

Health and Safety Policy



Burton Pre-School
Playgroup

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults Burton Pre-School Playgroup will ensure that:

- Staff will be made aware of potential hazards within the setting via their induction.
- Risk Assessments are regularly carried out by trained personnel within the setting and for things such as short walks and trips. Risk assessments are evaluated on a regular basis and are readily available and accessible.
- All children are supervised by adults at all times and will always be in sight of an adult.
- A book is available during each session for the reporting of any accident/incident. All accidents occurring either at playgroup or at home are recorded and signed by a member of staff and parent/carer. Regular safety monitoring will include checking the accident/incident record.
- All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.
- Children will leave the group only with authorised adults.
- Safety checks on premises, both indoors and outdoors are made every day/session.
- Outdoor space is securely fenced.
- Equipment is checked regularly and any dangerous items repaired or discarded.
- The layout and space ratio's allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Fires/heaters/electrical points/wires and leads are adequately guarded.
- All dangerous materials including medicines and cleaning materials are stored out of reach of children.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- Fire drills are held once a term.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency.
- Burton Pre-School Playgroup is a non-smoking building and staff are not permitted to smoke during their working hours.
- A correctly stocked first aid box is available at all times.
- Whenever children are on the premises at least two adults are present.
- Large equipment is erected with care and checked regularly.

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- Activities such as cooking, woodwork and energetic play receive close and constant supervision.
- On outings the adult:child ratio will be at least 1:3.
- If a small group goes out there will be sufficient adults to maintain appropriate ratio's for staff and children remaining on the premises.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Internal safety gates/barriers are used as necessary.
- The premises are checked before locking up at the end of the day/session.
- All refuse is emptied daily and food etc is put in our compost bin.
- Smoke alarms are tested regularly.

A high standard of hygiene is maintained to reduce the risk of cross infection. Protective gloves and aprons are provided for staff use for cleaning, nappy changing and administering first aid. Toys, equipment and environment are cleaned daily and are continuously checked for safety.

If a child is prescribed medication ideally the parent will administer the medication, when that is not possible medicines provided by parent/carer may be administered during playgroup hours by a senior member of staff. A consent form must be completed and signed by the parent/carer for each day the medication stating the following:-

Child's name, name of and reason for medication, dosage, dates/times to be given. After each administration the form is signed by the administrator and a witness. Medication must be clearly labeled and will be stored in a secure location.

Staff will be updated regularly on children who may have allergies and/or intolerances.

If any child becomes unwell whilst at playgroup and the symptoms cannot be controlled by playgroup staff, such as high temperature, sickness, diarrhoea etc. the parent/carer will be requested to collect the child as soon as possible. If we were unable to contact the child's parent/carer we would then contact the designated name on the registration form as an emergency contact.

Parents/carers are requested to keep their child away from playgroup until they are clear from any infectious illness/condition for a minimum period of **48** hours. Children and staff with infectious illnesses will not attend playgroup and parents are requested to inform playgroup of any such infectious illness.

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Common infectious illnesses

- Mumps
- Chicken Pox
- Scarlet Fever
- Impetigo
- Scabies
- Hand foot and mouth virus
- German Measles
- Glandular fever
- Whooping cough
- Conjunctivitis
- Diarrhoea and/or Vomiting
- Meningitis

Procedure For Animals Visiting Playgroup

When animals visit Playgroup we inform the parents about the visit, in case of any children with an allergy or who may be frightened of animals.

If any of the children touch the animal we make sure they wash their hands immediately afterwards.