



# Hingham Playgroup



## Health & Safety Policy

The aim of this policy statement is to ensure that staff recognises their responsibility to ensure that all reasonably practical steps are taken to protect the health, safety and welfare of all persons using the premises during the playgroup hours.

### Premises

No one should assume that the appropriate safety checks have been made and ALL staff share responsibility for ensuring that play areas remain safe and free from hazards.

- Safety checks on premises, both outdoors and indoors, must be made before every session.
- The entrance areas must be kept clear of all obstructions and litter.
- Gates and doors must not be fixed open, except in the case of an emergency exit.
- During opening hours all gates must be made secure and when the building is occupied the main door secured bolts.
- Gates must be re-checked before allowing the children to play outside.
- The outdoor play areas must be cleared daily of any litter, animal droppings or other hazardous materials. Any plants, which are cultivated, must be suitable for use with young children, e.g. non-poisonous, no thorns.
- The outdoor space should be securely fenced and regularly maintained. The playgroup leading practitioner and other senior members of staff shall carry out an annual risk assessment.
- Risk assessment forms shall be completed and acted upon if potential hazards are identified in the course of the day to day running of the group.

- Fire exits and fire extinguishers must be kept clear of any obstructions and clearly marked as appropriate.
- During opening hours no exit door should be locked with a key.
- A copy of the fire drill must be clearly displayed and staff should be aware of the procedure in the event of a fire.
- A fire drill must also be carried out at least every half term.
- Fire extinguishers and alarms must be regularly checked and staff must know how to use them. A logbook will be maintained to record fire drills and equipment safety checks/replacement.
- The kitchen area must be guarded by closed door.
- All electric points must be adequately guarded.
- All staff are responsible for ensuring that the room is adequately heated, ventilated and lit. Windows should be opened/closed; heating turned up/down; lights turned off/on as appropriate. Any problems should be reported immediately to the playgroup Leading Practitioner.
- There is to be no smoking on the premises.
- There must be no hot drinks in any areas occupied by children.
- Staff must check the layout of the room to ensure there is free access to all areas especially fire exits. Children and adults should be able to move freely between activities.
- Toys and other equipment must not be allowed to litter the floor causing a hazard to anyone walking on them or tripping over them.
- The messy play area must be regularly checked and any spillages cleared up.
- The toilet areas must be regularly checked -
  - a. Ensure water temperature remains constant. (I.e. is not too hot/cold) and taps turned off.
  - b. Clear away any litter.
  - c. Clean toilets, when necessary.
  - d. Wipe up any spills.
- Regular checks should be made to the fabric of the premises and any damage reported to the playgroup management committee.
- The premises must be checked before locking up at the end of the day to ensure electric appliances are switched off as appropriate, windows are closed, lights and taps turned off, kitchen and toilet doors should be closed.

## Children

- Children will self-register by means of name cards as they arrive.
- All staff should be aware of the system in operation for children's arrivals and departures and a member of staff must be positioned at the door during these periods. At the end of the session a member of staff will also stand at the exit to ensure no child leaves the premises without adult supervision.
- Children will only leave the group with an authorised adult.
- Under no circumstances may a member of staff take a child from the group unless written consent has been obtained from the parent. If a parent has not provided written consent, they may ring us during the session to inform us of a change of collecting adult. The staff member who takes this is call is responsible for recording this in the register and signing the entry, informing the person in charge and the child concerned.
- All children must be supervised by adults at all times and should be within sight or sound of an adult.
- The required adult/child ratios must be maintained for both indoor and outdoor activities.
- Students or parent helpers should not be left unsupervised at any time.
- Visitors' credentials must be checked before allowing access onto the premises. Their time of arrival and departure must be recorded in the register.
- A correctly stocked first aid box is available and easily accessible at all times. A qualified First Aider must be present at every session. All staff should familiarise themselves with the contents of the first aid box and report any items which need replacing to the playgroup committee or Senior First Aider.
- All accidents/incidents must be reported in the Accident/Incident book and procedures followed as detailed in the book. Regular safety monitoring will include checking of the accident and incident record.
- Children must not have access to the kitchen or any areas where hazardous materials are stored

- All dangerous materials including medicines and cleaning materials must be stored out of reach of children.
- Children should not be allowed to touch electric switches or equipment.
- Children playing outside must be supervised at all times with the appropriate adult/child ratio
- Children must not be allowed to wander out of sight of an adult
- There should be no running inside the building.
- Scissors and other potentially dangerous objects should not be left within reach of children. Children should only use these items of equipment under supervision.
- Nuts, e.g. peanuts, are not allowed in the group, this includes staff members.
- Activities such as cooking, woodwork and energetic play must receive close and constant supervision.
- On outings, the adult/child ratio will be at least one to two and parental consent forms must be obtained. First aid equipment, a mobile phone and appropriate children's records (i.e. contact number and health details) must be taken on all outings.
- If a small group goes out, there should be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Any child who falls asleep should be made comfortable and regularly checked. Parents should be contacted if there is cause for concern.

## Equipment

- Equipment offered to children should be developmentally appropriate. It should be recognised that some materials suitable for an older child may pose a risk to younger/less mature children.
- Equipment should be regularly checked and any dangerous items repaired/discarded.
- Equipment not in use should be stored away safely.
- All equipment purchased shall meet the relevant British/European Standard.
- Equipment should be used in accordance with manufacturer's instructions
- All equipment shall be regularly cleaned.

- Any large equipment must be erected with care and checked regularly. Safety mats should be used as appropriate.
- Equipment such as scissors or woodwork tools should be stored out of the reach of children.
- All equipment is cleaned regularly.

## Health & Hygiene

- No child will be discriminated against because of ill health, except in cases of contagious illnesses when the guidelines laid down by the Environmental Health Officer will apply.
- All food and drinks will be prepared in a hygienic way. If appropriate raw and cooked food should be prepared in separate areas using separate utensils.
- Where necessary food will be kept refrigerated.
- Staff must wash their hands before preparing food and all fruit should be washed and prepared on a suitable surface. Sharp knives must be kept out of reach of children.
- Staff with skin infections should not be involved in the preparation of food and should never cough or sneeze over food.
- All food waste will be disposed of properly and out of reach of children. Waste-bins will be covered.
- All snacks provided will be nutritious and pay attention to children's dietary requirements.
- Children must not share their drinks or snacks. Any items (food, plates, cups), which fall on the floor, must be discarded.
- Children will wipe their hands with 'wet wipes' before sitting down to eat their snacks.
- Cups and plates will be thoroughly washed at the end of each session in hot soapy water and left to air dry. They will be sterilised regularly. Utensils should be stored in a dust free place.
- Any tea towels used must be kept scrupulously clean and replaced at each session.
- Paper towels will be used in the toilets and other wash areas, to prevent the risk of cross infection.

- Separate cloths will be used for cleaning utensils (cups, etc) and kitchen area; tables; paint pots; floor; toilet areas and should be changed daily.
- The kitchen and toilet areas will be cleaned daily.
- Adults will use only the disabled toilet facility and wash hands thoroughly after use.
- Children will be given guidance on good hygiene practice when using the toilet facilities.
- All surfaces including tables and paint area should be cleaned daily with an appropriate cleaner.
- Any accident/incident involving body fluids must be reported to the playgroup leading practitioner or Senior First Aider on duty and recorded in the Accident or Incident Book.
- All staff **MUST** wear protective gloves and, if appropriate, aprons when dealing with spillage of body fluids such as vomit or urine; or when dealing with an injury where the skin is broken, or if their own skin is broken. Areas contaminated by blood, vomit or urine must be cleaned immediately using bleach/disinfectant and protective gloves. These procedures are in place to prevent cross-infection e.g. Hepatitis, HIV, AIDS, etc.
- Items used in the cleaning of bodily fluids - cloths, wipes, gloves, etc. must be disposed of in a separate refuse bag, which should be securely sealed and taken immediately to the main school refuse point.
- In the event of nappies being changed, disposable gloves and aprons must be worn. The nappy, wipes, gloves, apron and any other cloths must be disposed of in a separate refuse bag and placed in the child's playgroup bag for the parents to dispose of. The cleaning area should be cleaned after use and hands thoroughly washed.
- Spare laundered pants and other clothing should be available in case of accidents and polythene bags available in which to wrap soiled garments.
- The Accident Book must be used to record all injuries to both children and adults, particularly those involving head injuries, open wounds and bruising.
- Staff should be aware of how infections, including Hepatitis, HIV and AIDS can be transmitted via contact with bodily fluids and how other infections can be transmitted through lack of hand washing and poor food storage/preparation.

- Tissues will be available and children encouraged blowing and wiping their noses when necessary. Soiled tissues should be disposed of hygienically and hands washed.
- Children will be encouraged to shield their mouths when cough.

## **Illness**

- Parents will be asked to keep their children at home if they have any infection, and to inform the playgroup as to the nature of the infection so that other parents can be alerted.
- Parents will be asked not to bring to the playgroup any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
- Staff should not attend the playgroup if they are unwell, nor should children of staff be brought to the playgroup if they carry any risk of infection.
- Cuts or open sores must be covered with a suitable clean dressing.
- If a child is taken ill during the session they should be made comfortable and the parents contacted to take them home. The child should be kept under regular observation, which should be recorded, in the incident book.
- If a child is on prescribed medication the following procedures will be followed
- If possible, the child's parents will administer medicine. If not then medication must be clearly labelled with the child's name, dosage and any instructions. Where local regulations require it, guidance will be sought from social services before people other than parents agree to administer medicines.
- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for a named member of staff to follow the instructions.
- All medication will be kept in a lockable cupboard.
- A medication book will be available to log in - name of child receiving medication; times that the medication should be administered; date and time when medication is administered; signature of person who has administered each dose, together with a witness.

- With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the playgroup's insurance company.
- If any child requires an 'epi pen' for anaphylactic shock, insulin for diabetes or any specialist medication, staff will receive training before being able to administer medication to the child.

Named Senior First Aiders: Nicola Hindle & Paula Willmott  
 Named Health and Safety officer: Claire Wiltshire

Last review date	March 2011
Reviewed/agreed by staff team / date	
Reviewed/agreed by committee/date	
Signed on behalf of committee	
Print name/date/role	
Date of next review	March 2012

20 Hardingham Street, Hingham, Norfolk, NR9 4JB  
Tel: 01953 850820, Registered Charity Number- 1027819