

# Glaisdale Playgroup Health and Safety Policy and Practice.

See other related policies: E Safety, Food and drink, Sun, Transport, Fire and evacuation, DBS, Staffing and Employment, Arrival and departure, Administration of medication, No smoking, alcohol and drugs, Non Collection, Safeguarding, When a child leaves unaccompanied, Student placement, Toileting.

Employment and recruitment file, Website permissions, Visitor logs, collection forms.

A healthy and safe environment is essential for staff, children and parent volunteers.

## **Food**

OFSTED will be informed if we encounter 2 or more cases of food poisoning in the setting as a result of our food served or baking sessions

Food will be stored appropriately. Milk, cheese, fruit and vegetables in the fridge, the temperature of which is checked each session.

Children and adults wash their hands before preparing and eating snack.

All snacks will be prepared following food hygiene rules. (see Food and Drink Policy)

## **Allergies and Intolerances.**

Allergies and intolerances are notified on the registration form for each child. Any child requiring specific dietary needs has their name listed on a sign in the snack area. Where there is a medical risk from items the child's name card is marked with a red dot to highlight to all staff and volunteers that there is a danger of allergic reaction

Allergies to other environmental factors are notified and avoided. Appropriate action will be taken to avoid or treat if there is a reaction.

## **Outdoor Play** (See also sun policy)

Children have free flow access to an outdoor area consisting of an all weather surface (tarmac) and decking with covered sand pit and a playhouse. We will make supervised trips to the school playing field to take advantage of the large grassed area.

Once the majority of playgroup children have arrived, after 9am, the outdoor area is opened. Gates remain fastened while children are outside. Free flow will operate until the school children come out to play at 10:30am, when playgroup will come indoors for circle time and register. At 10:50 children can again access free flow until 11:35am. After lunch at approx. 1pm children are free to access the outdoor area until 2.45 pm. There may be a need to come inside if the infants are requiring use of the playground.

We have a supply of waterproof clothing, wellingtons, warm coats, hats and gloves, sunhats enabling children to access the area in any weather.

Children playing with or near water will be constantly supervised.

Safe surfaces are placed beneath and around the larger equipment.

## **Accidents and illness**

A first aid box is kept on the premises and is also taken on trips. It is checked regularly and replenished when needed.

Staff are trained in first aid which is updated every three years. First aiders are listed in the hall and training certificates kept in the operational folder. A first aid box is located in the building, beneath the fire panel to the right as you enter the classroom, and taken in the leaders car when on trips. The playgroup will make sure the first aid equipment is intact, replenished and kept clean. Sterile items will be kept sealed in their packs until use.

An accident/ incident book is available at each session for the reporting of accidents. Parents are notified and asked to sign each entry concerning their child. Monitoring of this book takes place to ensure recurring issues can be acted upon.

Parents are asked to keep their child at home if he / she has an infection, and to inform staff as to the nature so that they can inform others, and observe any child who seems unwell. Any infectious periods for contagious diseases should be followed if unsure ask staff or your GP. Contagious disease lists are given to parents, available on the notice board, and when there is an outbreak discussions will be held with parents to advise care and when the child can return to the group.

We ask parents not to bring a child who has been vomiting or had diarrhoea until at least 48 hours has passed since the last attack.

Children with head lice worms etc. can attend once treatment has been given.

If a child falls ill during a session the parents or emergency contact will be notified and the child taken home. This is why contact numbers are needed and must be updated when changed. If no one can be found to take the child home, the child will be made comfortable until the end of the session when they will be collected and the situation explained.

If there is an incident in which a child needs to be taken to hospital we will

1. Inform the parent or emergency contact by telephone.
2. Ring for an ambulance if necessary.
3. One person other than the driver will accompany the child if taken by car.
4. If taken by ambulance a member of staff will accompany even if the parent is present.
5. If under staffing occurs due to the accident every effort will be made to contact another person or parents contacted to take the remaining children home.

We are aware of the circumstances in which Ofsted need to be informed as a result of an accident during our sessions.

If the children of playgroup staff are unwell they will not accompany their parent to work.

Medication should not be necessary during the play session. If a child is in need of a medicine more often, then the parents should consider whether the child is well enough to attend and gain anything from so doing.

If medication is required this can only be done with full written, signed instructions from the parent as to dose, time etc. (See Administration of Medicines.)

Regarding the administration of life saving medication such as insulin/adrenaline injections or the use of nebulisers, when a child needs these we will get advice re training of staff, insurance, etc. once everything is in order we will follow the above recording procedure.

## **Information Sources**

Parents have the opportunity to discuss health matters with staff. We have access to literature regarding illnesses and childhood diseases for parents and staff these are available

to read in session or take home.

### **Personal hygiene**

To prevent the spread of infection the group will ensure good practices are observed.

Hands are to be washed after using the toilet, before snack time and before baking sessions.

Paper towels are provided used and disposed of appropriately.

A separate toilet is available for adults to use.

Children with pierced ears will not try on or share others ear rings.

Tissues are available and children are encouraged to wipe their noses when necessary. Dirty tissues are to be disposed of hygienically.

Children will be encouraged to cover their mouths when coughing.

Hygiene rules related to bodily fluids are followed, all staff and helpers are aware of how infections such as HIV infection are spread.

### **Spillages of bodily fluid**

Any spills of blood, vomit or excrement are wiped up and if disposable flushed away down the toilet. Any items used to clean up spillages are to be bagged and placed in the bin. Gloves **must** be worn when dealing with bodily fluids.

Floors and other surfaces are disinfected by staff afterwards. Cleaning fluids used will be diluted as per manufacturer's instructions, and are stored in a high cupboard.

Moveable items (mats, aprons etc) which are able to be washed will be taken home and put through a wash cycle.

Any cloths used will be disposed of.

Hygiene must be followed: ensure the child washes their hands and that you as an adult also demonstrate hand washing routine correctly. Make sure you wash your hands thoroughly when involved in changing nappies, soiled clothing and when assisting children at the toilet. If necessary wipe the toilet seat if there has been a spillage using toilet tissue or wet wipes. Wash your hands after.

### **Spillage of bodily fluids in the sand pit will be dealt with as follows:**

The child will be taken inside and cleaned up, all other children will be asked to leave the sand pit and the lid will be closed until a member of staff is free to clean up the area. The affected sand and surrounding area will be removed, bagged and binned, to ensure all fluid is removed. The plastic covering of the base and all tools used or affected will be washed with disinfectant.

### **Environment**

The committee of Glaisdale Playgroup have public liability and employers liability insurance. The certificates are displayed on the wall.

The safety of children in our care is of great importance. We follow guidelines to ensure we offer a safe environment for children and adults. Children are supervised by adults at all times.

Our ratios are within the guidelines 1:6 and usually higher, at a normal session we have 4 adults to 18 children. 1:2 on trips.

Layout and space ratios allow children and adults to move safely and freely between activities.

We operate from a no smoking premises and have in place no smoking, alcohol and drugs policies which apply both indoor and out while children are in our care.

Daily checks are carried out by staff on arrival. Equipment and environment are checked looking for dangers. Equipment that poses a danger will be removed for repair or disposal.

Equipment we offer will be developmentally appropriate, we are always aware that items provided for older children may pose a risk to younger this is pointed out to parents.

All dangerous cleaning materials are stored out of reach. Data sheets are kept for any chemicals on the premises.

Risk assessments are carried out annually and updated as and when things change. Risk assessments for trips and outings are carried out prior to the event.

Fire doors are never obstructed by immovable items.

Fire drills are carried out and recorded every half term.

Fire extinguishers are in place and are checked annually. This is the responsibility of the school from whom we rent the building.

A register of adults and children is taken times of arrival and departure noted in case of emergency.

Visitors are logged in and out and the reason for the visit noted. Unknown, unexpected or unidentified visitors will not be allowed access to the premises during sessions. We have sole use of the building during sessions.

### **Safe Handling**

Staff and parents are advised by leaflet about safe handling, carrying of equipment etc.

A poster is displayed on the board and in staff booklet.

Any person suffering from back problems or any other medical conditions aggravated by lifting and handling will **not** be expected to perform these duties.

Large equipment is erected correctly, with care and checked regularly.

This policy is updated annually or when notified of changes in law or recommendations.

This policy was adopted at a meeting on.....24/5/15.....

(signed on their behalf) C.Prowse