

Health and safety including: General standards, Fire & Evacuation and Food hygiene

General standards

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.
 - Our members of staff responsible for health and safety are:
Emma Gunston and Alison Pope
 - They are competent to carry out these responsibilities.
 - We display the necessary health and safety poster in
The Playgroup room
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Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on:

The Playgroup door

Awareness raising

- All staff and volunteers are aware of the health and safety policy and procedures and made aware of their shared responsibility for maintaining employee well-being, including safe lifting and the storage of potentially dangerous substances.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly.
- We operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Safety of adults

- Adults are provided with guidance about the safe storage, movement and lifting in their induction pack.

- When adults need to reach up to store equipment they are provided with safe equipment to do so.
- The sickness of staff and their involvement in accidents is recorded.
- We keep all cleaning chemicals in their original containers.

Windows

- Low level windows are made from materials that prevent accidental breakage.

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.

Electrical/gas equipment

- All equipment conforms to safety requirements and is checked regularly.
- Electric sockets, wires and leads are properly guarded
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds by the school caretaker.
- 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.
- 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.

- The school provides daily cleaning for the setting which includes play room(s), kitchen, rest area and toilets.
- 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
- 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.

Activities and resources

- 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 learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.

Fire safety and emergency evacuation

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The school set our fire evacuation procedures.

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards and are checked and maintained by the school.

- Our emergency evacuation procedures are set by the school and approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff and volunteers and; and
 - practised regularly at least once every term to ensure all children are covered.
 - Records are kept of fire drills.

Emergency evacuation procedure

- The fire exits are clearly labelled and all children and staff are made aware of where they are.
- Children are led from the building to the assembly point by a member of staff.
- Once outside a register will be taken so all children and staff can be accounted for.
- The emergency services will be called as soon as possible by a member of staff.
- Parents are contacted by a member off staff once we have secured the safety of the children.

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Food hygiene

In our setting we provide food for children on the following basis;

- Christmas and Graduation Parties and curricular activities

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

We are registered as a food provider with the local authority Environmental Health Department.

- All staff have Food hygiene certificates and have completed Allergen training.
- We use reliable suppliers for the food we purchase

- Food is stored at the correctly and checked to ensure it is in date and free from contamination
- Packed lunches are stored on the lunch trolley and served to children within 4 hours of arriving
- Food preparation areas are cleaned before and after use
- All utensils are clean and stored appropriately
- Waste food is disposed of daily
- All dangerous substances and materials are stored safely away from children
- Children do not have access to the kitchen
- During cooking activities children:
 - are supervised at all times
 - Wash their hands and understand simple hygiene rules
 - Kept away from hot surfaces and water
 - Do not have unsupervised access to electrical equipment.

Reporting of food poisoning

- Where an adult or child is diagnosed by a doctor with a case of food poisoning and the setting is identified as the source, this will be reported to the Environmental health department and the Health Protection Agency
- If the food poisoning is identified as a notifiable disease under the Public Health regulations 1988 the setting will report the incident to Ofsted.

Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations(COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs.

This policy was adopted at a meeting of Shaw Ridge Playgroup name of setting
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the management
committee _____
Name of signatory _____
Role of signatory (e.g. chair/owner) Chairperson