

Spilsby Playgroup



Health and Safety Policy

2024

Aim

It is the policy of Spilsby Playgroup to create a safe environment for children to be cared for, where they can grow and learn and to encourage ways of working which ensure the safety of children, employees and all other persons who come onto the premises.

Objectives

- 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.
- Insurance is in place (including public liability) and an up-to-date certificate is always displayed on our notice board.
- Risk assessments are carried out to ensure the safety of children, staff, parents, and visitors. Legislation requires all those individuals in the workplace to be responsible for the health and safety of premises, equipment and working practices
- A risk assessment (Appendix 5. Generic risk assessment) and access audit (Appendix 6. Access audit form) are carried out for each area 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

Roles and Responsibilities

Designated Health and Safety Officer	Paula Maycock
Fire Wardens	Claire Johnson, Clare Taylor, Alannah McTavish, Nikki Whitmore
Paediatric First Aiders	Claire Johnson, Belinda Thronton, Jenny Coupland, Victoria Bean, Eve Mettam
First Aid Boxes	Jenny Coupland

Fire

- The safe evacuation of the building is of primary importance. Written Fire Evacuation Procedures will be on display at all times. This will include information on 'raising the alarm' and the named place of safety away from the building.
- Exits will be kept clear and are identified.
- If it is necessary to lock any outside door this will be done by bolt or Yale catch and not a key.
- Fire doors will be kept shut.
- A practice fire drill will be carried out at least once a term. Routes and times/days will be varied and recorded.
- Fire appliances will be checked annually and the staff aware of their position.
- All heaters will be guarded and nothing will be placed on top of fireguards

Role and Responsibilities	
Fire Marshal	Paula Maycock
Fire Wardens	Clare Johnson, Alannah Mc Tavish, Clare Taylor, Nikki Whitmore, Belinda Thornton

See Appendix 1 and 2 for Fire Evacuation Posters

See Appendix 3 for Fire Safety poster – What you should know

Electrical Appliances

- All electrical appliances will be checked annually.
- Faults will be reported to the Manager.
- Computer's etc. will be unplugged when not in use.
- Electrical leads will be placed so that they do not trail in such a way as to be dangerous.
- No liquid containers will be placed near to any electrical appliance.

Building Or Equipment.

- Any faults will be reported to the Health and Safety Officer
- Equipment will be checked and cleaned at regular intervals.
- Equipment will conform to the required legislative standards.

General Tidiness

- The premises will be kept tidy in order to reduce the risk of accidents.

Car Parking

Great care will be exercised when cars are moved. This will be made clear to staff, parent's and visitors.

Hygiene

It is the responsibility of the staff to maintain standards; the policy is to "clean as you go"

We Will Ensure That:

- Paper towels and soap will be provided for hand washing.
- The importance of hand washing after using the toilet, before handling food and after handling animals is stressed during inductions.
- Toilet areas are be regularly checked to ensure high standards of hygiene and safety.
- Disposable gloves and aprons are available to be worn when coming into contact with bodily fluids.
- Nappy disposal is via an outside specified bin and collected once a month.
- Information will be obtained from the environmental health department on up to date legislation e.g. Covid

Storage Of Cleaning Materials Etc.

- Any potentially dangerous substance will be kept out of the sight and reach of children
- Screw tops of containers will be tightly closed
- COSH data sheets are available in the cleaning chemical cupboard.
- Information relating to labelling of potentially dangerous chemicals can be found at Appendix 4.

Daily resources for children's use

- All glues, paints, scissors etc. used at the setting will be safe to be used by children and children will be supervised to use them.

Smoking

- There is strictly NO SMOKING allowed on the premises of Spilsby Playgroup
- Staff members are not permitted to smoke during hours of duty.

Alcohol

- There is strictly NO ALCOHOL allowed on the premises of Spilsby Playgroup
- All staff/ volunteers **are not permitted to work** if under the influence of alcohol and failure to observe this policy will result in disciplinary action.
- Spilsby Playgroup will not tolerate on the premises any parent under the influence of alcohol. Any parent presenting under the influence of alcohol will be refused admission and Spilsby Playgroup will determine if it is appropriate that a child may leave with them.

Animals

- Spilsby Playgroup will ensure that any animal visiting the setting is free from disease.
- We will ensure that if we have any pets they are free from disease and safe for the children.
- Children and staff will be required to wash their hands after contact with animals.

Supervision Of Children.

- In or out of the building, children will be supervised at all times.
- When children are playing outside, if anyone uninvited enters the grounds the staff will ask them to leave. If the person (or persons) involved refuses to leave the grounds, then the children will be taken inside the building and appropriate action taken.
- Special care will be taken when children are using apparatus. All equipment will be checked to ensure it is stable and secure before use. All children will be taught the correct use and care of equipment.
- Children's' arrival/departure time will be recorded.
- Records will be properly maintained in INK and or electronically. Any required alterations will be by a single line through the original entry. No original entry will be erased. If an alteration is made on an electronic document this will be initialled.
- When children are taken off the premises their whereabouts will be recorded. Parents will always be informed of a planned outing and asked for written consent.

Accidents And Sickness

- A minimum of one staff member holding appropriate first aid qualifications will be on duty at all times.
- Spilsby Playgroup will have first aid kit on the premises.
- The contents of the first aid kit will be checked, replaced and updated regularly.
- Any medication required to be on the premises will be kept in locked cupboards

Food

- Lunches are prepared off site at King Edward V1 Academy.
- Foods are delivered in appropriate heat boxes, temperatures are checked and recorded.
- Adults will not be involved in the preparation/serving of food if suffering from any infectious/contagious illness or skin condition.
- All staff involved in handling food will comply with regulations relating to food safety and hygiene.
- Different cloths will be used for kitchen, toys and toilet cleaning.
- All fresh fruit and vegetables will be washed thoroughly before use.
- Relevant chopping board will be used to cut/prepare food stuffs
- All utensils will be kept scrupulously clean.
- Fresh drinking water will be available at all times.

- Drinking beakers will be washed in the dishwasher after use.
- Any cracked or chipped items will be disposed of immediately.
- All food will be kept in an airtight container or covered.
- Children will not be allowed to eat food other than their own unless as part of early years curriculum. Parents will be informed and allergy advice from the contact sheets will be adhered to for each child.
- All uneaten food of children who are having packed lunches will be returned to the parent in order that they are able to make judgements about their child's diet.
- Spilsby Playgroup will undertake regular checks by the environmental health department

Allergies

- We work closely with families to support children with allergies or intolerances.
- We obtain information about children's special dietary requirements – including food allergies and intolerances – before they attend. This is required as part of the EYFS framework (England).
- Record and act on the information provided about children's dietary needs.
- Have a protocol in place which is accessible to all staff, to ensure everyone is aware of individual children's allergies and symptoms.

In the kitchen:

- Keep allergens separate from other foods in delivery, storage, preparation and service.
- Check deliveries to ensure no allergens have contaminated other foods.
- Use separate clean areas for preparing foods for children with allergies, separate utensils and equipment and clean cloths.
- Check labels on ingredients every time you prepare/serve any foods to check and respond to any possible allergens.
- Clearly label food containing allergens.
- Be careful to check for hidden allergens like eggs in mayonnaise, sesame in hummus or peanuts in ground nut oils.
- Wash hands effectively immediately before preparing allergy foods.
- Clean down areas and equipment thoroughly before preparing allergy meals.

Legal references

Health and Safety at Work etc Act 1974

Health and Safety (Consultation with Employees) Regulations 1996

Management of Health and Safety at Work Regulations (1999)

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

Regulation (EC) No 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

Manual Handling Operations Regulations (1992) (Amended 2002)

Medicines Act (1968)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment) Regulations 2012

Control of Substances Hazardous to Health (COSHH) Regulations 2004

Health and Safety (First Aid) Regulations 1981

Childcare Act 2006

Further guidance

[Dynamic Risk Management in the Early Years](#) (Alliance 2017)

Health and Safety Executive www.hse.gov.uk/risk

Food Standards Agency www.food.gov.uk

This Policy is signed by:

Paula Maycock (Health and Safety Officer) *P. Maycock*

Claire Johnson – Duty Manager *C. Johnson*

Shared and agreed by all staff on 8th December 2023


Evacuation Procedure


If there is a fire  the alarm will sound or fire will be shouted by a grown up

Be calm STOP what you are doing 

 Listen and follow all instructions

Go outside together holding hands 

 Walk to the assembly point
ASSEMBLY POINT

Wait calmly for the fire engine 

Our assembly point is :



The graphic is a vertical list of instructions for fire action. It starts with a blue circle containing a white exclamation mark. This is followed by a blue rounded rectangle with the text 'Fire action' in large white font and 'If you discover or suspect a fire' in smaller white font below it. The list then consists of five numbered items, each with an icon in a colored square followed by a red rounded rectangle containing the number and text. Item 1: A red square with a white hand icon pointing to a fire alarm call point and a flame icon. Item 2: A green square with a white icon of a person running through a doorway. Item 3: A green square with a white icon of two people and four arrows pointing outwards. Item 4: A red square with a white 'no' symbol (a circle with a diagonal slash). The text for item 4 is split into two lines: 'Do not stop to collect personal belongings' and 'Do not take risks'.

! **Fire action**
If you discover or suspect a fire

1 Operate the nearest fire alarm call point

2 Leave the building by the nearest available exit

3 Report to person in charge of Assembly point

4 Do not stop to collect personal belongings
Do not take risks



FIRE SAFETY

What you should know!

RISK ASSESSMENT & SAFE PROCEDURE

Under The Fire Precautions (Workplace) Regulations 1997 and the Regulatory Reform (Fire Safety) 2005 both employers and employees are responsible for reducing the risk of injury or death in the event of fire. The following guidelines must be followed.



EMPLOYERS RESPONSIBILITIES

- To maintain all escape routes, fire and emergency exits
- To ensure that regular maintenance is carried out on all fire and emergency equipment and any faults rectified as soon as practicable
- To carry out regular risk assessments and make their content known to **ALL** employees.
- To remove hazards where possible, where not practicable, put into place procedures to reduce the likelihood of injury.
- To provide staff with emergency evacuation procedure training and good housekeeping.
- To supply adequate signposting of escape routes and fire fighting equipment.
- To supply adequate methods of alerting people to fire.



EMPLOYEES RESPONSIBILITIES

ENSURE THAT YOU KNOW:

- Where all fire exits are (**DO NOT ASSUME YOU WILL BE AT YOUR DESK WHEN THE ALARM SOUNDS**)
- Where all fire fighting equipment is and how to use it
- Where all fire alarm call points are located



IF YOU DISCOVER A FIRE SOUND THE ALARM IMMEDIATELY

IMMEDIATELY YOU HEAR THE ALARM:

- Close all windows and doors
- Ensure any members of the public are able to leave
- If due to a disability a person is not able to leave the building, they should be placed in a refuge point as far from the fire as possible. They should not block any exits, and a member of staff should remain with them. Once they arrive, the Fire Brigade must be informed immediately of any such people.
- Evacuate the building in an orderly fashion. Avoid running as a fall is the commonest reason that exit routes become blocked.
- Do not make any attempt to protect or remove any property as this may endanger your safety and impede others.

NEVER RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

Appendix 4.

Chemical warning symbols

The most common hazardous substance found in early years settings are chemicals.

These can be identified by the warning label and must be accompanied by a data sheet and a risk assessment. Before handling any chemicals, employees should read the warning label and understand the risk.

COSHH risk assessments completed using the warning labels and safety data sheets. The risk assessments will let you know if a chemical is suitable for use in your environment, or if the chemical can be eliminated or a less harmful chemical used. If not, the final control is to ensure the correct PPE is available and all staff are trained in how to use the chemicals with the personal protective equipment (PPE).



Chemical Use

Important things to consider when using chemicals:

- Only approved chemicals to be used
- Never purchase chemicals from local sources
- Only ever use the correct chemicals for the correct task, as outlined on safety poster or data sheet
- Follow manufacturer's instructions
- Don't mix chemicals
- Ensure chemicals are always secure and labelled
- Always use required PPE
- If any chemicals do splash on persons or eyes, alert a manager immediately.

Appendix 6.

Access audit form

Checked Area	Evident		Comments/Action i.e. further risk assessment to be undertaken
Approach to the building			
Are there disabled parking facilities?			
Are kerbs lowered?			
Is the entrance gate wide enough for wheelchair users?			
Are there orientation landmarks for visual impairment?			
Is the route clearly signed?			
Are support rails/resting platforms provided on inclines?			
Are all surface coverings, even and non-slip?			
Are pathways clear of obstructions?			
Are all areas adequately lit?			
Do steps and handrails accompany ramps?			
Are steps suitable and highlighted for differentiation?			

Are resting platforms available and highlighted?			
Are all surface coverings, even and non-slip?			
Is there adequate lighting at the front and on the route to the building?			
Entrances			
Is there an entry phone and/or a doorbell and is at a reasonable height for wheelchair users?			
Is there a level or flush threshold?			
Are doors easy to open and doorways wide enough for all users to pass through and clear door swing?			
Are glazed doors marked for safety/visibility?			
<i>Door close mechanism appropriately adjusted (to ensure they do not close too quickly)?</i>			
Door control (handle/knob) at a suitable height/clearly located and easy to use?			
Information on welcome board in a range of formats and at an appropriate height to suit varying needs?			
Is the entrance signposted and easy to find?			

<i>Is the route to the destination clearly marked?</i>			
If applicable, is the doormat in a good condition and flush with floor?			
If an induction loop is fitted, is it working?			
Can people either side of the door be seen?			
Are surfaces non-slip?			
Is lighting adequate?			
Inside the building			
Are all floor surfaces suitable?			
Are the acoustics of the building suitable for adults with hearing impairments?			
<i>Are there colour and tonal contrast to help distinguish fixtures and fittings from surfaces, walls and floors?</i>			
<i>Is there a disabled WC facility no further than one floor away from the room being used?</i>			
Handrails available at varying heights in the WC?			
Support rails available in relevant areas?			

Is the environment free from unnecessary noise?			
Audible, manual and mechanical alarm systems supplemented with visual and verbal warnings?			
Are all areas in the building wide enough for adults using mobility equipment to manoeuvre?			
Internal lobbies/doorways sufficient for manoeuvring?			
Fittings fixed without dangerous edges?			
Control of natural/artificial light to avoid glare/silhouettes and is lighting adequate?			
Clutter-free travel routes (coats, bags on floor)			
Door control (handle) suitable height/clearly located and easy to use?			