Overton Preschool & Playgroup	
Policies and Procedures Document	
Title	Health and Safety Policy
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Approved By	
Signature	

Version History		
Version Number	**Created/Updated By**	**Comment**
V1.0		First version created
V1.1	Katie O'Brien	Added Version History; Added Angela's name; Made formatting changes.
V1.2	Katie O'Brien	Updated logo; Text copy amends from staff; Additional info for Sickness and First Aid sections
V1.3	Katie O'Brien	Text amend from staff (nappy creams); Add Helmets section; Amend suncream section
V1.4	Amy Smith	Additional info – medicine before attending Removal of old guidance
V1.5	Susannah Teixeira	Updated to include a section reflecting living with Covid
V1.6	Emma Riggs	Added vaping and e-cigarettes. Removal of specific notes on

		COVID-19 (contained in link to government policy)
V1.7	Joshua Dack (Secretary) - Amends requested by Linda Shanks	Removed Helmet Section
V1.8	Linda Shanks	Update child's privacy & First Aid training
V1.9	Linda Shanks	Add body map to accidents
V1.10	Linda Shanks	Child absences

Statement Of Intent
Overton Preschool Playgroup believes that the health and safety of children is of paramount importance. We make our Playgroup and Preschool a safe and healthy place for children, parents, staff and volunteers.

Aim
We aim to make children, parents 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. We also want to teach children about healthy eating and dental hygiene.

Methods
The members of staff responsible for health and safety are Linda Shanks and Angela Cowperthwaite. They are competent to carry out these responsibilities. They have undertaken health and safety training and regularly updates their knowledge and understanding. We display the necessary health and safety poster in each setting. We also have a committee member responsible for health and safety (see committee contact list).

Risk assessment

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- deciding which areas need attention; and
- developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

A list of pre-emptive measures is kept in the health and safety file and is observed by all staff at all times; this list covers daily H & S issues and general accident prevention measures. A full risk assessment is carried out at both settings during the autumn term (after the playgroup committee AGM & subsequent role shuffle). Similarly, a full fire risk assessment is made in the spring term at both sites. Reviews are made in the following two terms, in order that new issues are dealt with as they arise.

Insurance Cover
We have public liability insurance and employers' liability insurance. The certificate is displayed at both settings.

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 understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.

- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the Overton Preschool Playgroup.
- 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 do not allow smoking on site.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's Safety
- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
- Adults do not supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

Security
- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded in the register
- The arrival and departure times of adult visitors or parent helpers are recorded in the visitors book.
- Staff arrival and departure times are not recorded but are as per their contracted hours.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during Overton Preschool Playgroup sessions.

Windows
- Low level windows are made from materials which prevent accidental breakage.

Doors
- We take precautions to prevent children's fingers from being trapped in doors.

Floors
- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen
- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- We use different cloths for different jobs:

- Washing up dishes: dish cloth
- Drying fruit and ingredients: paper towel
- Wiping surfaces: separate cloth
- Drying crockery: tea towel

- When using re-usable cloths, they are thoroughly washed, disinfected and dried between tasks.
- A clean tea towel is used every session.
- When children take part in cooking activities, they:
    - are supervised at all times;
    - are kept away from hot surfaces and hot water; and
    - do not have unsupervised access to electrical equipment
- Food preparation takes place with regard to special dietary requirements: see Food and Drink Policy.
- Cleaning materials and other dangerous materials are stored out of children's reach.

Electrical/Gas Equipment
- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/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. Protective socket covers are no longer deemed necessary but remain in more hazardous areas such as outside the toilets.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

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

Outdoor Area
- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use.
- All outdoor activities are supervised at all times.

Hygiene
- We are inspected by the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.

- We have a daily cleaning routine for the Overton Preschool Playgroup which includes play room, kitchen area, toilets and nappy changing areas.
- 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 in the bins outside.
- We implement good hygiene practices by:
    - cleaning tables between activities
    - checking toilets regularly
    - wearing protective clothing - such as aprons and disposable gloves - as appropriate
    - providing sets of clean clothes
    - providing tissues and wipes, which are disposed of hygienically
    - ensuring sole use of flannels and towels
    - Ensuring hands are washed after using toilet and before handling food/snacks
    - Children with pierced ears are not allowed to share each other's earrings
    - Children are encouraged to put their hands to their mouths when coughing
    - Paper towels are used and disposed of appropriately
    - Hygiene rules relating to bodily fluids are adhered to and staff are aware of how infections are spread i.e. HIV, Hepatitis
    - Spills of blood, vomit or excrement are wiped up and flushed away. Rubber gloves used. Floors\surfaces to then be disinfected. Clothing should be washed thoroughly
    - Spare clothing is available for accidents and soiled clothing put into polybags.
    - All table tops to be cleaned with Milton or Dettol. All floors to be cleaned with bleach/disinfectant (to be carried out after children have left the unit). All cleaning material to be stored in a lockable cupboard or inaccessible to the children

Nappy Changing

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We have suitable hygienic changing facilities and the children's privacy is considered and balanced with Safeguarding and supports needs when changing nappies and toileting.

We make necessary adjustments to our bathroom provisions & hygiene practice in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support & non-judgemental concern of adults.

Procedures

- During a three hour session children have their nappy changed if a member of staff notice they are soiled or particularly wet or if the child is able to communicate this. If a child is in for a longer session their nappy will be routinely changed at lunch time.
- We use a board to remind staff whose nappies need to be checked and changed.
- Parents are to discuss with key workers if their child needs more regular changing due to personal requirements such as if the child drinks a large quantity or if dropping off and collecting arrangements mean the child is left in their nappy for a long period of time.
- Parents are to discuss with key workers if any requirements change such as the use of pull ups instead of nappies.
- Parents are to discuss with key workers at any time if they are not happy with nappy changing arrangements.
- Changing areas are warm and there are safe areas to lay young children if they need to have their bottoms cleaned.
- Each child has their own bag to hand with their nappies or pull-ups and changing wipes.
- Gloves & aprons are put on before changing starts and the areas are prepared. Changing mat is cleaned after changing each child.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children.
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- They should be encouraged to wash and have soap and towels to hand. They should be allowed time for some play as they explore the water and soap.
- Antibacterial hand wash liquid or soap should not be used for young children.
- Key persons are gentle when changing: they avoid pulling faces and making negative comments about nappy content.
- Key persons do not make inappropriate comments about young children's genitals when changing their nappies.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Nappies and pull ups are disposed of hygienically and the nappy or pull up is bagged and put in the bin. Cloth nappies, trainer pants and normal pants that have been wet or soiled are rinsed, bagged ready for the parents to take home.
- If young children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect and will be a disciplinary matter. Settings have a duty of care towards children's personal needs.
- Although the Overton Preschool site does not have a designated area for nappy changing, we would provide appropriate facilities if it was necessary to do so.

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the Overton Preschool Playgroup.

- 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.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and Drink

- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All staff always wash hands under running water before handling food or after toileting.
- Staff are not to be involved with food preparation if suffering from any infectious/contagious illness or skin trouble.
- We do not allow smoking on site.
- We never prepare raw and cooked food in the same area.
- We ensure waste is disposed of properly and away from the children.
- Tea towels are replaced daily and washed weekly.
- All utensils are kept clean and washed between sessions.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children. Drinks are in thermos mugs with lid.
- Snacks are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Reporting of Food Poisoning

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are a result of food poisoning and not all cases of sickness or diarrhoea are reported.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it is possible that the source of the outbreak is within the setting, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigations.
- If the food poisoning is identified as a notifiable disease under the Public Health (infectious disease) Regulations 1988 the setting will report the matter to Ofsted.

Animals in the Setting

Children learn about the outside world, its animals and other living creatures as part of the Early Years Foundation Stage Curriculum. This may include contact with animals, or other living creatures,

either in the setting or on visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

Animals in the Setting as Pets

- We take account of the views of parents and children when selecting an animal or creature to keep as a pet in the setting.
- We carry out a risk assessment with a knowledgeable person accounting any hygiene or safety risks posed by the animal or creature.
- We provide suitable housing for the animal or creature and ensure this is cleaned out regularly and is kept safely.
- We ensure the correct food is offered at the right times.
- We make arrangements for weekend and holiday care for the animal or creature.
- Children are taught correct handling and care of the animal or creature and are supervised.
- Children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.
- Staff wear disposable gloves when cleaning housing or handling soiled bedding.
- If creatures or animals are brought in by visitors to show the children, they are the responsibility of the owner.
- The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.

Outings and Visits Procedure

- We have agreed the following procedures for the safe conduct of outings, more details can be found within the Missing Child Policy.
    - A risk assessment is carried out before an outing takes place.
    - Parents always sign consent forms before major outings.
    - Our adult to child ratio is high, one adult to two children.
    - The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Staff cars are not insured to transport children.

For those children remaining at Overton Preschool Playgroup, the adult to child ratio conforms to the requirements of the National Standards for Day Care.

Fire Safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
    - clearly displayed in the premises;
    - explained to new members of staff, volunteers and parents; and
    - practised regularly at least once every half term.
- Records are kept of fire drills and the servicing of fire safety equipment.

Sun Cream
We carry out the following practices in order to ensure safety in the sun:

- Parents are asked to apply sun cream on their children before bringing them to Overton Preschool Playgroup.
- Encourage all children to wear clothes that provide good sun protection e.g. sun hats. Children generally provide their own named hats although there are spares on site.
- Encourage all children and staff to drink water regularly.
- To encourage play under shaded areas between 11am and 3pm.
- Any child not wearing sun cream will be unable to go outside in the sun this is for their own protection, unless this has been discussed with their parents.

Smoking
Smoking is banned within the early years setting, including vaping and e-cigarettes.

If Employees wish to smoke, they are to do so during their usual breaks. The school setting is a non – smoking site and we ask employees that wish to smoke do so in an area away from the setting. The community centre is a public site but we ask employees to be respectful by not smoking in the front forecourt. In both cases we would expect that Overton Preschool Playgroup uniform is not on display. Employees breaching this rule are likely to face disciplinary action through the organisation's Disciplinary Procedure.

First Aid and Medication
At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.
Training is carried out with a provider who is a member of a Trade Body with an approval and monitoring scheme, the Voluntary Aid Societies and those who work under Ofqual Awarding Organisations.
HSE's guidance at: www.hse.gov.uk/pubns/geis3.htm

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff/committee and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.
- Sterile items will be kept in their packages until needed.

Due to the possibility of children having allergic reactions to plasters/other medication, information slips are requested from all parents/carers stating whether their child has any allergies to plasters, wipes etc. In the event of a persistent bleeding wound or other serious injury the parents will be contacted and /or the child taken home or to hospital (if necessary) for further attention.

If a child is on prescribed medication the following procedures will be followed:

- If possible, the child's parent will administer medicine. If not, then medication must clearly be labelled with child's name, dosage and any instructions. Where local regulations require it, guidance will be sought from social services before people other than parents agree to administer medicines.
- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions.
- All medicines will be kept in a lockable cupboard or fridge.
- A medication form will be completed to log in: name of child receiving medication, times that the medication should be administered, date and time when medication is administered together with the signature of the person who has administered each dose. The form is counter-signed by the parent/carer when the child is collected from Overton Preschool Playgroup.

We will have a Care Plan in place for a child who may need lifesaving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the Overton Preschool Playgroup's insurance company.

At the time of admission to the Overton Preschool Playgroup, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Our Accident Book:

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed continuously by Overton Preschool Playgroup staff to identify any potential or actual hazards.
- Parents are informed of any accident when they come to collect their child.
- Body Map is completed if and when needed for serious incidents.

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record form to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Sickness
Our policy for the exclusion of ill or infectious children is discussed with parents and outlined in the Welcome Pack.

Parents are asked to notify us by 10am of any child that is absent or unwell. We are required to contact them to discuss their absence as a child protection issue and will follow up any unexplained absences as a safeguarding concern and will record any actions taken.

Parents are asked to keep their children at home if they have any infection, and to inform the Overton Preschool Playgroup as to the nature of the infection so that the Overton Preschool Playgroup can alert other parents, and make careful observations of any child who seems unwell. We inform other parents about any infectious diseases by putting a notice on the board.

Parents are asked not to bring into the Overton Preschool Playgroup any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last bout of illness. We also ask that if your child requires Calpol or Nurofen (oral paracetamol/ibuprofen suspension), that they are kept at home until they are well enough to attend and no longer need medication.

If the children of the Overton Preschool Playgroup staff have an infectious illness, the children will not accompany their parent/carers to work in the Overton Preschool Playgroup.

Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.

People with symptoms of a respiratory infection including COVID-19
- Children with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, can continue to attend their education or childcare setting.
- Children and young people who are unwell and have a high temperature should stay at home and where possible avoid contact with other people. They can go back to education or childcare setting when they no longer have a high temperature and they are well enough.

For more information, including guidance on COVID-19, please refer to Chapter 3: public health management of specific infectious diseases from the UK Health Security Agency.

Nits and Head Lice

- Nits and head lice are not an excludable condition, although in exceptional cases a parent may be asked to keep the child away until the infestation has cleared.
- On identifying cases of head lice, all parents are informed and asked to treat their child and all the family if they are found to have head lice.

Safety of Adults

- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.

Manual Handling

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

Records

In accordance with the National Standards for Day Care, we keep records of:

- adults authorised to collect children from Overton Preschool Playgroup;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, staff, volunteers and visitors;
- accidents; and
- incidents.

In addition, the following policies and documentation in relation to health and safety are in place.

EYFS Statutory Framework: Safety

- Risk assessment.
- Record of visitors.
- Fire safety procedures as above.
- Fire safety records and certificates.
- Operational procedures for outings.

National Standard 7: Health

- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.

- No smoking.

Procedure for Cleaning
Overton Preschool Playgroup works as a team to ensure good practice in our procedures for cleaning.

At the end of each session the following tasks need to be done:
- Activities cleared away and returned to boxes/units/trays.
- Saw dust removed.
- Water emptied.
- Glue spreaders, paintbrushes and lids cleaned daily. Paint and glue to have lids on.
- Play dough materials washed where necessary.
- All play areas to be tidied up.
- Bins to be emptied.
- Soaps, toilet rolls and paper towels to be replaced/replenished as necessary.
- Tea towels/staff hand towels to be changed daily.

At the end of each term, time is set for all toys and equipment to be cleaned. Toys are washed in Milton and the Unit is cleaned by Overton Preschool Playgroup staff and cleaning staff from the Community Centre.

Toys and equipment are checked daily for safety and hygiene. They are removed and cleaned as required.

Jewellery
No jewellery should be worn by the children, apart from STUD earrings. All jewellery is considered potentially dangerous and Overton Preschool Playgroup will not accept any liability if a child sustains an injury because of jewellery being worn.

If a child arrives at Overton Preschool Playgroup wearing jewellery other than STUD earrings, the parent will be asked to remove the jewellery for the safety of the child and other children. The Overton Preschool Playgroup Leader will record that this request was made.