

SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT

7.1 HEALTH AND SAFETY

Although the Supervisors have overall responsibility for health and safety matters within sessions, Carol Pickering is the member of staff nominated to work with the Committee to ensure that Policies are kept up to date, that good working practices are followed and that staff receive all necessary health and safety training.

The aim of this Policy is to make staff, parents and children aware of health and safety issues and to manage hazards and risks so that the children have a safe and healthy environment where they can learn and play.

Awareness Raising:

All new staff and regular volunteers receive an induction session to explain the health and safety issues particularly those of personal welfare, safe lifting and handling and the storage of potentially dangerous substances such as cleaning products.

Health and safety training is included in staff training plans with health and safety issues regularly being discussed at staff meetings.

Parents and carers of new children are made aware of our Health and Safety Policy.

Children are made aware of health and safety issues in a way that they can understand through discussions, activities and their daily routines.

Children's Safety:

All staff and Committee members are required to have an enhanced Disclosure and Barring Service (DBS) check and must declare any convictions or orders that have been made against them.

Neither staff nor volunteers are allowed to start at Playgroup until the DBS check has been returned with a satisfactory response.

Staff supervise all children at all times; volunteers, including students, are never left alone with a child.

Unless there are exceptional circumstances, staffs are not allowed to have personal mobile phones on them during sessions. They have to be left in the church with other personal possessions as this area is out of bounds to all children.

We frequently photograph children within the setting but only with the written consent of their parents or guardians. The camera is used exclusively by the playgroup and stored in a locked cupboard within the setting when not in use.

Health:

We promote good health to all the families of children attending Playgroup.

Illness:

Parents and carers are advised of our policy on the exclusion of ill or infectious children when their child starts Playgroup.

- Neither children or staff should attend Playgroup if they are unwell, have a temperature, sickness or diarrhoea or are believed to be suffering from an infectious diseases
- Parents and carers are notified if another child at the setting has an infectious disease such as Chicken Pox.
- Children with head lice are not excluded from Playgroup but parents are asked to treat the child appropriately. All other parents and carers are notified of the outbreak and asked to check their child's head and take remedial action if necessary.
- Children or families with HIV (Human Immunodeficiency Virus) are not excluded from Playgroup.
- Any spilled body fluids are cleaned away promptly and effectively using appropriate cleaning materials. Staff must wear protective gloves and aprons when completing these chores.
- Staff returning to work after an episode of sickness or diarrhoea must not handle food.

If a child is considered to be well enough to attend Playgroup then it is expected that they will be able to fully participate in the session.

The Health Protection Agency guidance on infection control in schools and other childcare settings is displayed within the setting and clearly states the recommended period that a child should be absent for a number of common infections.

Medication:

- No un-prescribed medicines, including painkillers, are given to children, staff or other adults on the premises.
- No prescribed medicines, other than inhalers and EpiPens, are allowed on the premises. Permission must be obtained from parents/ carers for the administration of prescription medication including inhalers and EpiPens. All medication must be clearly marked with the child's name and dosage instructions and stored with the First Aid Kit out of sight and reach of the children. A written record is kept of when medication is administered to a child and the parents/ carers informed each time.
- Children taking prescribed medication must be well enough to attend Playgroup.
- Parents or guardians sign a consent form when their child starts at Playgroup to allow staff to seek emergency medical treatment or advice, if required, whilst the child is in our care on the understanding that they will be informed of the situation immediately.
- If a child is taken ill during a session, their parents/ carers are contacted and asked to make arrangements for the child to be collected.

Accident or Injury:

- All permanent staff must hold a current Paediatric First Aid certificate consistent with the criteria set out in the Statutory Framework for the Early Years Foundation Stage.
- An approved First Aid Kit is kept on the premises and a portable First Aid Kit is always taken on outings. The First Aid Kit is kept on a shelf which is easily accessible to staff but out of the reach of children.
- If a child or adult requires hospital treatment the emergency services are telephoned immediately.
- The relevant emergency contacts for that child/ adult are advised of the situation.
- A member of staff will stay with the casualty at all times. If necessary, they will accompany them to hospital and remain with them until relatives arrive.
- The Accident Book must be completed as soon as possible after the event so that information is not forgotten or confused. Parents/ carers are informed of any accident or injury sustained by a child in our care on the same day and advised of any First Aid treatment given.

Accident Book:

- The Accident Book is kept in a lockable cupboard used solely by Playgroup.
- All staff know where the book is kept and how to complete it.
- It is reviewed regularly to identify any recurring issues and potential or actual hazards.
- The Health and Safety Executive, Ofsted and the Suffolk Safeguarding Children Board will be informed if any child who sustains an injury that requires treatment by a doctor or if there is a death on the premises. The Health and Safety Executive will also be advised if an adult sustains a major injury that requires treatment by a doctor or results in a death on the premises. We will follow any advice given to us by these agencies.

Incident Book:

- The Incident Book is kept in a lockable cupboard used solely by Playgroup.
- All staff know where the book is kept and how to complete it.
- It is reviewed regularly to identify any recurring issues and potential or actual hazards.
- Incidents that may be recorded include:
 - If a child arrives at Playgroup with a visible injury, their parents/ carers will be asked to complete a Visible Injury Form. Should an injury give cause for concern, our safeguarding procedures will be followed.
 - Break in, burglary or theft
 - An intruder gaining unlawful access to the premises
 - Fire, flood, gas leak or electrical failure
 - Drug related paraphernalia being found near the premises. In this instance, the Police should immediately be alerted by calling 101.
 - An attack on a member of staff, child, parent or visitor on or near the premises
 - Any racist incident involving staff, parents or visitors on the premises
 - A terrorist attack or the threat of one. In the unlikely event of a terrorist attack we would follow the advice of the emergency services with regard to evacuation, medical treatment and the contacting of parents and carers. Staff will take responsibility for their key children.

- We comply with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) by reporting to the Health and safety Executive any dangerous occurrence that causes or may have potentially caused injury or death on the premises. The Health and Safety Executive will be informed if any child, member of staff, parent or visitor sustains an injury that requires treatment by a doctor or if there is a death on the premises.
- If an incident is reported to the Police and a crime number given this number must be recorded in the incident report. Any follow up or insurance claim should also be recorded.
- Should a child die on the premises without being involved in an accident the emergency services would be contacted and the advice of the services followed.
- We have easy access to telephone numbers for emergency services and the emergency contact details of all children and staff.

Food and drink:

- Children are offered a healthy snack each morning.
- Only staff who hold a current and relevant Food Hygiene certificate prepare snack and cook with the children.
- All food and drink is stored appropriately.
- Prior to a child starting with us, information is obtained from parents/ carers regarding any special dietary or health requirements and food allergies. This information is recorded and shared with staff as appropriate so that the necessary precautions can be taken.
- Ofsted will be notified of any food poisoning episodes affecting two or more children attending the setting.
- Snack time is supervised and children are not allowed to walk around with food or drinks.
- Fresh drinking water is available to the children at all times.
- Adults are asked not to have hot drinks in the main hall or to leave them within reach of the children.

Hygiene:

- We incorporate information from Environmental Health and the Health Authority into our Policies to ensure that we keep up to date with the latest recommendations.
- We have a daily cleaning routine for the main hall, kitchen and toilets.
- The toilets have adequate hand washing facilities and provision for nappy changing and disposal. Disposable gloves are available for staff when they need to change children. Staff are responsible for ensuring that the toilets are left clean after each visit.
- Our routines encourage the children to learn about personal hygiene.
- Tissues and wipes are always available in the main hall and the children are encouraged to use them.
- We have a schedule for the regular cleaning of equipment and ensure that cooking aprons, etc. are washed after each use.

Managing Behaviour

Please refer to our Behaviour Management Policy.

General Safety:

We endeavour to ensure that the premises, both inside and outside, are fit for purpose and comply with all relevant health and safety legislation. We take all reasonable steps to ensure the safety and well being of all children, staff and visitors in the case of a fire or other emergency evacuation procedure. No smoking is allowed in or on the premises.

- Equipment and resources are routinely checked to ensure that they are suitable for the ages and stages of the children at the setting and that they are clean and safe to use.
- The layout of play equipment should allow adults and children to move safely and freely between activities.
- All materials – including paint and glue – are non-toxic.
- Children are taught to handle and store equipment safely.
- Physical play is constantly supervised and children are encouraged to use equipment safely.
- Staff and volunteers are given information relating to the safe storage and handling of equipment as part of their induction with updates given as appropriate.
- Any warning signs are clear and visible.
- Staff should not remain in the building alone. However, in situations where this is unavoidable, the member of staff should inform another person that they are there alone and when they expect to leave and they should keep a mobile phone with them at all times. The building should be secured to prevent unlawful entry.

Premises:

Security:

The front door is opened half an hour before sessions start to allow children and their parents to wait in relative comfort with access to the toilets and cloakroom. The front door is locked 15 minutes after the sessions begin and remains locked until 15 minutes before the sessions end. When the front door is locked, entry to the building can only be gained by ringing a bell at the front door, which a member of staff will respond to.

A high bolt locks the door to the main hall during sessions although this does have to be opened to allow children to go out to the toilet. A member of staff always accompanies children to the toilet and, whenever possible, the door is locked behind them.

Children cannot leave the main hall without a member of staff to accompany them. In the unlikely event of a child going missing during a session, our Procedure in the Event of a Missing Child would be followed:

Children are not allowed to leave the main hall at the end of a session until they are discharged to a known adult. Parents or guardians are asked to advise staff if someone other than the child's main carer is to collect them from a session

Personal possessions belonging to staff and visitors are left in the church, which is out of bounds to all children.

Fixtures and Fittings:

- Every attempt is made to minimise the risk of children trapping their fingers in doors or equipment.
- All floor surfaces are checked before each session to ensure that they are clean, dry and undamaged.
- All electrical equipment is checked regularly, electrical sockets are not overloaded and unused sockets have safety covers. Children are taught not to touch electrical sockets or cables.
- To prevent scalds, staff check the temperature of the hot water at the sinks in the toilets.
- Lighting and ventilation is adequate in all areas used by the children.
- All resources and materials that the children have access to are stored safely.
- Equipment and resources only accessible by adults should be stored or stacked safely to prevent them from falling or collapsing. Stepladders are available to enable adults to store and retrieve equipment safely.

Kitchen:

- Children do not have unsupervised access to the kitchen.
- The person responsible for preparing the day's snack checks that the preparation area and tables are clean and wipes all surfaces with an anti-bacterial cleaner before preparing or serving food.
- A record is kept for each session of the fridge temperature, what is served for snack and the person responsible for snack duties.
- Separate sinks are used for washing up and for washing hands and dirty equipment such as paint pots etc..
- Cleaning materials and other potentially dangerous materials are kept out of reach of the children. COSHH sheets are held for all products used.

Outside Area:

The area is checked for safety and cleared of rubbish and other hazards before the children are taken outside. The children are supervised at all times while they are outside. Staff use walkie-talkies when outside with the children to communicate with the staff inside. The correct adult: child ratios are maintained at all times. Please refer to our Risk Assessment for the Churchyard given in Appendix B.

Risk Assessment:

All reasonable steps are taken to ensure that children, staff and visitors are not exposed to risks. Risk assessments for both inside and our outside area are carried out each morning with members of staff taking responsibility for specific areas as follows: the main hall (including the checking of furniture and equipment), toilets, kitchen and the outside area; please refer to Appendix A.

The risk assessments cover everyone within the setting and include:

- Checking for and noting hazards and risks both inside the building and in the outside area used by the children
- Assessing the level of risk and who might be affected
- Developing an action plan to put right any problems

Outings:

- We never take the children away from the premises without the written consent of parents.
- A risk assessment is always carried out before an outing takes place. By the Supervisor leading the trip.
- Our adult to child ratio for outings is high, usually one adult to two children to ensure that each child is adequately supervised and has an adult's hand to hold. If a child's parent/ carer is accompanying the child that child remains the responsibility of the parent/ carer for the duration of the visit.
- When necessary, we use reputable coach companies and ensure that every child is securely seated at all times.
- The Playgroup mobile telephone is taken on all outings together with a list of all emergency contact details. Supplies of tissues, wipes, nappies, pants, a mini first aid kit, water and, if necessary, a snack. The amount of equipment taken varies depending on the venue, number of children, activities to be undertaken and the time that the children will be away from the setting.

In the unlikely event of a child going missing during an outing, our Procedure in the Event of a Missing Child would be followed:

Animals:

- Animals visiting the setting must be free from disease and safe to be with children. They must not pose a health risk. Children at risk of suffering an allergic reaction to the animals will not take part in the activity unless suitable measures have been agreed with parents/ carers in advance.
- Children are taught to wash their hands after contact with animals.
- Outdoor footwear, which is covered in mud or debris, must not be worn in the setting.

Fire Safety:

- Fire exits are clearly marked, never obstructed and easy to open from the inside.
- Emergency evacuation procedures are displayed in the setting and are explained to new staff and volunteers.
- Fire drills are arranged by the Supervisors and are practised at least once every half term.
- St Helen's Church operates a no smoking policy and there should be no smoking anywhere on the premises.

Records:

The following records are kept:

Children:

- The names, addresses and telephone numbers of emergency contacts for every child.
- The names, addresses and telephone numbers of parents and carers authorised to collect the child from Playgroup.
- Details of any allergies, dietary or health requirements, illnesses and disabilities.
- The regular sessions each child attends.
- Accident and incident records.
- Consent forms for outings, emergency treatment and media involvement.

Adults:

- The names and addresses of all staff and regular volunteers and their emergency contact details.

This policy was adopted at a meeting of St Helen's Playgroup Management Committee on:

Date:

Signed on behalf of the management committee.....

Role of signatory.....

Review Date: September 2018

Appendix A

Daily Risk Assessments

Identified Risk	How the Risk is Addressed	Responsibility
Church frontage and entrance	Check for rubbish, faeces or drug related paraphernalia. Clear away as appropriate, if necessary wearing disposable gloves or contact the PCSO team on 101.	Supervisor
Hall and kitchen		Staff member responsible for set up but reporting to the session Supervisor
Floor	Check that the floor is clean, particularly on a Monday morning, and that there are no slip or trip hazards.	
Equipment	Check that the book corner is safe and usable, with the fence in a safe position. Check that the slide and safety mat are safe, secure and fit for use. Ensure that the Kiddisink is full of clean water and has soap and paper hand towels. A wastepaper basket should be placed alongside. Ensure that there is fresh drinking water and a box of tissues available for the children.	
Sockets	Check that sockets are not overloaded and that unused sockets have covers fitted. There are 8 sockets in the hall and 8 in the kitchen. Check that the doorbell is plugged in and working.	
Kitchen Sink	Check that there is a clean blue cloth for washing up, a pink cloth for spills and a clean cloth for drying. Check soap, washing up liquid, hand sanitizer and paper towels.	
Rubbish	Check that the kitchen bin is empty and has a liner and that there is no discarded food left out on the side.	
Worktops	Make sure that these are clear and wipe down with antibacterial spray.	
Tables		
Damaged	Check that all tables are safe and fit for use.	
Dirty	Wipe all tables down with antibacterial spray.	
Toilets and lobby		
Toilet cubicles	Check that all 3 cubicles are clean and fit for use. They should all have sufficient toilet tissue, paper hand towels, soap and antibacterial spray. The larger cubicle must also have disposable gloves, baby wipes, nappy sacks, spare nappies, adequate spare clothes (stored tidily) and an Intimate Care log sheet and pen.	
Rubbish	Check the bins for rubbish, particularly soiled nappies, and empty as appropriate.	
Spills and soiling	Check the floor for spills and spoiling and clean as appropriate.	
Lobby	Ensure that the area is free of obstructions and that there are no stray drawing pins within reach of the children.	

Appendix B

Risk Assessment for the Churchyard

Identified Risk	How the Risk is Addressed	Responsibility
Overgrown plants and weeds	Plants should be checked regularly and arrangements made to have them cut back as necessary.	Supervisor
Set Up		
Litter	Ensure the area is clear of rubbish, particularly around the perimeter.	Staff member responsible for set up but reporting to the session Supervisor
Gates to the School playground and St Helen's Church Lane	These are to be checked to ensure that they are secure before the children go outside.	
Slip and trip hazards	All pathways, balance beams, railway sleepers and the wooden bridge to be checked for slip or trip hazards.	
Bird droppings	All equipment, including wooden benches and the slide, are to be checked for bird droppings. Any droppings should be removed with antibacterial cleaner and the cloth disposed of immediately.	
Wet equipment	All benches, tables and the slide to be wiped dry as well as any other equipment left out overnight.	
Sand Pit	Two staff to remove the cover and store safely. Check the sand for bugs and animal faeces.	
Using the Churchyard		
General supervision	There should be at least one member of staff in each section of the garden.	All staff
Lone member of staff outside	The first member of staff to go outside takes the walkie-talkie. This is then left outside with a member of staff for the entire time that children are using the garden.	All staff
Walking the children from the hall to the garden	Children walk together in a controlled manner from the hall to the churchyard under the supervision of the staff. No child is allowed to run ahead of the member of staff at the front of the group. Extra care should be taken when a hot snack is being prepared or the children are baking.	All staff
Access through the kitchen	The child safety gate must be securely fitted to the door to the garden before any child is allowed outside. No child is to walk through the kitchen without adult supervision. If a member of staff is not using the kitchen, the door lock must be secured to stop children accessing the kitchen from the hall.	All staff
Change in levels	No bikes or scooters are allowed on the upper levels.	All staff
Slippery bridge and railway sleepers	Staff to be aware and children told to be careful. Extra care to be taken in wet or icy weather.	All staff
Sunburn	Parents are asked to provide sun hats and apply sunscreen before sending the children to Playgroup. Children sit in the shade if having circle time or snack outside.	Supervisor
Parents/ visitors needing access.	A notice is attached to the outside door informing people of the Playgroup's mobile telephone number and asking them to call the number to gain entry. The phone is kept with the Supervisor at all times.	Supervisor