



## Health and Safety Policy

It is the policy of Riverside Playgroup to create a safe environment and to encourage ways of working which will ensure the safety of children, employees and all other persons who come onto the premises.

The person responsible for the general implementation of this policy is Katie Hall –Health and Safety Co-ordinator.

All staff members have a responsibility to bring to the attention of the above named person any concerns with regards to Health and Safety, including the reporting and dealing with accidents, hazards and faulty equipment. The above named person is responsible for recording and any acting upon any concerns raised.

All staff are responsible for their own safety and the safety of all the children attending the setting. They have a responsibility to work in a way that ensures the Health and Safety of themselves and all other persons they come into contact with.

Staff will undertake any relevant training to support Health and Safety within the provision.

### Risk Assessments

Risk assessments will be conducted to assess the environment and ensure that it is safe and suitable for all children, parents, staff, volunteers and visitors.

- Written formal risk assessments will be kept on site and will be accessible at all times.
- Management will keep a record of all safety issues and any action taken.
- Daily risk assessments will be carried out on the indoor and outdoor environments.
- The formal risk assessments will be carried out annually or more frequently where the need arises.
- Specific risk assessments will relate to the inside and outside environments and outings.
- All staff will be involved in the risk assessment review process.

### Insurance

Riverside Playgroup holds public and employer's liability insurance.

### Fire

The safe evacuation of the building is of primary importance.

- A written fire drill will be on display at all times. This will include information on 'raising the alarm' and the named place of safety away from the building.
- Exits will be kept clear. If it is necessary to lock an outside door this will be done preferably by bolt or Yale catch.
- Fire doors will be kept shut at all times.
- A practice fire drill will be carried out every 6-8 weeks. Routes and times/days will be varied and recorded.
- Matches will be inaccessible to children.
- Fire appliances will be checked annually and the staff will be made aware of their position.



- All heaters will be guarded and nothing will be placed on top of the fireguards.
- All visitors will be made aware of the fire evacuation procedure.
- New staff will take part in a fire evacuation drill, as part of their induction, within the first week of their appointment.

### **Electrical Appliances**

- All electrical appliances will be checked annually (PAT) and recorded.
- Faults will be reported to the manager.
- Stereos, computers etc. will be unplugged when not in use.
- Electrical leads will be placed so that they do not trail in such a way as to be dangerous.
- No liquid containers will be placed near to any electrical appliances.
- All electrical socket points will have covers when not in use.

### **Equipment**

- Any faults will be reported to the manager who will then contact the relevant person.
- Equipment and resources will be checked and cleaned at regular intervals within cleaning routine and recorded.
- Equipment will conform to the required legislative standards.
- Staff should have regard to the manual handling policy when equipment and resources are being moved.

### **General Tidiness**

- The premises will be kept tidy in order to reduce the risk of accidents.
- Hot drinks will not be consumed in the presence of children.
- Steps will be provided for items stored on high shelving.
- All storage areas will be kept tidy and equipment stored appropriately.

### **Hygiene**

- It is the responsibility of all staff to maintain standards of cleanliness; the policy is to "clean as you go".

We will ensure that;

- Paper towels and soap will be provided for hand washing.
- Hands are washed after using the toilet, before handling food and after handling animals.
- Toilet areas are regularly checked and cleaned to ensure high standards of hygiene and safety.
- Disposable gloves and aprons are worn when coming into contact with bodily fluids.
- All children are taken to the toilet by a member of staff and a step and toilet seat are provided for their use if required.
- Information will be obtained from the Environmental Health Department on up to date legislation.
- Tissues will be available for use and disposed of appropriately after use.
- Antibacterial spray will be used to clean surfaces before and after food preparation and surfaces the children eat from.



- Please also refer to our Infection Control Policy

### **Storage of cleaning materials etc.**

- Any potentially dangerous substance will be kept out of sight and reach of children in a locked cupboard.
- Screw tops of containers will be tightly closed.
- COSHH legislation will be followed.
- Cleaning materials will be stored in original containers with instructions in COSHH file.

### **Smoking**

- There is strictly NO SMOKING allowed on the premises of Riverside Playgroup including the outdoor area.
- Staff members are not permitted to smoke during hours of duty and failure to observe this policy will result in disciplinary action.

### **Alcohol/Other substances**

- There is strictly NO ALCOHOL or any other substances allowed on the premises of Riverside Playgroup.
- All staff/volunteers are **not permitted to work** if under the influence of alcohol and or any other substances which may affect their ability to care for children and failure to observe this policy will result in disciplinary action. This includes both prescribed and non-prescribed drugs.
- Riverside Playgroup will not tolerate on the premises any parent/carer under the influence of alcohol and or any other substance. Any parent under the influence of alcohol and or any other substance will be refused admission and Riverside Playgroup will determine if it is appropriate and safe for the child to leave with them.

### **Solvents**

- There is strictly NO SOLVENTS allowed on the premises of Riverside Playgroup.
- All glues etc. Used at the setting will be safe to be used by children and children will be supervised in the use of them.
- Any solvents brought onto the premises by a child will be removed from them and the parents/carers informed.

### **Animals**

- Riverside Playgroup will ensure that any animals visiting the setting are free from disease.
- Children will be required to wash their hands after contact with animals.
- A full risk assessment will be undertaken before children come into contact with any animals/pets.
- We will be mindful of children that suffer from pet allergies. Where a child attending the setting has an allergy to a specific animal type, that animal will not be deemed suitable as a visiting pet.



## **Supervision of children**

- Children will be supervised in accordance with adult; child ratios as set out in the EYFS requirements.
- In or out of the building, children will be supervised at all times.
- Headcounts will be conducted regularly throughout the day.
- When children are playing outside if anyone uninvited enters the grounds the supervisor will ask them to leave. If the person (or persons) involved refuse to leave the grounds, then the children will be taken inside the building and appropriate action will be taken.
- Special care will be taken when children are using apparatus. All equipment will be checked to ensure it is stable and secure before use. All children will be taught the correct use and care of equipment.
- Children's arrival/departure time will be recorded.
- Records will be properly maintained in ink. Any required alterations will be by a single line through the original entry. No original entry will be erased.
- When children are taken off the premises their whereabouts will be recorded. Parents will always be informed and are asked for written consent.

## **Sun cream**

- No children will be exposed to sunlight unless their skin is adequately protected.
- Sun cream will only be applied to children with prior consent from parents.
- All sun cream will be supplied by the parent/carer, enclosed in its original container and labelled appropriately.
- Parents will be asked to provide sun hats and appropriate clothing for children to protect them in the sun.
- Parents are asked to apply sun cream before bringing their child to playgroup.

## **Accidents and sickness**

- A minimum of one staff member holding appropriate first aid qualifications will be on duty at all times.
- Riverside Playgroup has its own first aid kit on the premises.
- The contents of the first aid kit will be checked, replaced and updated regularly. The staff member responsible is Katie Hall.
- Any medication required to be on the premises will be stored appropriately in accordance with product instructions and must be within the original container in which dispensed.
- Accident, first aid and medication policy will be followed.

## **Food**

- Children will be supervised at all times when eating.
- Adults will not be involved in the preparation of food if suffering from any infectious/contagious illness.
- All staff involved in handling food will comply with regulations relating to food safety and hygiene.
- Staff members preparing food will hold the relevant food hygiene certificate.



- Food hygiene will be included in the induction process and on the job training/guidance provided.
- Different cloths will be used for kitchen, toys and toilet cleaning.
- All fresh fruit and vegetables will be washed thoroughly before use.
- All utensils will be kept clean and stored in a dust free container.
- Drinking beakers will be washed in hot soapy water or dishwasher after use.
- Fresh drinking water will be available at all times.
- Any cracked or chipped items will be disposed of immediately.
- All food will be stored in an airtight container and stored safely.
- Kitchen facilities will be kept clean daily with fridge, freezer, microwave etc. cleaned within the weekly cleaning routine.
- Fridge temperature will be checked every morning and recorded.
- If parents provide packed lunches these will be stored safely and information will be given about appropriate foods.
- All uneaten food of children who are having packed lunches will be returned to the parent/carer in order that they are able to make judgements about their child's diet.
- Riverside Playgroup will undergo regular checks/inspections from the Environmental Health Department.
- In the event of food poisoning affecting two or more children looked after on the premises, we will inform the Environmental Health Department and Ofsted will be informed within 14 days of the event occurring.

## Legislation

We will endeavour to keep our information up to date, information will be obtained by referring to;

- Health and Safety Act 1974
- Management of Health and Safety at Work Act 1992

This policy has been adopted by Riverside Playgroup.

Date policy adopted:	20/06/09	Reviewed and amended: 28/11/2010
		Reviewed and amended: 2/02/2012
		Reviewed and amended: 5/02/2013
		Reviewed and amended: 1/04/2014
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