

SAFETY POLICY.

Please also refer to fire safety, lockdown, health and hygiene, drug, smoking and alcohol Misuse, staffing and employment policy

Legal Framework

Health and Safety at Work Act (1974)

Management of Health and Safety at Work Regulations (1999)

Electricity at Work Regulations (1989)

Control of Substances Hazardous to Health Regulations (COSHH) (2002)

Manual Handling Operations Regulations (1992) (As Amended 2004) Health and Safety (Display Screen Equipment) Regulations (1992)

Policy Statement

The safety of the children is of paramount importance. In order to ensure the safety of both the children and adults, playgroup will ensure that:

Risk Assessments:

All hazards and potential hazards will be monitored and will be highlighted by through the use of risk assessment sheets (daily, monthly, termly and annually). Any hazard will be recorded on the hazard analysis sheet for action.

Examples of hazards are:

Gas and electricity

Doors and windows

Floors and stairs

Water play and hot water

Hot appliances, foods and liquids

Broken equipment/toys

Lifting equipment by staff and children

Outdoor play area and equipment

Storage of dangerous materials

A full risk assessment will be carried out annually with interim monthly and termly assessments.

Special activities such as outings will have a risk assessment completed before the activity takes place.

Adult Safety in Playgroup

Staff will be given a copy of the health and safety booklet "Health and Safety Law: What you need to know" as part of their induction. The risks and precautions taken to minimise risks will be discussed at induction. Updates and changes to health and safety law will be discussed at staff meetings.

Two members of staff will carry and lift heavy equipment together and will have received advice about carrying heavy equipment at their induction.

A uniform and protective clothing (gloves and aprons) are provided free of charge.

A fact sheet for parent helpers is displayed on the parent's notice board.

Students on placements will be given a fact sheet and an induction which includes health and safety advice.

Child Safety in Playgroup:

The Supervisor must ensure the correct child: adult is adhered to at all times. (See Staffing and Employment Policy).

All children are supervised at all times and will always be within sight and hearing of an adult particularly when eating.

All adults are aware of the systems in operation for the children's arrival and departure's. (See Arrival and Departure Procedure).

Children will leave the setting with authorised adults only.

Care will be taken at all times to ensure staff keep the room safe, clear and tidy during a session. Equipment/toys should not be left where they then become a hazard and could cause an accident.

Children must not be allowed to climb on tables, chairs etc

Children will be supervised when lifting boxes and equipment.

Equipment must be checked regularly and any broken or dangerous items will be discarded or repaired.

Children should use only non-toxic paints and crayons and safety scissors. Any furniture that is painted should be done using non-toxic paint.

Sleeping children will be frequently checked at intervals of ten minutes.

All tables must be wiped with detergent and an antibacterial spray and cloth reserved for that purpose only. Separate cloths must be allocated for floors, equipment, paint pots and toilet and kitchen areas.

All utensils must be thoroughly washed in an area provided for this purpose and left to air dry on a draining board/rack.

Kettles and boiling liquids must not be brought into the playroom and any hot drinks must be kept away from the children.

Fire Safety:

Follow the Fire Safety Risk Assessment guidelines.

We follow a no smoking policy including no vaping. (See Drug, Smoking and Alcohol Misuse Policy)

Fire doors are never to be locked or obstructed.

Fire extinguishers are checked annually (the buildings committee arranges this) and staff know how to use them.

Fire Drills are to be carried out at least once every half term for each session and at different times during a session.

Electrical points, leads and wires are guarded and in the case of loose wires, are anchored to the wall.

Children do not have unsupervised access to the kitchen, cooker, knives or any cupboards storing hazardous materials i.e.: bleach or matches.

Health and First Aid:

Log books are available at every session for the recording of head injuries, accidents or incidents. (See Health and Hygiene Policy).

Unwell children are requested to remain at home and not be brought to playgroup, staff should be notified as to the nature of the illness. (See Health and Hygiene Policy).

Handwashing is monitored and supervised after using the toilet and before meal/snack times.

Secure Environment:

Safety checks, both indoors and out, will be made every morning and afternoon before a session begins.

The lay out and space ratios should allow free movement in and around furniture and doorways as appropriate.

Large equipment or equipment which is used infrequently is erected by two adults and away from the children. Where appropriate, advice and training may be sought.

Activities such as cooking, gardening, and observing animals receive close and constant supervision.

The sand tray must be covered when not in use.

Water temperature must be checked before use. Outdoor water play water must be emptied promptly down the drain when finished with.

Both doors to the building must be locked once the session starts and the keys should be located above the doors and out of children's reach.

Outside Safety:

The play area must be free from litter.

Outdoor equipment must be checked before the children can use it.

The outdoor play area must be secured before the children are allowed outside. The awning must be rolled out before the children go outside. The awning must be rolled back in once the children are either back inside the playroom or at the end of the day.

Children should wear hats when playing outside in sunny weather.

Correct ratios should be maintained outdoors.

Outings

Outings from playgroup should have a 4 children: 1 adult ratio but this may be increased or decreased after the supervisor has risk assessed the outing and the ages of the children. A written risk assessment of the venue prior to the visit to assess any potential risks both en-route and at the venue. Full details of the outing will be given to all parents. Written parental permission will be obtained.

When booking transportation check relevant documentation and the availability of seat belts and harnesses.

Adults should remember a "going out" bag containing a full list of names of everyone on the trip, the playgroup mobile telephone, updated emergency

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numbers, a list of known allergies/intolerances, medical and accident forms, a small first aid kit, sick bowls, wipes/tissues and spare clothing.

Adults should be familiar with the emergency procedures to be followed when away from playgroup.