



Martlesham Playschool, At Gorseland School, Deben Avenue,
Martlesham, IP5 3QR
Kesgrave Playschool, Millennium Jubilee Hall, Millennium Way,
Kesgrave, IP5 2EN
Tel : 01473 625986
www.playschool.martlesham.org.uk
Email : mplayschool@btinternet.com

PLEASE DO NOT REMOVE

HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT

- 1.1 The Playschool Committee recognises it's duties as required by the Health and Safety at Work Act 1974.
- 1.2 The purpose of this policy is to ensure the Health, Safety and Welfare of all employees, visitors, children and others, so far as is reasonably practicable.
- 1.3 The Playschool Committee will be responsible for the monitoring and review of this policy.
- 1.4 Play Leaders, Assistants and the Committee have a joint responsibility to co-operate in creating and maintaining work conditions which comply with the Act and are compatible with the provision of our services.
- 1.5 Copies of this policy will be displayed along with detailed Health and Safety Guidelines.
- 1.6 The original policy will be retained by the Safety and Repairs Committee Member.

2. GENERAL DUTIES AND RESPONSIBILITIES

2.1 Employer's duties

2.1.1 It is the duty of every employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all employees. This responsibility will be given priority equal to other duties and obligations. Whilst pursuing these goals the employer will take all reasonably practicable steps in relation to:

- i. the provision and maintenance of plant and systems at work;
- ii. arrangements ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- iii. the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees;
- iv. the maintenance of any place of work under the employers control in a condition that is safe and without risks to health, and the provision and maintenance of means of access to, and exit from it, that are safe and without such risks;
- v. the provision and maintenance of a working environment for employees that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.

2.2 Employees duties

2.2.1 It is the duty of every employee while at work to:

- i. take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- ii. co-operate with others as far as is necessary to enable duties or requirements to be complied with.

3. PLAYSCHOOL COMMITTEE / CHAIRPERSON'S RESPONSIBILITIES

3.1 In recognising it's duties and responsibilities under the Health and Safety at Work Act 1974 and the Health and Safety's (General Provisions) Regulations 1992 the Playschool Committee will provide appropriate and regular awareness and safety training.

3.1.1. Play Leaders and the Committee are jointly responsible for ensuring the safe operation of the Playschool and must observe all relevant Health and Safety Legislation and recommended procedures.

3.1.2. The Chairperson along with the Safety and Repairs Committee member and the Staff Representative will carry out an on-going Risk Assessment.

3.1.3. The Committee has a responsibility to ensure that all employees have an appreciation of the general provision and intent of the Health and Safety Legislation and fully understand their own individual responsibilities.

4. EMPLOYER AND HEALTH AND SAFETY REPRESENTATIVE CONSULTATIONS

4.1. The Playschool Committee recognises that, under Section 2(b) of the Act, Employers are required to consult with safety representatives enabling them and their employees to co-operate in development measures to ensure the health and safety at work of the employees and in checking the effectiveness of these measures

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

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

Playschool promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults.

Risk assessment

Our risk assessment process covers adults and children and includes:

- checking for and noting hazards and risks indoors and outside, and in our premises and activities
- assessing the level of risk and who might be affected
- deciding which areas need attention
- developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required

Risk assessments are written and are reviewed 6-monthly. We also carry out a Yearly Risk Assessment Review.

We maintain lists of health and safety issues, which are checked daily before the session begins, weekly and termly

Awareness raising

- Our induction training 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 procedures as they understand their shared responsibility for health and safety.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are 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 operate 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 have been checked for criminal records by an enhanced disclosure from the Disclosure & Barring Service.
- Adults do not normally supervise children on their own.
- 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 are recorded.
- The front door should be kept closed with the lock in the correct position during sessions. Staff should always check that the bell rings to ensure that no child is able to leave unsupervised.
- The entrance gates to the rear and sides of the building must be kept bolted. These are easily undone in order to facilitate a quick exit in emergencies
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- It is recommended that the register of children attending and a note of any other children or helpers be made within 30 minutes of the session starting. The playleader will supervise the arrival and departure of the children at the beginning and end of each session
- Children will only leave the building with authorized adults and if there are to be any changes to the normal collection arrangements the playleader should be advised both verbally and in writing
- Our security systems prevent unauthorised access to our premises.
- Our security systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Kitchen

- Children do not have unsupervised access to the kitchen.
- At least one person has an in-date Food Hygiene Certificate if food is provided.
- All staff follow the guidelines of *Safer Food Better Business for Childminders* (Obtainable from the Food Standards Agency).
- Playschool staff understands the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in *Safer Food Better Business for Childminders*. The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- Daily opening checks on the kitchen are carried out (see *Safer Food Better Business for Childminders*).
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of children's reach. All materials have a completed COSHH (Control of Substances Hazardous to Health) form reviewed every six months. We comply with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).
- When children take part in cooking activities, they:

- are supervised at all times
- are kept away from hot surfaces and hot water
- do not have unsupervised access to electrical equipment

Electrical equipment

- All electrical equipment conforms to safety requirements and is checked regularly.
- Our electrical switch meter cupboard is not accessible to the children.
- Electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Check heating is appropriate for the sessions (average 65F, 16C)
- 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.

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.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities
 - cleaning toilets regularly
 - wearing protective clothing - such as disposable gloves - as appropriate
 - providing sets of clean clothes
 - providing tissues and wipes

Personal hygiene

- Children are encouraged to wash their hands after using the toilet and before snack. Paper towels used and disposed of appropriately.
- Tissues will be available and children encouraged to blow and wipe their noses when necessary. Soiled tissues will be disposed of hygienically.
- Children will be encouraged to shield their mouths when coughing.
- Hygiene rules related to body fluids followed with particular care, and all staff and volunteers aware of how infections, including HIV and Hepatitis can be transmitted

Activities and play equipment

- 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.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Whenever possible the children will have the opportunity to play outside, and when this is not possible, physical activity will be encouraged through the use of indoor equipment.
- In hot and sunny weather parents should be asked to provide sunhats and apply a protective sun cream ready for outdoor play.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Toys - Check they are suitable for the age group. Check for any sharp edges, rusty parts, loose nuts and bolts, etc. and that they are in good working order, with the manufacturer's instructions being followed.
- Climbing equipment: - This should be erected correctly and supervised. There should be adequate room around it and safety mats used appropriately. Any broken parts, screws, missing bolts or splinters should be reported.
- Dressing up clothes - These should be the right size (no trailing hems) and should be washed and changed regularly.
- Woodwork - Should be well supervised with appropriate equipment.
- Cookery - Should be well supervised with suitable equipment and all the basic Food Hygiene rules must be observed.
- Children's Tables and chairs - Should be stacked carefully.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations. (Regulation (EC) 852/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs replaces previous Food Safety Regulations and the requirements are set out in Safer Food Better Business for Childminders obtainable from the Food Standards Agency).
- All food and drink is stored appropriately.
- When carrying hot drinks to the office, adults have awareness of where the children are and do not place hot drinks within reach of children.
- Snack times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Parents 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 major outings.
- A risk assessment on the proposed venue is carried out before an outing takes place.
- Our adult to child ratio for outings is high, normally one adult to two children.

- 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, flag & whistle on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack. 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 even where parent volunteers are assisting and a minimum of two staff should remain behind with the rest of the children.

Animals

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- 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

- The person in charge and staff are familiar with the requirements of the Regulatory Reform (Fire Safety) Order 2005 which came into force in October 2006 and replaced any previous fire safety regulations.
- Details are downloadable from www.opsi.gov.uk
- Guidance that applies to early years settings is set out in: *Fire Safety Risk Assessment - Educational Premises* (ISBN: 978 1 85112 819 8)
- The basis of the new regulations is risk assessment. Managers will carry out a risk assessment. This will follow the guidance as set out above.
- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting 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
 - practised regularly every term
- Records are kept of fire drills and the servicing of fire safety equipment.
- In an emergency it is the responsibility of the playleader to telephone the emergency services and organize the evacuation of all children.
- The Fire whistles are located :- 1) in the garden; 2) in the children's toilets; 3) near the fire door; 4) near the front door; 5) in the kitchen.
- Fire drills should be carried out by the playleader for each session once per half term and entered in the book in the office.
- Fire doors must be kept clear.
- Fire extinguishers will be serviced annually and staff should know how to use them. The playleader must make a note on the register of adults helping and any small children or other visitors present so that in the event of a fire all persons can be accounted for

First aid

At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

The First Aid box will be kept stocked and checked once per half term by the responsible staff member. Staff should list any items that need replacing on the shopping list in the kitchen.

“There is no mandatory list of contents for first aid boxes and HSE does not “approve” or endorse particular products. Deciding what to include should be based on an employer’s assessment of first aid needs.” Taken from the HSE website. The contents of a first aid box differ from workplace to workplace but it should include :

- Plenty of plasters : hypo-allergenic for children, blue plasters for food hygiene
 - Wound dressings, various sizes
 - Sterile eye pads (also useful as a small dressing for children)
 - Triangular bandages
 - Gloves to prevent cross contamination
 - Scissors, tweezers & safety pins
 - Disposable gloves & aprons
 - Face shield for CPR, flat sheets are more suitable for babies & children, and a fitted mouth piece for older children & adults
 - Crepe bandage
 - Sterile saline solution
 - Cotton wool
 - Non-alcoholic cleansing wipes
 - Basic first aid notes and a book for recording details of first aid provided
- In addition to the first aid equipment, each box should be supplied with:
 - a children’s forehead ‘strip’ thermometer
 - The first aid box is easily accessible to adults and is kept out of the reach of children.
 - Emergency numbers are kept in the office.
 - There can also be blankets and anything else you believe would be useful.
 - No un-prescribed medication is given to children, parents or staff.

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

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Our accident book:

- is kept safely and accessibly
- all staff and volunteers know where it is kept and how to complete it
- is 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, 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.
- 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.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's publication, Accident Record.

Our incident book

- We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for gas and electricity emergency services and plumber. Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
- 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
 - an intruder gaining unauthorised access to the premises
 - fire, flood, gas leak or electrical failure
 - attack on member of staff or parent (either verbally or physically) on the premises or near by
 - any racist incident involving staff or family on the centre's premises
 - death of a child
 - 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 even 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.

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 or to change light bulbs 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.
- 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.

Lobby

The lobby should be kept free from unnecessary obstructions.

Toilets

Only staff should assist a child with toileting during sessions.

Faults in premises

- Faults needing urgent attention should be reported to the playleader and Business Manager, who will then contact Suffolk County Council Helpdesk on 01502 534333, Adrian House, quoting Building Number A2850. Non urgent faults can be emailed to building.repairsAH@suffolk.gov.uk

Follow the Building Maintenance Guidance for Pre-Schools kept in the office to ascertain whether SCC are liable or ourselves for the repair.

- The responsibility for pointing out dangers does not cease until the fault has been remedied.

Records

In accordance with the Early Years Foundation Stage guidelines, we keep records of:

Adults

- the names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them
- the names and addresses of the owners or of all members of the management committee
- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

Children

- the 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
- incidents

This policy was adopted at a meeting of	Martlesham & Kesgrave Playschools	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)
<i>continue as necessary</i>		(date)