

HEALTH AND SAFETY POLICY

Amendment History

Revision	Author	Description of change	Date updated
1	Karen Walls	Amendment history added and general changes to policy wording; 48 hour rule	July 2006
KASC policy	Carol Hooper	Adapted from adopted Kineton Playgroup policy	August 2006
2	CH/SM	Merge KASC and Playgroup policies; update footer	September 2007
3	CH/SM/ AF	Amendment to wording	March 2009
4	CH/ AF	Amendment to wording	March 2010
5	CH/AF	Ref to mental health, to reporting procedures on illness and injury	May 2011
6	CH/HS	Minor amends	October 2012
7	CH/KG	Reference to employing additional member of staff over ratio where needed to support individual children; add cross references to other policies where relevant	November 2014
8	CH	Change 'Committee' to 'Board'; no other substantive changes	November 2016
9	CH & SF	No substantive changes	February 2018
10	CH & SF	Add details of reportable incidents	November 2019
11	CH & SF	Reviewed. No substantive changes	January 2020

HEALTH AND SAFETY POLICY

Throughout this policy references to 'Playgroup' includes Kineton Playgroup, KASC and Breakfast Club.

STATEMENT OF INTENT

The board of Kineton Playgroup Ltd ('the Board') believes that the health and safety of children is of paramount importance and is committed to make Playgroup a safe and healthy place for children, parents, staff and volunteers.

It is our 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.

As an employer the Board recognises its responsibility under current health and safety legislation and will endeavour to comply with these standards as a minimum.

The Board will, as far as reasonably possible

- Provide and maintain safe and healthy working conditions, a safe place of work and safe systems of work for all Playgroup employees
- Provide adequate control of health and safety risk arising from Playgroup work activities
- Consult with employees on matters affecting their health and safety
- Provide and maintain safe premises and equipment
- Ensure the safety and absence of risks to health in connection with the safe handling, use, storage and transport of articles and substances
- Provide adequate information, instruction and supervision of employees, to ensure they are competent to do their tasks and to ensure the health and safety at work of Playgroup employees. This includes making risk assessments available to employees and consulting with them in drawing up such risk assessments where applicable
- Appoint competent personnel to secure compliance with statutory duties
- Provide a safe means of access and exit to the premises

There are a range of different and detailed policies and procedures and risk assessments which are all aimed at keeping everyone using Kineton Playgroup and its premises and services safe. A summary of the key aims and intentions is given in this policy, with reference to the more detailed policies.

RESPONSIBILITIES & ORGANISATION

Playgroup Board

- The Chairperson will have overall responsibility for ensuring the Health and Safety (H&S) policy is implemented
- The Chairperson will ensure that the Health and Safety Executive (HSE) are notified of any incidents which are reportable under RIDDOR as necessary
- Other members of the Board may report strategic health and safety issues to the Board and monitoring the risk assessment process
- The Board will monitor H&S reports to ensure correct management systems are implemented
- Members of the Board will have the opportunity to attend H&S training
- A regular buildings inspection is carried out by a member of the Board

Playgroup manager

The Playgroup manager will take responsibility for the following areas:

- Ensure urgent H&S matters are taken directly to the Chairperson and/or Vice-chairperson including details of any reportable incidents
- Compile a regular operational H&S report to the Board via a standing agenda item, including accident statistics
- Ensure statutory notices are displayed
- Ensure staff are competent to carry out necessary duties and are aware of their responsibilities, and maintain lists of staff and current qualifications
- Arrange any necessary H&S training to meet any identified staff and Board members development needs
- Ensure sufficient staff/child ratios are maintained at all times
- Ensure the H&S Policy is implemented and considered during any decision-making process and as part of Playgroup planning
- Ensure volunteer helpers are aware of and follow H&S procedures
- Ensure adequate first aid provision and supplies during all activities
- Ensure suitable and sufficient risk assessments are completed and recorded for all areas and activities, which should be reviewed annually as a minimum
- Ensure existing risk assessments are reviewed when new activities are to be undertaken or new equipment arrives, and new risk assessments are written when required

- Ensure members of staff are aware of, and understand any specific roles relating to H&S, eg fire evacuation, that they may be required to do
- The Chairperson, manager and deputy manager (administration) have responsibility for compiling and maintaining the equipment inventory
- Carry out a return to work interview for all staff following a period of sickness absence

Playgroup Staff

Playgroup staff will take responsibility for the following areas:

- Assist with the implementation of the H&S Policy and arrangements
- Take responsibility for working safely and efficiently, to report incidents that could lead to injury or damage, and to ensure that all accidents, incidents and 'near-misses' are reported in the appropriate records
- Attend any development sessions as required particularly if relevant to specific roles eg First Aid training
- Report any H&S issues to the session supervisor
- Co-operate with the manager, Board members and other members of staff to ensure their own health, safety and welfare as well as that of all playgroup members
- Carry out any specific duties related to H&S eg First Aid
- Assess their own physical and mental health and contact the manager if unable to attend work or if adjustments to working practice are required

Parents / Volunteers

- Parents and/or volunteers will be asked to comply with the H&S policy and any H&S arrangements
- It is the responsibility of parents and volunteers to co-operate with the manager, session supervisor, Board members and other members of staff to ensure the health, safety and welfare of all Playgroup members
- It is the parents' responsibility to keep Playgroup updated on their child's health, and to inform Playgroup if their child is ill. This can then be recorded in the Absence Diary and if necessary on their Learning Journal.

Children

- All children must think about their own safety, as well as the safety of other children, including being tidy.
- Members of staff discuss risks with the children and encourage them to recognise these risks and make their own risk assessments e.g. the bridge along the track on a rainy day.

3. ARRANGEMENTS

First Aid

All members of staff working directly with the children hold a current first aid certificate. The first aid qualification includes first aid training for infants and young children. An up-to-date list is available for parents to see.

Playgroup first aid cupboards:

- Comply with the Health and Safety (First Aid) Regulations 1981
- Are regularly checked and re-stocked as necessary
- Are easily accessible to adults
- Are kept out of the reach of children

A travelling first aid kit is taken on all trips off-site, and a first aid kit is always taken to forest school sessions. A 'grab box' is kept on the high shelf in the children's toilets containing a full first aid kit which is available to take to the casualty, rather than moving the casualty to the first aid area.

Parents' written permission for emergency medical advice or treatment is sought at the time of admission to the Playgroup. Parents sign and date their written approval.

Risk Assessment

Any risk assessments undertaken by Playgroup should be in line with the HSE Leaflet, "Five steps to Risk Assessment".

Risk assessments should be reviewed due to any of the following:

- Changes in circumstances / legislation
- New risk situations created
- Annual Review or more frequently if required
- As a result of an accident
- Suspicion of a defect in the current policy and/or process

Risk Assessment activities include:

- Checking for hazards and risks indoors and outside, and in activities and procedures. Playgroup's assessment covers adults and children
- Deciding upon which areas need attention
- Developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required
- Buildings (inside/outside) have had a risk assessment undertaken which is reviewed on an annual basis
- Details are noted and any potential hazards are recorded and appropriate measures undertaken

Hazardous Tasks & Manual Handling

(Manual Handling Policy)

- 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
- Adults are provided with guidance about lifting and moving children

Fire safety

(Emergency Evacuation Procedure)

- Fire doors are clearly marked, never obstructed and easily opened from inside
- Smoke detectors and 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
- Playgroup's emergency evacuation procedures are:
 - clearly displayed in the premises
 - explained to new members of staff, students, volunteers and parents
 - explained to children regularly and
 - practised regularly on a rolling programme

Records are kept of fire drills and the servicing of fire safety equipment

Carbon monoxide detection

A carbon monoxide detector is in place in the staff room (next to the boiler room)

OTHER ARRANGEMENTS

Accidents and Emergencies

(Accidents, Medication & First Aid Policy)

- A safe and accessible confidential record is kept of all accidents and incidents, which all members of staff know how to complete. It is reviewed at least monthly to identify any potential or actual hazards; this review forms part of the manager's report to the regular management Board meetings
- Notification procedures are set out in the Accidents, Medication & First Aid Policy
- Playgroup meets the legal requirements in complying with RIDDOR (Reporting of Injury, Disease and Dangerous Occurrences Regulations).

Staffing

- Ratios of staff to children are kept accurately: 1:8 for children between three and eight years of age (inclusive), 1:4 for children of two years of age

- Where considered appropriate for reasons of health and safety an additional member of staff may be employed to monitor and support an individual child or group of children
- Members of staff are always aware of where children are within the setting, and who is covering which particular area

Induction

- Playgroup induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to Playgroup's policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances
- Records are kept of this induction training and new members of staff, students and regular 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 they play in the daily life of Playgroup
- 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
- Playgroup operates a no smoking policy (*No Smoking Policy*)
- Children are made aware of health and safety issues through discussions, planned activities and routines

Children's safety

- Only people who have appropriate enhanced DBS checks have unsupervised access to the children, including helping them with toileting
- 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 are present
- All staff and Board members have an enhanced DBS check

PREMISES

Security

- Arrangements are in place for access to premises, arriving and departing at end of each session (*Security Procedures, Major Incidents & Lockdown Policy*)
- Arrangements are also in place for the security of the building when staff or children are in the Playgroup premises, including the school hall and courtyard and the KS1 playground and field (*Security Procedures etc Policy*)
- Gates to the school premises are locked out of hours. The Market Square gate is locked at between 09.15 and 14.45. It is locked again at 17.00 (16.30 in the winter)

- Areas where children are not allowed – children are reminded not to go into the staff room, staff toilet or kitchen without permission. Staff are always vigilant and no child is allowed out of the indoor premises without supervision from a member of staff as appropriate to the child and situation
- Parents are not allowed to go into the children's toilet save in exceptional circumstances eg. on their induction visit when staff have checked there are no other children there
- Arrangements for challenging unknown or unwanted visitors – doors and windows are kept secure, photo i.d. cards or prior appointments are required and door not opened until adult recognises/knows person who requires access.
- 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
- Systems prevent unauthorised access to our premises
- Systems prevent children from leaving our premises unnoticed
- The personal possessions of staff and volunteers are securely stored during Playgroup sessions

Windows

- Window opening catches are out of the reach of children. All windows are locked at the end of Playgroup sessions.

Doors

- Members of staff take precautions to prevent children's fingers from being trapped in doors. All premises doors are fitted with anti-trapping devices

Floors

- All surfaces are checked daily to ensure they are clean and not uneven or damaged

Kitchen

- Children are not allowed entry to the kitchen area except under supervision for specific activities
- 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
- All lower cupboards and drawers have been fitted with safety catches

Electrical equipment

- All electrical equipment conforms to safety requirements and is checked in accordance with the recommended guidelines.

- The boiler, electrical switchgear, supplemental heating appliances and meter cupboard are not accessible to the children
- Electric sockets, wires and leads are properly guarded and the children are taught not to touch them
- Radiators are fitted with guards
- There are sufficient sockets to prevent overloading
- Lighting and ventilation are adequate in all areas including storage areas

Storage

- All resources and materials which children select are stored safely
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing

Playgroup's Outdoor area

- Playgroup's outdoor area is securely fenced
- Playgroup's outdoor area 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 outdoor activities are supervised at all times
- All outdoor facilities are inspected annually by RoSPA

Forest Schools

Forest School sessions are included in regular practice, with an additional separate risk assessment in place.

Hygiene

- Playgroup follows information from the Environmental Health Department and the Health Authority to ensure that it keeps up-to-date with the latest recommendations with regard to hygiene
- Playgroup's daily routine encourages children to learn about personal hygiene
- Playgroup's daily cleaning routine includes all the Playgroup premises. Further cleaning is carried out on a daily basis. A schedule is maintained for cleaning resources, equipment and furnishings
- The toilet area has a high standard of hygiene including hand washing and drying facilities (*Handwashing Policy*)
- Playgroup implements good hygiene practices by:
 - cleaning tables between activities
 - checking toilets regularly
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate
 - providing sets of clean clothes

- ensuring hand washing or cleaning after messy activities and before eating or handling food (*Handwashing Policy*)
- providing tissues and wipes
- providing single use disposable towels

Equipment

- Toys, furniture, fittings, fixed equipment (both inside and outside) are checked at each session
- Replacement and repair are an ongoing process as and when need arises

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 Playgroup
- 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 provided and the routines followed

Food and drink (*Food and Drink Policy*)

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations
- All food and drink are stored appropriately
- Adults place hot drinks out of reach of children
- Snack times are appropriately supervised and children do not walk about with food and drinks
- Fresh drinking water is available at all times
- Playgroup operates systems to ensure that children do not have access to food or drinks to which they are allergic
- When children take part in cooking activities, they:
 - follow appropriate hygiene regimes
 - are supervised at all times
 - are kept away from hot surfaces and hot water
 - do not have unsupervised access to electrical equipment

Outings and visits

- Playgroup has agreed procedures for the safe conduct of outings

- Procedures to be followed on outings form part of our operational plan; a separate procedure is followed for road crossing
- A risk assessment is carried out before an outing takes place
- Parents sign a general consent form for all outings within the village; a separate consent form will be used for outings further afield
- The adult to child ratio on outings and visits is high and appropriate to the age and development of the individual children involved
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children

Animals

- Animals visiting Playgroup are free from disease, safe to be with children and do not pose a health risk

Medication

(Accident, Medication & First Aid Policy)

- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children, being kept in locked medication cupboards. Parents give prior written permission for the administration of medication.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Infection & HIV

- All staff should be aware of how any infection may be spread (including HIV), and take appropriate precautions. Training will be supplied if required.

Allergies

- Children may have medication provided by parent in case need arises during session. It is the parent's responsibility to ensure that medications are 'in date' and to keep the setting informed of any changes in child's condition. All staff members are kept informed. Parents informed if medication has been administered. Child specific training is undertaken when necessary for the administration of medication by Epipen or similar.

Sun Protection

(Sun Protection Policy)

- It is the parent's responsibility to put sun cream on their child before the start of a session. Staff will aid a child to put on cream if the weather conditions require a re-application, from child's named sun cream brought in to setting, or using Playgroup's own children's sun cream where permission has been given by the child's parent

- Playgroup is responsible for reminding children about sun safety through 'Slip, Slap, Slop' message
- Provision for shade made available when playing outside, through activities provided in areas of garden in shadow. Children are encouraged to wear hats

Dietary Needs

- Food reflects a variety of ethnic origins as well as being healthy and age/stage appropriate
- Staff are made fully aware of children with special dietary needs, whether religious, medical or parental preference
- Snacks: a choice of food and drinks is provided to encourage knowledge of traditions and cultures of others
- Members of staff are required to obtain relevant Food Hygiene qualifications.

Hygiene

To prevent spread of infection, adults in the setting will promote good practice by:

- Ensuring children wash their hands after using the toilet
- Encouraging children to use and dispose of tissues correctly
- Following the routine of changing wet/soiled child
- Handling soiled clothing correctly eg double bagging any such items, and washing hands
- Washing hands before preparing food
- Preparing and storing food appropriately
- Not smoking anywhere in the setting, school grounds or when wearing uniform (*Non-Smoking and Confidentiality policies*)
- Following all cleaning routines
- Disposing of waste correctly

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 at Playgroup. (*Major Outbreak policy*)

- Playgroup staff will contact parents to arrange for their collection if it is deemed necessary. Children and staff who become ill from sickness or diarrhoea must not attend for a minimum period of 48 hours from the last episode of the illness.
- Ofsted and the Local Health Authority are notified of any infectious diseases which a qualified medical person considers notifiable. Parents are notified of infectious or contagious diseases or conditions as appropriate.

- Management Plans will be put in place for children with chronic or life threatening conditions; and individual risk assessments are carried out where appropriate.
- Children of staff who are unwell are not allowed to accompany their parent to work.

Records

Records are kept of:

- adults authorised to collect children from Playgroup
- 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, students, volunteers and visitors
- accidents and incidents
- reportable incidents which need to be reported to the Health and Safety Executive, Warwickshire County Council, Ofsted, Children's Social Care or our insurer, which include:
 - break-ins, burglaries, theft
 - intruders gaining access to the premises
 - vandalism
 - fire, flood, oil leaks
 - major electrical failure
 - attacks on practitioners, parents or carers
 - discriminatory incidents involving practitioners or families
 - notifiable diseases or illnesses
 - outbreak of food poisoning affecting two or more children
 - terrorism or threat of attack
 - death of a child or adult on the premises