

Health and Safety General Standards

Policy Statement

Chestnut Playgroup believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents/carers, staff and volunteers.

- We aim to make children, parents/carers 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 member of staff responsible for health and safety is: **Kirsty Mitchell**
 - Who is competent to carry out these responsibilities.
 - Who has undertaken health and safety training and regularly updates their knowledge and understanding.
- We display the necessary health and safety poster in: **The kitchen area of the setting**

Insurance Cover

We have Public Liability insurance and Employers' Liability insurance. The certificate for Public Liability insurance is displayed in: **The foyer of the setting**

Procedures

Our provision is a suitable, clean and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

We recognise that we have a corporate responsibility and duty of care towards those who work in and receive a service from our provision. Individual staff and service users also have responsibility for ensuring their own safety as well as that of others. Adherence to policies and procedures and risk assessment is the key means through which this is achieved.

Risk assessment is carried out where it is helpful to do so, to ensure the safety of children, staff, parents/carers, and visitors. Legislation requires all those individuals in the given workplace to be responsible for the health and safety of premises, equipment and working practices.

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they must seek further medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. The setting manager must be informed. Alcohol must not be brought onto the premises for consumption.

A risk assessment and access audit are carried out for each area as required and the procedure is modified according to needs identified for the specific environment. Risk assessments are monitored and reviewed by those responsible for health and safety.

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 procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and handling of equipment, personal hygiene, fire safety and the storage of potentially dangerous substances.
- We keep records of these induction training sessions and new staff, temporary staff and volunteers are asked to sign the records to confirm that they have taken part.
- We explain health and safety issues to the parents/carers of new children, so that they understand the part played by these issues in the daily life of the setting.
- 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 (including all forms of smoking and vaping), both indoors and outdoors.
- We make children aware of health and safety issues through discussions, planned activities and routines.

Windows and Doors

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.
- Windows are opened regularly to ensure flow of air.
- We take precautions to prevent children's fingers from being trapped in doors.

Floors and Walkways

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways are left clear and uncluttered.

Electrical / Gas Equipment

- 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. We switch electrical devices off from the plug after use. Socket

safety inserts are not used as there is no safety reason to do so.

- The temperature of hot water is controlled to prevent scalds and 'hot water' warning signs are visible above the sinks.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials which are used by the children are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor Area and Outdoor Activities

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sunscreen is applied and hats are worn during the summer months. Outdoor play is avoided in extreme heat.
- Children who have no adequate means of sun protection, such as a hat, long sleeves and trousers or sunscreen, will not be able to play outdoors in un-shaded areas.
- We supervise outdoor activities at all times; and in particular children on climbing equipment.
- Access into outdoor storage areas is not permitted to children.

Drones

If there are concerns about a 'drone' being flown over the outdoor area, that may compromise children's safety or privacy, the setting manager will contact the police on 101. Children will be brought inside immediately. The police will have their own procedures to follow and will act accordingly. If applicable a record will be made. If there is a safeguarding concern we will follow our Safeguarding Policy. Parents/carers will be informed that a Drone has been spotted flying over the outdoor area and will be advised fully of the actions taken by the setting. If at any point following the incident, images taken by a drone emerge on social media that could identify the playgroup or children, these are reported to the police.

Hygiene

- We seek information from Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- Staff complete general cleaning eg. hoovering play areas after use, and cleaning tables and surfaces before/after use.
- Our setting is cleaned by an external cleaner, employed by the Trustees of the building. Cleaning is completed on a daily basis. However, staff are responsible for checking each area of the setting at the start of the day to ensure the cleanliness and hygiene levels meet the required standards.
- Children do not have access to the kitchen. Doors are always kept closed.
- 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. Changing mats are cleaned and disinfected in changing areas. Anti-bacterial sprays used in nappy changing areas are not left within the reach of children. All bins are lined with plastic bags.
- We implement good hygiene practices by:
 - cleaning tables between activities
 - providing tissues and wipes
 - wearing protective clothing, eg. aprons and disposable gloves, as appropriate
 - providing sets of clean clothes
 - ensuring individual use of hand towels

Activities, Resources and Repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- 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.
- We make safe and separate from general use any areas that are unsafe because of repair is needed
- All materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Lit candles are never used.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- We check children who are sleeping regularly.
- 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.
- Any area that is unsafe because repair is needed, such as a broken window, should be made safe and separated off from general use where possible.
- Where maintenance and repairs involve a change of access to the building whilst repairs are taking place, then a risk assessment is conducted to ensure the safety and security of the building is maintained.
- Large pieces of equipment are discarded only with the consent of the Playgroup Leader and the Chair of the committee

Jewellery and Accessories

- Our staff, volunteers or students do not wear jewellery or fashion accessories, such as belts or high heels, that may

- pose a danger to themselves or children. Health and safety take precedence over respect for culture, religion or fashion.
- Parents/carers must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest.

Safety of Adults

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment. All staff comply with risk assessments, and have a personal responsibility to ensure they do not lift or move objects likely to cause injury. Members of staff bring the setting manager's attention to any new risk, or situations where the control measures are not working.
- Risk assessments may need to be changed for some individuals, such as a pregnant woman, or staff with an existing or previous injury or impairment that may affect their capacity to lift or move items.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.
- We ensure that adults do not remain in the building on their own.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Animals Brought in by Visitors

- The owner of the animal/creature maintains responsibility for it in the setting.
- The owner carries out a risk assessment detailing how the animal/creature is to be handled and how any safety or hygiene issues will be addressed.
- No dogs on the Government's Banned Dogs list are to be brought on site at any time. All other dogs brought on site by parents/carers during arrival and departure times must be on a lead and under control. The manager reserves the right to request that a dog is not brought on site, if the animal is out of control, or likely to pose a risk.

Control of Substances Hazardous to Health

- Our staff implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH).
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained.
- We use cleaning products such as anti-bacterial spray, Milton and Dettol, to enable us to clean spills and messes made during our use of the setting. Anti-bacterial sprays are not used when children are nearby.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.
- Personal protective equipment (PPE), such as gloves, aprons etc., are available to all staff as needed and stocks are regularly replenished.

Legal Framework

- Medicines Act (1968)
- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2004)
- Manual Handling Operations Regulations 1992 (as amended 2002)
- Regulatory Reform (Fire Safety) Order 2005
- Regulation (EC) No 853/2004 of the European Parliament and of the Council on the hygiene of foodstuffs
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment) Regulations 2012
- Health and Safety (First Aid) Regulations 1981
- Childcare Act 2006
- Health and Safety (Display Screen Equipment) Regulations 1992

Further Guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling — Frequently Asked Questions: A Short Guide (HSE 2011)
- Dynamic Risk Management in the Early Years (Alliance Publication)
- Health and Safety Executive www.hse.gov.uk/risk
- Food Standards Agency www.food.gov.uk
- Ministry of Housing, Communities & Local Government: www.communities.gov.uk
- Reportable Incident Record (Alliance Publication)
- Safer Food Better Business: Food safety management procedures and food hygiene regulations for small business: www.food.gov.uk/business-guidance/safer-food-better-business
- <https://www.gov.uk/control-dog-public/banned-dogs>

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Signed:

Name: Emily Steele

Position: Chair