

HEALTH AND SAFETY POLICY

Statement of intent

This playgroup believes that the health and safety of children is of paramount importance. We make our playgroup a safe and healthy place for children, parents, staff and volunteers.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimize the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods

The member of staff responsible for health and safety is Joanne Scott she is competent to carry out these responsibilities. She will work alongside the manager Janice John who has completed health and safety training. Joanne will begin to update her knowledge and understanding. We display the necessary health and safety poster in the main room.

Risk assessment (see separate policy)

Our risk assessment process includes:

- Implementing Government Guidelines related to Covid-19
- Checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- deciding which areas need attention; and
- Developing an action plan, which specifies the action, required the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues, which are checked:

- daily before the session begins;
- weekly; and
- Termly - when a full risk assessment is carried out.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in the entrance lobby.

Awareness raising

- 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

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.

- Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the playgroup.
- 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 have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

Security

The gates into Brook Field school grounds will be open as usual in the mornings but will be locked at 9.00am. If you are going to be late into session, then you will have to go into the school office to gain entry. They will be opened again at 11.40 for children to be collected and then closed at 12.55pm. If you have to gain access in between those times you will have to go to the school office. They will not be opened again until 3.00pm.

- Systems are in place for the safe arrival and departure of children. Children's arrivals and departures are recorded.
- The arrival and departure of adults, volunteers and visitors - are recorded.
- All Jellytots staff sign in and out as part of Brook Fields registry system along with our settings daily registers.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during playgroup sessions.

Windows

- Low level windows are made from materials which prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.

Floors

All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen

- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - are kept away from hot surfaces and hot water; and
 - do not have unsupervised access to electrical equipment.

Electric and Gas Equipment

All electrical/gas equipment conforms to safety requirements and is checked regularly.

- Our boiler/electrical switchgear/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.
- Storage heaters are checked daily to make sure they are not covered.
- 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.

Storage

- All resources and materials 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 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.
- Our outdoor sand pit is covered when not in use.
- All outdoor activities are supervised at all times.

Hygiene

- 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 playgroup 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 and the disposal of nappies.
- Children should be out of nappies/pull ups. If a child is wearing pull-ups, it is Jellytots policy to ask the parents if they can come in to change it if it is soiled (not wet). This enables us to keep the staffing ratios at the legal requirement within the session. If this is not possible, please speak to the manager **Jan John**.

We implement good hygiene practices by:

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

Activities

- 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 playgroup.
- 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.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand - and comply with food safety and hygiene regulations. (Please read our Food and Drinks Policy)
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack and mealtimes are appropriately supervised and children do not walk about with food and drinks.

- Fresh drinking water is always available to the children.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Procedures to be followed on outings are contained within our outings policy.
- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before major outings.
- Our adult to child ratio is high, normally one adult to three children.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

For those children remaining at playgroup, the adult to child ratio conforms to the Safeguarding and Welfare requirements.

Animals

- Animals visiting the playgroup are free from disease, safe to be with children and do not pose a health risk.
- Our playgroup pets are free from disease, safe to be with children and do not pose a health risk.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- 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.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - Clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly with Brook Field School
 - Records are kept of fire drills and the servicing of fire safety equipment.

Smoking

Jellytots and Brook Field School is a non-smoking environment. Smoking within the building and school grounds is strictly forbidden.

Terrorist Attack/Threat – Critical Incident Crisis Management – Lockdown/Evacuation

A school Lockdown will be implemented in response to any external or internal critical incident, which has the potential to pose a threat to the safety of staff, children and visitors in the school and when it is important to restrict the movement around the site.

There will be **No Access** to the school during this time.

- Staff will follow their Lockdown Procedure
- Parents/Carers will be notified via text message that 'Lockdown' is in action. They will be told again via text message when it is over.

Examples of situations when lockdown will be activated

- a. An intruder on the school site (with the potential to pose a risk to staff, children and visitors in the school);
- b. A reported incident /civil disturbance in the local community (with the potential to pose a risk to staff, children and visitors in the school);
- c. A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud, etc.).

Evacuation

Jellytots will follow Brook Field Schools Evacuation procedures

First aid and medication

At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults; and
- Is kept out of the reach of children.

At the time of admission to the playgroup, parents' give permission for emergency medical advice or treatment to be sought. Parents sign and date their written approval.

Our Accident Book:

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- 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, or the death of a child or adult.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer, or visitor is reported to the local office of the Health and Safety Executive and Ofsted.

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 local office of the Health and Safety Executive and Ofsted.

- any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

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. It is parent's responsibility to ensure that all medication is in date and replaced in the setting.

Parents give prior written permission and instructions for the administration of medication.

This is recorded accurately, and parents sign the record sheet to acknowledge the administration of a medicine/treatment.

No child may self-administer.

Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell a member of staff what they need.

However, this does not replace staff vigilance in knowing and responding when a child requires medication.

In an emergency if your child for example has an extremely high temperature or needed pain relief, staff could administer medication on receiving verbal permission from main carers.

A record would be completed and signed by you on your child's collection from the setting.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant members of staff by a health professional and an individual care plan will be completed.

A risk assessment is carried out for each child with long term medical conditions that require on going medication.

This is the responsibility of the Manager alongside the Key Person.

Other medical or social care personnel may need to be involved in the risk assessment.

Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.

The Risk assessment includes arrangements for taking medicines on outings (see our outings policy) and the child's GP's advice is sought if necessary, where there are concerns.

A Health care plan for the child is drawn up with the parent, outlining the key person's role and what information must be shared with other staff members.

It will also include what measures are to be taken in an emergency.

The Health Plan will be reviewed every 6 months or more if necessary.

This includes reviewing medication (changes in medication, dosage or any side effects).

Parents will receive a copy of the Health Plan and each contributor, including the parent signs it.

Sickness

Our policy for the exclusion of ill or infectious children is in our sick child policy. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill at playgroup.

Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment. Manual handling training is undertaken where needed. See also manual handling policy.
- When adults need to reach up to store equipment or to change light bulbs, they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- The sickness of staff and their involvement in accidents is recorded.

Records

In accordance with the Welfare Requirements, we keep records of:

- adults authorised to collect children from playgroup;
- 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 incidents.
- It is Jellytots policy **NOT** to disclose any private telephone numbers, unless we have been authorised to do so.
- With regard to Committee and Fundraiser members, then the people concerned will give us verbal permission to either forward on, or display their personal phone numbers.
- If, however you have ticked the 'Willing to serve on the committee' or 'Fundraising' boxes, then your personal home numbers will be forwarded to the relevant people in the setting.

In addition, the following policies and documentation in relation to safeguarding and promoting children's welfare are in place.

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Vehicle records including insurance.
- List of named drivers.
- 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.

Brook Field School is part of The Blue Kite Academy Trust - We are aware of the procedures they use for the following;

Fire Response Flowchart

Gas Leak Flowchart

Bomb Threat Flowchart

Lockdown procedure and Flowchart

Evacuation

Policy Amended 8th Sept 2025 – R Cockbill Chairperson