Health and Safety – General Policy

Considerations from the legal team:

*Ultimately the employer is accountable for health and safety and therefore cannot delegate health and safety duties. It can require staff to cooperate with them and to follow what they are told, but it cannot delegate a duty. There is no problem asking staff to do something e.g. a risk assessment, which is part of the policy, but it remains the employer’s duty to ensure it’s done and that it’s suitable and sufficient. It would not be a defence to a playgroup if a member of staff did not undertake, for example, a risk assessment. The employer must therefore have a system in place to ensure such things are done.*

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| EYFS: 3.25, 3.28, 3.29, 3.30, 3.44, 3.45, 3.46, 3.47, 3.50, 3.51, 3.54, 3.55, 3.56, 3.57, 3.63, 3.64, 3.65, 3.66 |

At **Sutton Bonington Playgroup** we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the playgroup for the benefit of all staff, children and parents, we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the playgroup including:

* The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
* The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH)
* Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

* Establish and maintain a safe and healthy environment throughout the playgroup including outdoor spaces
* Establish and maintain safe working practices amongst staff and children
* Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
* Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the playgroup to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
* Maintain a healthy and safe playgroup with safe entry and exit routes
* Formulate effective procedures for use in case of fire and other emergencies and for evacuating the playgroup premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the playgroup
* Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments
* Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the playgroup are accessible (wherever practicable)
* Provide a safe environment for students or trainees to learn in
* Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

We believe the risks in the playgroup environment are low and we will maintain the maximum protection for children, staff and parents. The playgroup will:

* Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times
* Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
* Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
* Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
* Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children
* Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
* Ensure there are suitable hygienic changing facilities (see infection control policy)
* Prohibit smoking on the playgroup premises
* Prohibit any contractor from working on the premises without prior permission
* Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas
* Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the playgroup
* Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
* Wear protective clothing when cooking or serving food
* Prohibit certain foods that may relate to children’s allergies, e.g. peanuts are not allowed in the playgroup
* Follow the allergies and allergic reactions policy for children who have allergies
* Ensure risk assessments are undertaken on the storage and preparation of food produce within the playgroup
* Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
* Provide appropriately stocked first aid boxes and check their contents regularly
* Ensure children are supervised at all times
* Ensure no student or volunteer is left unsupervised at any time
* Ensure staff paediatric first aid certificates are on display (or made available to parents).

Responsibilities

The designated Health and Safety Officer in the playgroup is: **Sarah Cowley.**

The employer has overall and final responsibility for this policy being carried out at:

**Sutton Bonington Playgroup**

**The Old School Rooms, Bucks Lane**

**Sutton Bonington, Loughborough**

**Le12 5pb**

The playgroup deputy manager will be responsible in the manager’s absence.

All employees have the responsibility to cooperate with senior staff and the manager to achieve a healthy and safe playgroup and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures).

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the deputy manager or manager.

Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees. This will include health and safety matters.

First Aid

At present at least one member of staff on duty MUST hold a full paediatric First Aid certificate in the playgroup and when on outings. In addition to this, all newly qualified

entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting

Health and safety arrangements

* All staff are responsible for general health and safety in the playgroup
* Risk assessments will be conducted on all areas of the playgroup, including rooms, activities, outdoor areas, resources and cleaning equipment
* These are reviewed at regular intervals and when arrangements change
* All outings away from the playgroup (however short) will include a prior risk assessment – more details are included in our outings policy
* All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe/removed from the area by this member of staff to promote the safety of children. If this cannot be achieved the manager will be notified immediately
* We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water
* The playgroup will adhere to the Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
* All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety. We may also use benefit risk assessments for particular activities and resources for children
* We have a clear accident and first aid policy to follow in the case of any person in the playgroup suffering injury from an accident or incident
* We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the playgroup. This is to be shared with all staff, students, parents and visitors to the playgroup
* We review accident and incident records to identify any patterns/hazardous areas
* All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates, as with all policy changes, as and when they happen
* Staff and parents are able to contribute to any policy through the suggestion scheme and during the regular meetings held at playgroup.

**Infection control**

At **Sutton Bonington Playgroup** we promote the good health of all children attending through maintaining high hygiene standards and reducing the chances of infection being spread. We follow the Health protection in schools and other childcare facilities guidance which sets out when and how long children need to be excluded from settings, when treatment/medication is required and where to get further advice from.

We follow the guidance below to prevent a virus or infection from moving around the playgroup. Our staff:

* Encourage all children to use tissues when coughing and sneezing to catch germs
* Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of
* Develop children’s understanding of the above and the need for good hygiene procedures in helping them to stay healthy
* Wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately
* Clean and sterilise all potties and changing mats before and after each use
* Clean toilets at least daily and check them throughout the day
* Remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this
* Clean all toys, equipment and resources on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser
* Wash or clean all equipment used by babies and toddlers as and when needed including when the children have placed it in their mouth
* Follow the sickness and illness policy when children are ill to prevent the spread of any infection in the playgroup. Staff are also requested to stay at home if they are contagious.

**Sun care**

During hot weather we ask that parents apply sun cream to their child before coming to playgroup. In cases where sun cream will need to be re-applied, (e.g. if it is extremely hot or the child is staying for a full day), we ask that parents send sun cream in a named bottle for their child and these are kept in the child’s bag. Staff wear gloves when applying sun cream in order to prevent cross contamination.

We request parental permission to apply sun cream.

Parents are also asked to bring in appropriate headwear to for their child or the playgroup provides sunhats to be worn outside.

**No smoking**

The playgroup operates a strict no smoking policy within its buildings and grounds. It is illegal to smoke in enclosed places.

All persons must abstain from smoking whilst on the premises. This applies to staff, students, parents, carers, contractors and any other visitors to the premises.

We also request that parents accompanying playgroup children on outings refrain from smoking whilst caring for the children.

**Food safety**

**Legal framework**

Regulation (EC) 852/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs

**Policy statement**

We provide and/or serve food for children on the following basis:

* Snacks
* Packed lunches

**Procedures**

**Staff**

* Our staff with responsibility for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to our setting. This is set out in Safer Food, Better Business (Food Standards Agency 2011). The basis for this is risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
* All our staff follow the guidelines of Safer Food, Better Business.
* All staff who prepare and handle food are competent to do so and receive training in food hygiene which is updated every three years
* Staff carry out daily opening and closing checks on the kitchen to ensure standards are met consistently.

**Food, Preparation Areas and Cleaning**

* We use reliable suppliers for the food we purchase.
* Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
* Packed lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home.
* Food preparation areas are cleaned before and after use.
* There are separate facilities for hand-washing and for washing-up.
* All utensils, crockery etc. are clean and stored appropriately.
* Waste food is disposed of daily.
* Cleaning materials which are colour coded to avoid contamination and dangerous materials are stored out of children's reach in the kitchen which remains locked when not in use.

**Children**

When children take part in ‘cooking’ activities, they are:

* supervised at all times;
* understand the importance of hand-washing and simple hygiene rules;
* do not have access to the kitchen and therefore hot water, hot surfaces or electrical equipment.

**Reporting of food poisoning**

In the very unlikely event of any food poisoning affecting two or more children on the premises, whether or not this may arise from food offered at the playgroup, we will inform Ofsted as soon as reasonably practical and in all cases within 14 days. We will also inform the relevant health agencies and follow any advice given.

**Nutrition and Mealtimes**

**Legal framework**

Regulation (EC) 852/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs.

**Policy statement**

We regard snack and meal times as an important part of our day. Eating represents a social time for children and adults, and helps children to learn about healthy eating. At snack and meal times, we aim to provide nutritious food, which meets the children's individual dietary needs.

We follow these procedures to ensure healthy eating in the setting:

* Before a child starts to attend the setting, we ask their parents about their dietary needs and preferences, including any allergies. This is recorded and signed by the parents on the enrolment form.
* We display current information about individual children's dietary needs so that all our staff and volunteers are fully informed about them
* Children are offered healthy, varied and nutritious snacks which meet individual needs and requirements.
* Fresh drinking water is always available and accessible
* For young children who drink milk, we provide semi-skimmed milk
* We give careful consideration to seating to avoid cross contamination of food from child to child. Where appropriate, an adult will sit with children during meals to ensure safety and minimise risks
* In order to protect children with food allergies, we discourage children from sharing and swapping their food with one another
* We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.
* Children who refuse to eat at the mealtime are offered food later in the day
* We promote positive attitudes to healthy eating through play opportunities and discussions
* We display healthy eating posters in the setting entrance as well as free leaflets for parents to take
* We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.

**Packed lunches**

When the children are required to bring packed lunches, we:

* store packed lunches on a dedicated shelf in the entrance
* inform parents of our policy on healthy eating;
* encourage parents to provide sandwiches with a healthy filling, fruit, and milk based deserts, such as yoghurt or crème fraiche. We discourage sweet drinks and can provide children with water;
* discourage packed lunch contents that consist largely of crisps, processed foods, sweet drinks and sweet products such as cakes or biscuits.
* request parents not to provide food containing nuts or nut products and in the case of a child having a particular allergy we notify all parents that such foods are not permitted in packed lunches.
* provide children bringing packed lunches with plates, cups and cutlery; and
* ensure that adults sit with children to eat their lunch so that the mealtime is a social occasion.

**Risk Assessment**

Considerations from the legal team:

*Ultimately the employer is accountable for health and safety and therefore cannot delegate health and safety duties. It can require staff to cooperate with them and to follow what they are told, but it cannot delegate a duty. There is no problem asking staff to do something e.g. a risk assessment, which is part of the policy, but it remains the employer’s duty to ensure it’s done and that it’s suitable and sufficient. It would not be a defence to a playgroup if a member of staff did not undertake, for example, a risk assessment. The employer must therefore have a system in place to ensure such things are done.*

At **Sutton Bonington Playgroup** we promote the safety of children, parents, staff and visitors by reviewing and reducing any risks.

Risk assessments

Risk assessments document the hazards/aspects of the environment that needs to be checked on a regular basis, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how this will be monitored and checked and by whom.

Daily risk assessments are carried out before the children arrive.

The Playgroup carries out written risk assessments regularly at least annually. These are regularly reviewed and cover potential risks to children, staff and visitors at the Playgroup. When circumstances change in the Playgroup, e.g. a significant piece of equipment is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All outings away from the Playgroup are individually risk assessed and adequately staffed with paediatric first aid trained practitioners. For more details refer to the visits and outings policy.

*Hints and tips*

*Please refer to the Health and Safety Executive’s ‘Five Steps to Risk Assessment’* [*www.hse.gov.uk/risk/fivesteps.htm*](http://www.hse.gov.uk/risk/fivesteps.htm) *for further support with the risk assessment process. The Five Steps to Risk Assessment publication and risk assessment templates can be downloaded from the Health and Safety Executive’s website at* [*www.hse.gov.uk*](http://www.hse.gov.uk)

The policy is kept up to date and reviewed especially when the playgroup changes in nature and size. It is revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

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| **This policy was adopted on** | **Signed on behalf of the playgroup** | **Date for review** |
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