

HEALTH & SAFETY POLICY

Principles

Learning about health is an important area of learning. If good health habits can be developed early they are likely to be continued throughout life.

Policy

Rainbow Stop Playgroup aim to provide the children with a healthy, safe stimulating environment in which to work and play. Playgroup promotes healthy eating habits, socialisation skills and healthy snacks. Children with special dietary needs are catered for.

Procedures

We will endeavor to maintain high levels of health and safety by ensuring that:

Outdoors

- Parents will be advised of the group safety precautions e.g. shutting of gates and car park arrangements
- All outdoor areas and equipment will be checked and cleaned before children use them. An outdoor risk assessment is carried out by a member of staff daily and signed.

Indoors

- The layout of the room will be safe for the children to move freely from area to area.
- The activities on offer will meet the needs of the group, providing the children with challenge and the opportunity to succeed
- The room should be bright and well ventilated providing the children with a safe, stimulating environment
- Equipment and materials will be accessible and within all children's reach including children with special needs.
- Dressing up clothes, blankets and aprons will be washed regularly.
- Children will be encouraged to respect their environment and the equipment provided. Helping to tidy away at the end of the session can promote this skill.
- Staff and children will wear suitable clothing and footwear when in the group.
- The art/sand/water areas will be kept clean with spillage being wiped up immediately in order to prevent accidents.
- The water in the children's toilets is thermostatically controlled at a safe temperature for their use.
- All staff should be aware of the correct procedure for lifting heavy equipment.

- If someone different is leaving or collecting a child from playgroup parents/carer must inform staff beforehand (see collection of children policy).
- Due to insurance cover children may NOT enter the playgroup before 9.30am/1pm and MUST be collected by 12noon and 3.30pm for each session.
- Written consent forms must be provided when children are going on outings (see outings policy).
- Fire drills will be carried out once a month. These will be recorded and fire equipment checked and serviced frequently. All staff are trained in handling/use of fire equipment. New staff and volunteers will be made familiar with the correct procedures in the event of an accident or emergency occurring.
- All staff should be made aware of the assembly point in the event of a fire.
- When an emergency occurs staff should immediately cease what they are doing and assume their designated roles as quickly as possible.
- Fire exits must not be locked, access to them must be clear at all times.
- Electrical plugs should be covered and power points sited in a safe place.
- First Aid facilities must be provided. At least one adult on duty will be trained on first aid.
- The First Aid box will be checked regularly by a member of staff.
- All staff must wear disposable gloves when dealing with an accident or when changing a child.
- All staff in the group should be familiar with process of dealing with minor cuts and bruises. All staff should have first aid training and should be updated every 3 years.
- All accidents must be recorded in the accident/incident book signed by the person who witnessed or dealt with the accident. The accident should be reported to the child's parent/carer who must also sign the form. Accident books should be retained indefinitely or at least until the child reaches 22 years of age.

Kitchen

- Children will not have unsupervised access to the kitchen.
- Kitchen areas and work surfaces will be kept clean and wiped daily with disinfectant.
- Covered bins in the playgroup and kitchen will be emptied daily.
- All tea towels and dishcloths will be changed daily.
- Any food equipment for the children will be stored in a clean, dry cupboard or fridge. The fridge should be kept at a required temperature and foods stored separately to prevent contamination a daily record of food temperature should be taken and recorded.
- Food will be kept covered at all times.

- All fresh fruit and vegetables will be washed before use.
- Tables in the playgroup used for snack-time will be thoroughly cleaned before use and after use. The floor should be swept when necessary.
- The children's cups, plates, bowls, knives, forks and spoons will be stored in the food preparation area.
- All potentially dangerous products including cleaning materials and medicines will be stored out of children's reach, in a locked cupboard.

Equipment

- Equipment is checked on a regular basis for any damage. If an item is considered unsafe it should be replaced.
- The children will be encouraged to respect materials and equipment. Children will be supervised at all times when using materials and equipment.
- Good teamwork is essential to ensure that all staff are conversant with Health and Safety issues and are able to follow the necessary checks and procedures.
- Staff and management committee members should be familiar with the Health and Safety Regulations agreed within playgroup.
- The staff/child ratio will be adhered to in accordance with social services recommendations.
- Equipment and materials will be washed and sterilized weekly.

Hygiene

- All staff and children should wash their hands after using the toilet and before eating.
- Disposable towels will be provided for adults and children.
- Any child who becomes unwell during playgroup will be taken to the story room and made comfortable. The parent/carer will be notified and requested to come immediately for the child.
- Any soiled clothes will be double bagged and sent home with the child.
- Parents will be notified of any outbreak of any infectious disease i.e. chicken pox, measles and the required exclusion time from playgroup.
- If there is an outbreak of head lice all parents/carers will be informed and any necessary precautions taken.

Outings

- All outings have a ratio of 1 adult to 2 children. Parents will be asked to accompany their child on these outings.
- All parents must sign a consent form before the outing takes place.
- A risk assessment of the proposed venue will be carried out by the leader/chairperson of committee prior to the outing. It will be assessed for suitability for stage of development, health or danger risks such as water, poisonous plants – open spaces, gates etc.

- Along with the usual items taken on trips i.e. mobile phones, first aid box, tissues, plastic bags, towels etc. a complete list of all emergency contact numbers will be included.

Staff

All staff has a responsibility to take reasonable care for their own health and safety together with the health and safety of other staff and children.

This includes:

- Reading and being familiar with the safety policy document.
- Working as instructed
- Being alert to obvious work place hazards affecting children and staff.
- Reporting all accidents and dangerous occurrences to the Playgroup leader.
- The playgroup operates a no smoking policy.
- Any member of staff suspected to be under the influence of alcohol or drugs will be asked to leave the premises immediately. Disciplinary procedures will be put in place.
- A child will not be released to any adult who is suspected to be under the influence of alcohol / drugs. The child will remain in playgroup until an alternative adult can.

Signed: _____

Position: _____

Date: _____