

## Health, Hygiene and Safety Policy

Belton Playgroup promotes a healthy lifestyle and a high standard of hygiene in its day-to-day work with children and adults. We believe that the health and safety of children is of paramount importance.

### Aim

We 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.

The member of staff responsible for health and safety is Sam Dexter. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding.

### Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures daily before the session begins. Our assessment covers adults and children. (Where risks are identified these will be written in the Risk Assessment book\* and dated. The manager will deal with identified risks as soon as possible);
- Deciding which areas need attention; and
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- A full risk assessment is carried out yearly.

The risk assessment book is kept in the Health and Safety file unless a risk has been identified then it is given to the Playgroup Manager.

### **Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the hallway of the village hall.

### **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 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.
- Health and safety policy is explained 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 training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

### **Children's safety**

- We ensure all staff employed and volunteers have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.

### **Security**

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures and which adult brings, or collects are recorded in a signing in book.
- Visitors to Playgroup during the session must ring the doorbell at the front door.

- The arrival and departure times of adults - staff (if different to normal hours), volunteers and visitors - are recorded. Volunteers and visitors sign a visitor's book on arrival and departure.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- A member of staff will be at the door on arrival and departure of the children.
- Our doors are locked, and the gate is padlocked.
- There is a fence approximately 2 metres from the gate to prevent the children accessing it.

### **Doors**

- We take precautions to prevent children's fingers from being trapped in doors.
- All surfaces are checked daily to ensure they are clean and not uneven or damaged.
- Door handles will be cleaned regularly.

### **Kitchen**

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.

### **Electrical/gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded, and the children are 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.
- The Village Hall Committee is responsible for PAT testing electrical equipment, Playgroup are responsible for getting their own equipment tested at the same time.

## **Storage**

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

## **Outdoor area**

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used. Concerns are recorded in the Risk Assessment book.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.
- It is not the policy of Belton Playgroup to enforce the wearing of helmets during play on bikes and scooters in the enclosed play area. However, if you provide a helmet and wish your child to wear it at all times, please let the Playgroup Manager know in writing. The Playgroup cannot provide helmets and practitioners will only fasten children's own helmets and not adjust them.

## **Hygiene**

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- Resources and equipment, dressing-up clothes and furnishings are cleaned on a regular basis.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- Soiled nappies are to be disposed of in the wheelie bin.

- We implement good hygiene practices by:
  - cleaning tables between activities.
  - checking toilets regularly.
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate.
  - providing different sets of clean clothes.
  - providing tissues and wipes.
- 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 the setting.
- 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.
- Children are taught to handle and store tools safely.
- Children learn about health, safety, and personal hygiene through the activities we provide and the routines we follow.
- Children are reminded to wash their hands after playing in the mud kitchen.
- Children and staff must wash their hands frequently including before and after eating, after using the toilet, after using the outside area and after coughing or sneezing. Paper towels will be used to dry the hands.

### **Food and drink**

- Staff who prepare and handle food receive appropriately trained to Level 2 Food Hygiene standard and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children. Adults drink only at the bar.

- Snack and meal-times are appropriately supervised, and children do not walk about with food and drinks.
- Parents are asked to provide fresh drinking water to be available to the children at all times. This is replenished as necessary.
- We operate a healthy eating policy which ensures fresh fruit or veg is provided every day.
- We keep up to date on choking hazards such as grapes which must be cut in half, marshmallows which are not allowed unless they are mini ones for hot chocolate, mini sausages etc.

### Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Parents with legal responsibility sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents always sign consent forms before outings other than those in Belton village.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, and in line with the revised EYFS.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

## **Missing child**

If a child goes missing from the setting

- The person in charge will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person in charge talks to staff and other children to establish what happened.
- If the child is not found the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- The person in charge is informed, if she is not on the outing and makes her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to the setting.
- The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The person in charge contacts the chairperson of the management committee who comes down to the setting as soon as possible.

## **The investigation**

- The management committee chairperson carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person writes an incident report detailing:
  - the date and time of the report,
  - what staff/ children were in the group/outing,
  - when the child was last seen in the group/outing and what they were wearing,
  - what has taken place in the group/outing since then; and
  - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED and Towergate Insurance are informed.

## **Animals**

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk. Parents are informed prior to visit and records checked for allergies. Written Parental permission is sought when animal handling is planned.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

## **Fire safety**

- Fire doors are clearly marked, never obstructed, and easily opened from inside.



- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises.
  - explained to new members of staff, volunteers, and parents; and
  - practiced regularly.
- Records are kept of fire drills and the servicing of fire safety equipment.
- The Village Hall Committee is responsible for testing the Fire extinguishers regularly and keep records of this.

### **First aid and medication**

All members of staff (apart from new starters who will attend training as soon as possible) have current first aid training. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.

At the time of admission to the setting, parents with legal responsibility's written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

### **Our accident forms:**

- are kept safely and accessibly,
- all staff and volunteers know where they are kept and how to complete them; and

- are reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, to a parent, volunteer, or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

### **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 Book. See below.

### **Our Incident book**

- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
  - break in, burglary, theft of personal or the setting's property,
  - fire, flood, gas leak or electrical failure,
  - attack on member of staff or parent on the premises or near by,
  - any racist incident involving a staff or family on the centre's premises,
  - death of a child, and

- a terrorist attack, or threat of one.
- In the incident book, we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed, and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

### **Administration of medication**

- Only medication prescribed by a doctor or pharmacist may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for all medicine before any medication is given. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose, and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the medication records to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. (At least one member of staff is epi-pen trained at each session)

- Staff must have sufficient information about the medical condition of any child with long-term medical needs.
- Medicines are kept in a high cupboard or fridge. A record should be kept for audit and safety purposes.

## **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 while in the setting.

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not excluded but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the setting.
- Parents are notified if there is an infectious disease, such as chicken pox and in turn are asked to inform the setting if their child has an infection.
- Parents are asked not to bring their child to pre-school if they have had vomiting or diarrhoea within the last 48 hours, following Local Health Authority guidelines.
- Children of staff will not accompany their parents to work if they are unwell.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Staff suffering from sickness and diarrhoea must not return for 48 hours and then must not handle food until following week.
- Ofsted is notified of any infectious diseases as defined by the Health Protection agency and of any food poisoning affecting 2 or more children looked after on the premises.
- Parents are asked to complete a pre-existing injury form for injuries more than a 'normal' cut or graze.

## **Safety of adults**

- 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, they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- Staff will access the hall independently to set up on Sundays but are aware of safe working procedures when accessing the equipment.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

## **Records**

In accordance with the EYFS Welfare requirements, we keep records of:

### **Adults**

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them,
- names and addresses of all members of the management committee,
- names, addresses and telephone numbers of parents and adults authorised to collect children from setting,
- 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, volunteers and visitors,
- accidents and medicine administration records,
- consents for outings, administration of medication, emergency treatment; and
- incidents.

In addition, the following procedures and documentation in relation to health and safety are in place:

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates. (Kept by the village hall committee)
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Incident form.
- Pre-existing injury form.
- No smoking, vaping or e-cigarettes.

This policy was adopted at a meeting of Belton Playgroup Association:

Held on: 23<sup>rd</sup> April 2024

Signed on behalf of committee: 

Name and role of signatory: Emma Wood, Chair of committee

Review date: April 2025