# Health and Safety policy

## Introduction

Our setting is committed to providing a **safe, healthy, and nurturing environment** for all children, staff, parents, and visitors. We meet and exceed the requirements of the **Early Years Foundation Stage (EYFS) 2025**, ensuring that children learn and develop in a secure space where risks are managed effectively and consistently.
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.
We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice board in the village hall foyer.

**Our designated members of staff responsible for health and safety are Lynsey Winder and Jackie Hunter.**

## Roles and Responsibilities

### Leadership and Management

- Ensure compliance with EYFS 2025 health and safety requirements.
- Maintain up-to-date risk assessments and review them at least annually or after significant changes.
- Provide appropriate training for all staff, including safeguarding, first aid, manual handling, and infection control.
- Ensure all accidents, incidents, and near misses are recorded, reviewed, and acted upon.

### Staff

- Follow all health and safety procedures consistently.
- Conduct daily checks of indoor and outdoor environments.
- Report hazards immediately to the manager or designated lead.
- Supervise children at all times, maintaining required EYFS ratios.
- Promote safe behaviour and model good hygiene practices.

### Parents and Carers

- Share relevant health information about their child.
- Follow setting procedures for illness, medication, and arrival/departure.
- Support the setting's approach to safety and wellbeing.

## Risk Assessment and Environment Safety

### Risk Assessments

- Comprehensive risk assessments cover indoor areas, outdoor spaces, equipment, activities, and outings.
- Risk assessments are carried out throughout the day as situations change.
- Records are reviewed termly or sooner if needed.

### Daily Environment Checks

- Staff complete daily safety checks including:
    - Cleanliness and hygiene
    - Security of gates, doors, and fences
    - Condition of toys and equipment
    - Safe storage of hazardous materials
    - Temperature, ventilation, and lighting
    - Trip hazards and floor safety

### Outdoor Play

- Outdoor areas are checked before use.
- Equipment is age-appropriate and well maintained.
- Children are supervised at all times, with clear sightlines.

## Raising awareness

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines

## Safeguarding and Child Protection

- Safeguarding is central to health and safety.
- All staff follow the setting's Safeguarding Policy and the EYFS 2025 safeguarding requirements.
- Concerns are reported to the Designated Safeguarding Lead (DSL) immediately.
- Visitors are supervised and recorded in the visitor log.
- We ensure all staff employed and Playgroup Committee members have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring System.
- Staff cannot start work until a satisfactory DBS check has been received.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- During Playgroup sessions at least two adults must be present.

# Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our security systems prevent unauthorised access to our premises.
- Our security systems prevent children from leaving our premises unnoticed.
- If it is an unknown adult collecting a child, they must know the child's personal password before the child is released into their care. Parents are asked to notify us if it is going to be someone other than themselves collecting.
- The personal possessions of staff and volunteers are securely stored during sessions.

# Illness, Infection Control, and Hygiene

## Illness

- Children who are unwell or infectious must not attend.
- Exclusion periods follow Public Health England guidance.
- Parents are contacted immediately if a child becomes ill.

## Hygiene

- Staff and children wash hands regularly, especially before eating and after toileting.
- Toilets and changing areas are cleaned frequently.
- PPE is used when appropriate (e.g., during nappy changing or dealing with bodily fluids).
- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- 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 and the disposal of nappies.

**We implement good hygiene practices by:**

- cleaning tables between activities
- cleaning toilets regularly
- wearing protective clothing - such as aprons and disposable gloves - as appropriate
- providing sets of clean clothes
- providing tissues and wipes

## Infection Control

- Toys and equipment are cleaned regularly.
- Ventilation is maintained in all rooms.
- Outbreak management procedures are followed when necessary.

- The local authority's medical officer for environmental health is notified of any infectious diseases that a qualified medical person considers notifiable. (Infectious Disease (Notification) Act 1889). Ofsted is also informed where this is the case.

# First Aid and Medical Needs

## First Aid

- All Playgroup staff are Paediatric first aid trained, and they refresh this training every three years in line with the EYFS.
- First-aid kits are fully stocked and checked monthly.
- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.
- All accidents are recorded and shared with parents on the same day.
- Our accident book:
    - is kept safely and accessibly
    - all staff and volunteers know where it is kept and how to complete it
    - is reviewed at least half termly to identify any potential or actual hazards
- Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.
- When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

## Medication

- No un-prescribed medication is given to children, parents or staff.
- Medication must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- Individual Health Care Plans are created for children with ongoing medical needs.

# Food Safety and Allergies

- All food is prepared following Food Standards Agency guidance.
- Staff are trained in food hygiene.

- Allergies and dietary needs are clearly recorded and communicated.
- Mealtimes are supervised to ensure safety and promote healthy eating habits.
- Children sit at tables appropriate for their height and do not walk about with food and drinks.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through areas where children are playing and do not place hot drinks within reach of children. All hot drinks must be in cups with lids.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- Parents are asked if their child has any allergies or intolerances on the registration form. Any dietary needs are recorded on the food cupboard and in the kitchen. Allergies and intolerances are checked regularly with parents for any changes.

## Fire Safety and Emergency Procedures

- Fire drills are carried out at least once per term.
- Fire exits are clearly marked, kept clear and are easily opened from the inside.
- Emergency evacuation plans are displayed and understood by all staff.
- Staff receive training in emergency procedures.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Records are kept of fire drills and the servicing of fire safety equipment.

## Outings and Transport

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents always sign consent forms before any outings outside of the village.
- A risk assessment on the proposed venue is carried out before an outing takes place.
- Outings are recorded in an outings record stating:
    - the date and time of outing
    - the venue and mode of transport
    - time of return
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Staff maintain EYFS ratios and ensure children are supervised at all times.

## Equipment and Premises

- All equipment is age-appropriate, safe, and regularly maintained.
- Broken items are removed immediately.
- Cleaning products and hazardous materials are stored securely out of children's reach.

- The premises are secure, with controlled entry systems.
- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.
- 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 who are sleeping are checked regularly.
- Children learn about health, safety, and personal hygiene through the activities we provide and the routines we follow.
- 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.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.

### Animals

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

## Missing Child

If a child goes missing from the setting:

- The person in charge will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The person in charge talks to staff to establish what happened

- If the child is not found, the parent is contacted and the missing child is reported to the police.
- If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.
- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to the setting.
- The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The person in charge contacts the chairperson of the management committee who comes down to the setting as soon as possible.

## The Investigation

- The management committee chairperson carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/staff writes an incident report detailing:
    - the date and time of the incident
    - what staff/children were in the group/outing
    - when the child was last seen in the group/outing
    - what has taken place in the group/outing since then
    - the time it is estimated that the child went missing
    - A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- Ofsted is informed.
- The Insurance department is informed.

## Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital.

- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Incident book. See below.
- Information for reporting the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's publication, Accident Record.

### Our Incident Book

We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for gas and electricity emergency services, carpenter and plumber. Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.

We keep an incident book for recording incidents including those that that are reportable to the Health and Safety Executive as above.

These incidents include:

- break in, burglary, theft of personal or the setting's property
- an intruder gaining unauthorised access to the premises
- fire, flood, gas leak or electrical failure
- attack on member of staff or parent on the premises or near by
- any racist incident involving staff or a family on Playgroup's premises
- death of a child
- a terrorist attack, or threat of one

In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.

In the unlikely event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, lockdown, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed, and staff will take charge of their key children. We also have a lockdown policy, which can be implemented in the event of an intruder on the site or a serious incident taking place in the local proximity. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.

The incident book is <u>not</u> for recording issues of concern involving a child. This is recorded in the child's own file.

## <u>Records</u>

We keep records of:

- Adults
    - the names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them
    - the names and addresses of all members of the management committee
    - all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.
- Children

- the names, addresses and telephone numbers of parents and adults authorised to collect children from setting
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident
- the allergies, dietary requirements and illnesses of individual children
- the times of attendance of children, staff, volunteers and visitors
- accidents and medicine administration records
- consents for outings, administration of medication, emergency treatment
- incidents

In addition, the following procedures and documentation in relation to health and safety are in place:

- Safety
- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Health
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- No smoking.

This policy will be reviewed annually or in response to any significant changes in legislation or practice. The policy will be updated accordingly, and staff will be informed of any changes.

This policy was adopted by Over Kellet Playgroup on 2nd September 2025.

Signed:

Position:

Reviewed on: