premises* (ISBN: 978 1 85112 819 8)
- The basis of the new regulations is risk assessment. Managers will carry out a risk assessment; this will be written where there are more than 5 staff. This will follow the guidance as set out above.
- Settings in rented premises will ensure that they have a copy of the risk assessment that applies to the building and that they contribute to regular reviews.  
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
  - practised regularly at least once every six weeks
- Records are kept of fire drills and the servicing of fire safety equipment.

### **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 and a contents list is held in the lid of the first aid box which is checked termly by the Health and Safety Lead.

The first aid box is easily accessible to adults and is kept out of the reach of children. No un-prescribed medication is given to children, parents or staff.

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. 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.

### **Our accident book:**

- is kept on staff trolley on the stage
- all staff know where it is kept and how to complete it
- is reviewed at least 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.

### ***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. See below.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's publication, Accident Record.

### ***Our Incident Book***

- 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 and that there is a shared procedure for dealing with emergencies.
- We keep an incident book 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 near by
  - any racist incident involving a staff or family on the centre's premises
  - death of a child
  - a terrorist attack, or threat of one
- In the incident book 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 even 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 even 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.

### ***Administration of medication***

- We have an agreed policy/procedure for the administration of medication.

### ***Sickness***

We have an agreed sick child policy.

### ***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 or to change light bulbs 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**

- the names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them
- the 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**

- 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
- 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

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	Wanborough Playgroup Committee
Held on (date)	10 <sup>th</sup> March 2008
Signed on behalf of the Management Committee/Proprietor	Sally Jamie
Role of signatory (e.g. chairperson etc.)	Chairperson
This policy was reviewed at a meeting of	Wanborough Playgroup Committee
Held on (date)	3 <sup>rd</sup> March 2014
Signed on behalf of the Management Committee/Proprietor	Ali Petherbridge
Role of signatory (e.g. chairperson etc.)	Chairperson
Review date:	March 2015
Reviewed at a meeting of	Wanborough Playgroup
Held on	1 <sup>st</sup> December 2014
Signed on behalf of the management committee	
Name of signatory	Jo Galt
Role of signatory (e.g. chair/owner)	Chairperson