

# PETER PAN PLAYGROUP

## HEALTH, SAFETY AND HYGIENE POLICY AND PRACTICE

Our Playgroup believes that the health and safety of children is of paramount importance and we make our setting a healthy, hygienic and safe environment for children and adults. We aim to make children, parents, staff and volunteers 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.

### Safety

- We will follow these safety procedures;
- Ensure all employed staff have been checked for criminal records via an enhanced disclosure through the DBS.
- Ensure children will always be supervised by responsible members of staff, with a minimum of two adults being present at all times, and that children do not have unsupervised access to the kitchen and other areas.
- Monitor children as they arrive and leave each session, through the Attendance Register. Children will only leave with a known authorised adult.
- Staff will be recorded on the register. Volunteers and visitors will be required to record their arrival/departure in our Visitors Book.
- Safety checks will be carried out on the premises, both indoors and outdoors before and at the end of each session, and any necessary action will be taken.
- Risk assessments will be carried out, recorded and reviewed to ensure children/adults are not vulnerable within any part of the premises, nor by any activity.
- The main door will be locked during sessions and a doorbell in place. Procedures for arrivals and departures are in place and entrance/exits will be supervised by staff.
- Any hazardous material is stored out of reach of children and records kept of substances used.
- Fire doors will be kept free of any obstructions. Fire extinguishers will be checked annually by the fire inspector.
- All adults in the setting will be made aware of the procedures for fire/evacuation drills, with a fire drill taking place every half-term, with a record of date, time, adults and children present.
- Windows, sockets, stairs, heaters, potentially dangerous materials and layout of activities and equipment (indoors and outside) will be closely supervised to remove or minimise risks and hazards.
- Equipment and activities available to children will be appropriate for safety, age and stage of development. They will be regularly checked for cleanliness and safety, and any broken items repaired or discarded.
- We operate a No Smoking policy.
- All members of staff at each session will have a current First Aid training/qualification. The First Aid kit and Accident Book will be accessible at all times and are kept out of reach of children. The First Aid kit will contain items that comply with the Health and Safety (First Aid) Regulations, 1981.

- All resources and materials used by children are stored safely.
- All equipment and resources are stacked and stored safely to accidentally prevent them from falling or collapsing.
- All staff will have training in health and safety and manual handling procedures. Any required health and safety is highlighted and is cascaded to other staff at staff meetings.
- All children are made aware of health and safety issues through discussions, planned activities and routines.
- *Outdoor Area* is securely fenced and checked for safety and cleared of rubbish before it is used. Where water can form a pool on equipment it is emptied before children start playing outside. All adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides. On proceeding to our outdoor area, at least three members of staff will ensure the safe crossing by the children to this area. All outdoor activities are supervised at all times. When not in use, our outdoor sandpit is covered and toys and equipment stored either in the shed(s) or under a waterproof covering.
- We have public liability insurance and employer's liability insurance. The certificate for employer's liability is displayed on our notice board in the foyer.

## Hygiene

- We will follow these hygiene procedures:
- Ensure our daily routines encourage the children to learn about personal hygiene.
- That everyone washes their hands after using the toilet and before eating food.
- Use paper towels and disposed of hygienically.
- Encourage children by example and word to put their hand over their mouth when coughing.
- Ensure tissues are available and used to blow noses, and disposed of hygienically.
- Open cuts and sores will be covered with waterproof dressing, unless allergy recorded.
- Have a daily cleaning routine ensuring all surfaces, kitchen and toilets are cleaned daily with an appropriate cleaner.
- Have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- That staff have been trained and follow the guidelines for Safer Food, Better Business.
- Always wash hands before handling/preparing food. Use disposable gloves where appropriate.
- Wash raw fruit and vegetables which are to be eaten for snack.
- No coughing or sneezing near food.
- Store food appropriately – raw and cooked separately, kept covered and refrigerated at the correct temperature along with dairy products, and are in-date and not contaminated.
- Ensure waste is disposed of properly and out of reach of the children in a lidded bin and wash hands afterwards.
- Use different cleaning cloths/brooms/mops/buckets for kitchen, toilet and general areas.
- Keep utensils, crockery and pots clean and undamaged ready for use.
- Ensure cloths for drying utensils, crockery and cutlery are clean and that cloths are washed on a hot cycle in a washing machine at the end of the session.

- There are separate facilities for hand-washing and washing up.
- Use antibacterial gel when appropriate.

Any incident which results in body fluids, ie blood, vomit, urine, faeces needing to be cleaned up the following procedures must be used;

- Always wear disposable gloves (kept ready available).
- Wash any wound with soap and water, and apply a suitable dressing.
- Any blood stained tissues to be disposed of appropriately.
- Wash blood splashes from the skin with hot soapy water/or water on face.
- Area affected by blood, vomit, urine or faeces to be cleaned with disinfectant.
- Waste cleaning materials to be disposed of separately from other waste.
- Clothes, soft toys or soft furnishing stained by body fluids to be washed either by hand in hot water/detergent, or in hot wash cycle in a washing machine. Spare laundered pants/clothing is available in cases of accidents and polythene bags available in which to wrap soiled garments.

## HIV/AIDS

No one has the right to know if another person is HIV positive or has AIDS. If the Supervisor is told about a child's or adult's HIV status, they should inform the Chairperson only. This information should not be shared with anyone else without the permission of the person concerned. Other parents do not need to be told.

## Health

- We will follow these health procedures:
- Parents will be required to keep children at home if they have an infectious or communicable disease, vomiting or diarrhoea – including children or workers or volunteers, as defined by the Health Protection Agency. Parents should inform Playgroup as to the nature of the infection or disease so that Playgroup can alert other parents if deemed necessary. *See list of notifiable diseases.*
- Any child who has been vomiting or had diarrhoea, parents are asked to keep their child at home until at least 48 hours has elapsed since the last attack.
- Parents will be informed if there is any infestation of head lice, infection of scabies, worms or childhood infectious diseases which may affect other children or adults.
- Children who are taken ill at Playgroup will be comforted by a member of staff who will sit quietly with them whilst a parent or authorised guardian is contacted. Any child who has been vomiting or has diarrhoea whilst in the setting will be required to be collected by their parent or authorised guardian as quickly as possible and be kept at home until at least 48 hours has elapsed since the last attack.
- Prescribed medicines should be administered by parents; children taking antibiotics should complete the course before returning to Playgroup.
- If staff at Playgroup administer medicine the directions should be in writing and signed by the parent.
- Cuts and sores should be covered with a waterproof plaster or other dressing.

Our Health and Safety Officers are: Keeley Harrison and Angie Durrant