

Hemingford Grey Playgroup

Policy: Health and Safety

January 2017

Introduction

Hemingford Grey Playgroup believes that the health and safety of the children is of paramount importance. We ensure that our Playgroup is a safe and healthy place for children, parents, staff and volunteers.

Aims

We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable children to thrive in a healthy and safe environment.

Procedures

We have a named health and safety staff member who has been identified to ensure risk assessments are up to date. They are committed to attending relevant health and safety training to update their knowledge and understanding, and share this with the wider staff team. Risk assessments are displayed around the Playgroup building and reviewed annually.

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures
- Assessing risks to cover both adults and children
- Deciding which areas need attention
- Developing an action plan which specifies the section required, the timescales for action, the person responsible and any funding required

We have compiled health and safety checklists for attention:

- Daily before the session begins
- At the end of the session
- Weekly
- Termly

Electrical Equipment:

- All electrical equipment conforms to safety regulations and is checked in line with advice (Portable appliance testing annually, periodic inspection report for electrical installations at 5 year intervals, which is carried out by Hemingford Grey Primary School).
- Electrical sockets, wires and leads are properly guarded and the children taught not to touch them.

- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds
- Lighting and ventilation is adequate in all areas including storage areas.

Hygiene:

- Daily routines teach the children about personal hygiene.
- A daily cleaning regime covers the play room, kitchen and toilet areas.
- A comprehensive cleaning schedule for the Playgroup building and fixtures plus all resources and equipment is in place.
- The toilet area is regularly checked and nappies are disposed of appropriately.
- We implement good hygiene practices by; cleaning all tables between activities, checking toilets regularly and cleaning as necessary, wearing protective clothing, providing clean clothes for children as appropriate, providing tissues and wipes.
- Washing hands after handling the settings pets (e.g. Guinea pigs)

We have public liability insurance and employer's liability insurance. This certificate is displayed on the notice board within Playgroup.

Our induction for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our 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 these training sessions.

First Aid - All staff are first aid trained and update their training regularly.

Maintenance jobs - some are reported to Hemingford Grey Primary School, where applicable.

We acknowledge that Health and Safety is a theme running alongside many others within the Playgroup setting. Within our policy folder all policies grouped under the 'Be Healthy' and 'Stay Safe' headings are also relevant. Please refer to individual policies for details.

- Windows within the Playgroup building are unreachable for children or have limited opening so that children cannot climb through them.
- We take precautions to prevent children's fingers from being trapped in doors.
- All floor surfaces are checked daily to ensure that they are clean, dry and not uneven or damaged.
- Children do not have access to the kitchen area.
- Cleaning materials and other potentially dangerous materials are stored out of children's reach.
- Animals visiting the Playgroup are free from disease, safe to be with children

and do not pose a health risk. All are individually risk assessed, including visiting animals.

- Adults (staff and volunteers) within Playgroup are provided with guidance concerning the safe storage, movement, lifting and erection of large pieces of equipment.
- In accordance with the National Standards for Day Care all appropriate records are kept

This policy was adopted at a meeting of Hemingford Grey Playgroup Committee, held on 6th October 2010 and reviewed 12th November 2012 and 13th January 2015 and 27th March 2017.

Signed by the chairperson, on behalf of the Committee:

..... (Chairperson's name - block capitals)

..... (Chairperson's signature)

..... (date)