



## Health and Safety Policy

### **Policy Statement**

We believe that the health and safety of the children is of paramount importance. We make sure that our setting is a safe and healthy place for children, parents, staff, visitors and volunteers.

We aim to make children, parents, staff and volunteers 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.

Our member of staff responsible for health and safety is Dominic Bedford.

### **Insurance Cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the main playgroup notice board in the corridor.

### **Procedures**

#### **Awareness raising**

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults can adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting, storage of equipment, safeguarding, confidentiality, policies and procedures, fire drill, contact telephone numbers etc.
- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- We explain health and safety issues 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 is discussed regularly at our staff meetings and any training needs are addressed.
- We operate a strict no-smoking policy including e-cigarettes and vaping.
- We make children aware of health and safety issues through discussions, planned activities, and routines.

#### **Risk assessment procedure**

- A full written risk assessment is carried out annually as part of our Safeguarding Policies and Procedures Audit and an annual insurance risk assessment check list which covers all hazards, risks indoors/outdoors, all activities and potential safeguarding concerns. The assessment covers adults and children using the setting.
- Staff are made aware of any specific written risk assessments and are responsible for assessing and managing risks on a daily basis.
- Specific written risk assessments are kept on file.
- Staff inspect daily all equipment, resources and physical environment as the group is set out each day. Any broken equipment is either disposed of immediately or noted and put aside for repair. All broken equipment is reported to the manager for action.

Risk assessments cover both adults and children using the setting and involve:

- Checking for hazards and risks indoors and outside for all activities and day to day procedures.



- Deciding which areas need attention.
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- Health and safety checks are to be completed:
  - Daily, before the session starts
  - Weekly
  - Termly - a full risk assessment is carried out.

### **Children's safety**

- St. Mary's Playgroup ensures that all steps are taken to recruit staff and volunteers who are safe to work with our children and staff.
- The manager and committee are responsible for ensuring that the setting follows safe recruitment processes.
- We ensure all staff and committee members employed have been checked for a Disclosure and Barring Service (DBS) Check.
- We advise all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions, reprimands and warnings.
- Adults do not normally supervise children on their own.
- All children are always supervised by adults.
- Whenever children are on the premises at least two adults must be present.

### **Floors and walkways**

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways are left clear and uncluttered.

### **Security**

- We have a policy for the safe arrival and collection of children.
- Children's arrivals are recorded in the register and for any departures before the end of their session, the time is noted.
- The arrival and departure times of adults - staff, volunteers, and visitors - are recorded either in the register or the visitor's book.
- Our systems prevent unauthorised access to our premises, doors are locked while children are in sessions.
- Our systems prevent children from leaving our premises unnoticed. Staff are placed at both internal doors and the main door on arrival and departure of children.
- All staff are expected to stop and question an adult picking up a child from our setting if they are not sure it is an authorised person.
- We have a password system for each child.
- We also have a collections book in which we record the authorisation of an adult by the parent if it is not the usual or authorised person collecting the child.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Windows are above ground level so that children cannot climb through them.



## Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- Any cooking activities involving children are carried out in the main room, not the kitchen.
- Fridge temperatures are recorded daily during term time.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach and in child proof lockable cupboards.

## Food and drink

- Staff that 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 do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack times are supervised, and children must sit down to eat or drink.
- Children's allergies are recorded and made known to all staff so that children do not have access to food/drink to which they are allergic.

## Electrical/gas equipment

- We ensure that all electrical/gas equipment conforms to safety requirements, is checked regularly and PAT tested yearly.
- Our boiler/electrical meters etc. are not accessible to the children.
- Heaters, wires, and leads are properly guarded, and we teach the children not to touch them.
- We switch electrical devices off from the plug after use.
- The temperature of hot water is controlled to prevent scalds.
- Radiators in the corridor are covered with radiator covers for the children's safety.

## Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting equipment conform to BSEN standards, are fitted in appropriate high-risk areas of the building and re-checked as specified by the manufacturer.
- Emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - Clearly displayed in the premises.
  - Explained to new staff, volunteers and parents through induction
  - Practised regularly (at least once every 6 weeks to include as many different children as possible).
- Records of fire drills and fire equipment servicing are kept.
- Please see our Fire Safety Policy and Procedure

## Storage

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.



## Outdoor area

- Our outdoor area is securely fenced and gated.
- Our outdoor area is checked for safety and cleared of rubbish and any other unsafe items before it is used.
- Outdoor sand trays are covered when not in use and changed regularly.
- Water trays are emptied daily.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied, and hats are worn during the summer months.
- We always supervise outdoor activities, particularly children on climbing equipment.



## Hygiene

- We seek information from Public Health England to ensure that we keep up to date with the latest recommendations. <https://www.gov.uk/government/organisations/public-health-england>.
- Our daily routines encourage the children to learn about personal hygiene.
- Paper towels and pump hand wash are used by children and adults in toilets and kitchen areas.
- We have a daily cleaning routine for the setting, which includes the playroom, kitchen and toilets.
- We have a schedule for cleaning resources and equipment, dressing-up clothes, and furnishings.
- We clean our resources and equipment as needed on a daily basis and ½ termly for the larger items of equipment.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities.
  - cleaning and checking toilets regularly.
  - wearing protective clothing - such as aprons and disposable gloves - when changing a wet or soiled child.
  - providing sets of clean clothes.
  - providing tissues and wipes.

## Activities, resources, and repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean, suitable for children's play and regularly changed.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.



• Children learn about health, safety, and personal hygiene through the activities we provide and the routines we follow.

- Any faulty equipment is removed from use and is repaired. If it cannot be repaired, it is discarded.
- Children who are sleeping are checked regularly.

## **Animals**

- Parents/carers should NOT bring dogs or other pets into Playgroup premises.
- When animals visit the setting as part of planned learning a risk assessment will be carried out.
- Children will wash their hands after contact with any animals.

## **Jewellery and accessories**

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.

## **Safety of adults**

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.
- We ensure that adults do not remain in the building on their own or leave on their own after dark.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

## **Control of substances hazardous to health**

- Our staff implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH). <https://www.hse.gov.uk/coshh/>
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum to ensure health and hygiene is maintained.
- Environmental factors are considered when purchasing, using, and disposing of chemical
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.



## Health and safety incident records

- When 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; and 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 file.
- We keep incident sheets for recording any incidents including those reportable to the Health and Safety Executive.
- Reportable incidents include:
  - Break in, burglary, theft of personal or the setting's property
  - Fire, flood, gas leak or electrical failure
  - Attack on a member of staff or parent on the premises or near by
  - Any racist incident involving staff or family on the setting's premises
  - Death of a child
  - Terrorist attack or threat of one.
- The date, time, nature of the event, who was affected, what was done about it, if reported to the police the crime number are all reported on the incident form. Follow up actions or insurance claim details are also recorded.

## Legal framework

Health and Safety at Work Act (1974) <https://www.hse.gov.uk/legislation/hswa.htm>

Health and Safety (First Aid) Regulations 1981

Electricity at Work Regulations (1989)

<https://www.legislation.gov.uk/uksi/1989/635/contents/made>

The Manual Handling Operations Regulations (1992 As Amended 2004)

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (1995)

Management of Health and Safety at Work Regulations (1999)

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

The Regulatory Reform (Fire Safety) Order 2005

The Food Hygiene (England) Regulations 2006

Childcare Act 2006

EYFS Safeguarding and Welfare Requirements

Approved date: September 2025

Review date: December 2026