

P06 Health and Safety Policy Including Fire Safety Protocol, administering medicines and manual handling

Updated September 2023

This policy should be read in conjunction with policy P13 Safeguarding Child Policy, P07 Operational Plan Policy and PC05 Guidance for Safer Working Practices.

Ridgeway Playgroup promotes the good health of the children, takes necessary steps to prevent the spread of infection, and takes appropriate action when they are ill.

How we achieve this

Hygiene

The premises and equipment are clean.

The registered person ensures that staff are informed and aware of the importance of good hygiene practice in order to prevent the spread of infection. Staff are informed of and kept up to date with hygiene procedures.

Children are encouraged to learn about personal hygiene through the daily routine. There are posters to remind children to wash their hands after using the toilets and a member of staff is always in the bathroom immediately before snack to supervise the washing of hands.

Nose wiping procedures – the children are encouraged to blow their own noses with disposable tissues provided and easily accessible to children. One tissue per nose wipe and then the tissue is disposed of in the bin immediately and hands washed. Where needed staff wipe noses and follow the same procedures.

Health and injuries

- The premises comply with all requirements of the Environmental Health Officer and Fire Officer and there is always a member of staff qualified to administer first aid, and a first aid box is kept on the premises. There is a regular inspection by OFSTED.
- All efforts by staff should be made to ensure standards of hygiene are maintained particularly in kitchen and toilet areas.
- Disposable gloves are available for an adult is dealing with body fluids (blood, urine, faeces and saliva). Adults with open wounds should wherever possible cover these wounds before dealing with body fluids to ensure that no infection can pass from adult to child or adult to child. Everyone should be treated equally but it should be remembered that it is possible that some people could be infected with Hepatitis or HIV Aids and so use of protective gloves is of paramount importance. If a parent or carer informs us that their child is suffering from either Hepatitis or HIV Aids then we will seek guidance on how to manage the illness in the setting. If we should have the

need to dispose of a large quantity of bodily fluids, such as an excessive amount of blood then we will ask the local doctors to dispose of it for us.

Animals

The staff ensures that any animals on the premises are safe to be in the proximity of children and do not pose a health risk.

Sand trays

Sand trays are protected from contamination and the sand is clean.

Food handling

Those responsible for the preparation and handling of food are fully aware of, and comply with, regulations relating to food safety and hygiene. All staff currently hold food hygiene qualifications, and in-house food hygiene training is carried out as necessary. Children take an active part in snack preparation. The member of staff in charge of that activity ensures that they wash their hands and are aware of other food hygiene procedures as appropriate to their level of development. For more information about food handling see the food and drink policy.

Administering Medicine

Management system to support individual children with medical needs.

Parents fill out the admission form and any medical issues are discussed and addressed. Where necessary a health care plan is completed by the parents and signed by a senior member of staff. These records are then held on file in the contacting emergency services and medical file in the document cupboard.

All staff are informed of children entering the setting or existing children that have had changes to medical conditions immediately and at the full staff meeting and all staff read the health care plans.

Allergy and life threatening conditions are also noted in the kitchen.

Medication is administered with parental consent and a medicine form is completed at the beginning of the day by the Playleader, the dosage and time it was administered is noted down on the form once administered. On collection of the child the parents will be notified of all the information.

Children are only given medicines that are named and instruction provided by parents where it is necessary for the control of a condition such as asthma or antihistamine for bites/sting allergies.

Ridgeway Playgroup only accepts medicines that are essential. Any first aid qualified member of staff will administer these medicines in accordance with their contract of employment.

As the children are only with us for a short time we will not administer Calpol, antibiotics or other medicines unless these are needed for a long term illness or a medical emergency such as a fit and then a health plan must be completed. If it is necessary for any staff training for any administration of treatment this must be given by a qualified health professional and no child can attend until this training has been given and then a health plan must be completed and parents must authorise this.

Medicines are stored in their original containers, clearly labelled and inaccessible to children.

First aid

There is a first aid box, the contents of which will be determined in the first aid training course and are checked frequently and replaced as necessary. This is kept in the hall during the session in an accessible place out of the reach of children and is locked in the large cupboard between sessions to keep it safe. A small first aid box is kept outside and is taken on trips.

There is at least one member of staff with a current first aid training certificate on the premises or on outings at any one time. The first aid qualification includes training in first aid for infants and young children which is consistent with any guidance issued to local authorities by the Secretary of State.

Written parental permission is requested, at the time of admission, to the seeking of any necessary emergency medical advice or treatment in the future.

A record is maintained, signed by the parent, of any accidents.

Sick children

We have clear guidelines about the exclusion of children who are ill or infectious and these are accessible to parents.

The written protocol for how parents are contacted if a child becomes ill or receives a minor injury is :

- If a child is taken ill during a session or has an accident requiring medical attention then all reasonable attempts will be made to contact the parents.
- In the event of staff deciding a child is not well enough to be in the setting they will be removed to a quiet corner with a member of staff and parents will be telephoned to come and collect the child.
- If the staff are unable to contact the parents the emergency contacts will be asked to come and collect the child.

- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. If a child is affected by HIV, staff will be notified.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.

Smoking

The hall and garden are strictly no smoking areas and parents are requested not to smoke in the area immediately outside of the setting where parents and children wait together before each session. The village hall itself is in accordance with the law for public places always a no smoking building and signs are therefore permanently displayed to indicate this.

Ridgeway Playgroup takes necessary steps to safeguard and promote the welfare of children

How we achieve this

The Play Leader takes reasonable steps to ensure that hazards to children on the premises, both inside and outside, are minimised and is aware of, and complies with, health and safety regulations. Staff are trained to have an understanding of health and safety requirements for the environment in which they work. The health and safety at work poster is displayed on the documents board in the main hall.

Risk assessment

The senior member of staff on the day conducts a risk assessment of the premises and this is reviewed if there is a significant change or if the provider suspects that it is no longer valid. An action plan with time-scales identifies action to be taken to minimise identified risks.

- We carry out an annual risk assessment on all areas of the building used by the Playgroup and record our findings. The play leader acts as the risk assessment leader.
- We carry out an annual risk assessment of the outside play area and record our findings
- We do a risk assessment on new pieces of equipment and if necessary have a procedure for the use of the equipment.
- We assess the outside play area every time we use it for any dangers to the children.
- We carry out a health and safety check of the hall every morning.
- Should there be any significant changes to the premises which will adversely affect the running of the group we will undertake a risk assessment and close if necessary informing OFSTED.

The copies of the risk assessments can be found in the risk assessment file in the documents cupboard along with the current daily check.

Gas/electricity

Gas, electrical and other appliances and fittings conform to safety requirements and do not pose a hazard to children. All electrical sockets are covered with plastic socket covers. The hall ensures that there is an annual gas and electricity inspection. Copies of these inspection certificates can be found in the village hall kitchen.

Security

The premises and outside play area are secure and children are not able to leave them unsupervised. A member of staff mans the door at the beginning and end of each session to ensure that children do not leave the setting without the correct adult. Visitors to the setting are asked to ring the bell on the front door and wait for a member of staff to let them in, all visitors have to sign in to the visitor's book.

Children are supervised at all times. In the event of a child being lost or not collected the following procedure will be followed.

- For late collection of a child refer to the procedure included in the prospectus.
- For non collection of a child refer to the procedure in the prospectus.
- For a child being lost (or suspected lost)
 1. Gather all the children together and perform a head count and check against the register to identify the missing child.
 2. Secure access to and from the setting.
 3. Ensure that a qualified member of staff remains with the children while initiating a search by other staff for the missing child.
 4. Notify the missing child's parents.
 5. Notify the Police.
 6. Record the circumstances surrounding the disappearance by completing in full the "uncollected or missing child form" which can be found in the medication and emergency procedures file.
 7. Finally, at the earliest opportunity, formally notify OFSTED that that a child was lost and of the outcome of the search and subsequent actions.

Outside area

The registered person ensures that children can play safely outside through a combination of supervision and protection from hazards.

Outdoor water activities are closely supervised at all times.

The registered person does not usually keep hazardous indoor and outdoor plants on the premises. However, if these are present, they are made inaccessible to children.

Fire safety

Fire protocol policy

As part of the Regulatory Reform (Fire Safety) Order 2005, Ridgeway Playgroup is informed of the fire safety procedures for Bussage Village Hall.

The staff must:

- Familiarise themselves with the emergency exits of the building and ensure this information is disseminated to others. All of the emergency exits are clearly marked:
 - Main entrance door
 - Door in middle of hall wall on the garden side
 - Through the left hand door at the back of the stage
- Familiarise ourselves with the fire fighting equipment provided.
- Ensure that the fire exits are not blocked at all times
- Ensure that no flares, fireworks, candles or other kinds of pyrotechnics are brought into or used within the village hall.
- Ensure that no naked flames are used within the village hall.
- Ensure that the cooker and any other electrical item that they may have switched on has been turned off (excluding the fridge) at the end of the event.
- Ensure that any rubbish is collected and preferably removed from the premises in order to minimise the risk of arson.

In the event of a fire being discovered:

Fire Drill Procedure

1. On discovery of fire that adult will ring the bell. This is kept by the notice board by the fire exit leading to the garden.
2. The children will line up at the door indicated by the staff. This will be the safest exit.
3. The play leader will collect the register, first-aid box and mobile.
4. A senior member of staff will gather and line children up by exit.
5. Other staff will check the toilet area.
6. The children will be led outside and lined up at the bottom of the garden where a register will be taken. The emergency services will be called.
7. Our preferred exits would be into the garden which is contained. There is a gate that leads onto the path by the main road as a way out.

There are clearly defined procedures for emergency evacuation of the building which are known to all staff and fire drills are carried out periodically. The play leader complies with any recommendations made by the Fire Safety Officer. Records are kept to his satisfaction in a fire drill file for inspection and certificates obtained.

- Fire doors are not obstructed and fire exits are clearly identifiable and easily opened from the inside.
- Adequate fire control equipment is readily available and this is inspected annually.
- The fire drill instructions are pinned on the playgroups notice board.
- Fire drills are held termly and a record is kept in the playgroup file.

Outings and transport

All outings are notified to parents/carer in advance.

Extra adults are drafted in to ensure that an appropriate ratio of adults to children is met.

All parents are welcome especially if the outing is out of the local vicinity.

If parents choose to travel by car, they will not be able to take other parent's children unless they have the parent's permission and are specially insured.

Insurance

The registered person carries public liability insurance for the provision and a copy of this certificate is on the playgroup notice board.

Road safety

The staff ensure safe practices when crossing the road during outings. In circle times road safety is discussed.

Equipment

The registered person ensures that sufficient, suitable toys and play materials are available to provide stimulating activities and play opportunities for the children in all areas of play, learning and development. These are appropriate for the ages and individual developmental needs of the children.

The Play Leader ensures that all furniture, toys and equipment on the premises are in good repair and conform to BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable. Where public playgrounds are used, the play leader ensures that the children do not use faulty equipment. Toys and equipment will be regularly checked for safety and replaced when necessary, using reputable suppliers.

The staff are directly responsible for the choice of the play resources within the setting so that they can be carefully matched to the children's level of development and interest. Resources are also selected that reflect positive attitudes to people of different cultural backgrounds and gender. The directors set a budget each year for the staff to stay within. Any additional resources that the staff feel are necessary will be fund raised for or grants applied for. A budget for consumables is also set by the directors and the staff have a petty cash allowance for incidental purchases which enhance a topic or current interest.

Safe household materials will be used for recycled modelling and role play.

There are sufficient numbers of child sized chairs and tables to allow flexible arrangements for groups of children to play and eat together.

Manual handling

Ridgeway Playgroup will assess and reduce the risks associated with manual handling. The main area of the body affected by handling accidents is the back but virtually any part of the body can suffer injury due to poor manual handling.

It is important to remember that health, safety and welfare is the responsibility of everybody in the setting, not just the management. It is your health so you have a responsibility to look after it.

Ridgeway duties:-

- Assess risks to the health and safety of their employees and others who may be affected in order to identify the measures needed to comply with relevant Health and Safety law.
- Make arrangements to implement the measures identified as being required by the risk assessment.
- Provide information to employees where necessary.
- Provide resources for staff training. This can be in-house.

Employee duties:-

- Use equipment in accordance with any training that has been given.
- Report dangerous situations and any shortcomings to the management.
- Take reasonable care not to endanger themselves or anybody else.

Ridgeway Manual Handling Procedure

Staff need to be aware that some equipment is too heavy to be lifted alone and so should, wherever possible be lifted by two people. Equipment included in this is:

1. The domestic play kitchen units.
2. The construction equipment selection box.
3. The carpets.
4. Piles of chairs should not be too highly stacked for carrying.
5. The inside climbing frame.
6. The outside climbing frame.

In cases where people have bad backs they should not lift any of the tables or large boxes of equipment such as cars and Duplo.

Principles of safer handling

The simple steps below are not a guaranteed way of protecting you from manual handling injury. However by following the steps below you are reducing the possibility of an accident and the injury that could result from it.

The basic principles are:-

- Assess the task
- Assess the load (try a test lift)
- Know your own limitations and don't be afraid to ask for help.
- Prepare the area where the equipment is to be put in order to make the job easier.
- Position yourself correctly
 - If a child needs reassurance or comfort try and do it without having to lift them but just get down to their height and put them on your knee.
 - If it is unavoidable to have to lift up a child remember to bend at the knees and not from the waist.

The key message is THINK before lifting

Performing a safer lift

- Keep the load close to the waist
- Adopt a stable position
- Ensure a good hold on the load
- Slight bending of the back, hips and knees at the start of the lift.
- Don't bend the back any further while lifting.
- Avoid twisting the back or leaning sideways especially while the back is bent
- Move smoothly
- Put down then adjust
- Remember the risk of injury is greatly reduced if the object being moved is picked up or put down at waist height.

This policy was agreed by Trustees and Staff of Ridgeway Playgroup October 2022

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