

GRINDLEFORD AND EYAM PLAYGROUP – SAFETY METHODOLOGIES

PROTECTING PEOPLE – OUR METHODS

INDEX

INDEX	1
PROTECTING PEOPLE – OUR METHODS	2
1. METHODS	2
2. INSURANCE	2
3. MANAGING RISK	2
4. TRAINING AND AWARENESS	2
4.1. FOR STAFF	2
4.2. FOR PARENTS	3
4.3. FOR CHILDREN	3
5. PROTECTION OF CHILDREN	3
6. PHYSICAL SECURITY AND SAFETY	3
6.1. GENERAL DAILY PAVILION ARRANGEMENTS	3
6.2. ARRIVAL AND DEPARTURE	4
6.3. ACCESS	4
6.4. OUTDOOR AREA	4
6.5. OUTINGS AND VISITS	4
7. EQUIPMENT	6
7.1. STORAGE	6
7.2. SAFETY OF ADULTS	6
8. HEALTH AND HYGIENE	7
9. FOOD AND DRINK	7
9.1. GENERAL PRINCIPLES	7
9.2. KITCHEN	8
10. ELECTRICAL/GAS EQUIPMENT	8
11. ANIMALS	8
12. EMERGENCY PREPAREDNESS	9
12.1. FIRE SAFETY	9
12.2. FIRST AID	9
12.3. RECORDING AND REPORTING	9
12.4. MEDICINE AND PRESCRIPTION DRUGS	10
12.5. SICKNESS	10
13. RECORDS	10
14. DOCUMENTATION	10

PROTECTING PEOPLE – OUR METHODS

1. METHODS

The Committee and the Supervisor are responsible for health and safety. They are competent to carry out these responsibilities. Our designated Health and Safety Representative is:

..... who has undertaken health and safety training on
..... (insert date).

2. INSURANCE

We have public liability insurance and employers' liability insurance. The certificate is kept in the parent folder.

3. MANAGING RISK

We display the necessary health and safety poster on the pavilion notice-board.

Risk assessment

Our risk assessment document includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures on behalf of everyone involved.
- Developing actions that manage the risks, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues, which are referred to regularly.

4. TRAINING AND AWARENESS

4.1. FOR STAFF

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.

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.

4.2. FOR PARENTS

For the sake of brevity in this document, for parents and carers, we refer generically to parents. Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of Grindleford preschool.

4.3. FOR CHILDREN

Children are made aware of health and safety issues through discussions, planned activities and routines.

5. PROTECTION OF CHILDREN

Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS) have unsupervised access to the children, including helping them with toileting.

We maintain the children's safety by using the following rules;

- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- The ratios of adults to children satisfy the EYFS Statutory framework document.

6. PHYSICAL SECURITY AND SAFETY

We maintain the children's security in the following ways;

6.1. GENERAL DAILY PAVILION ARRANGEMENTS

The following procedures are followed to safeguard against a "lost child":

- There are 4 doors giving exit from the Pavilion. Only 1 door is to be unsecured during pick up and drop off of children.
- The daily register is taken by one member of staff in the morning. That member of staff will stay by the door to safeguard against children leaving the setting.
- The member of staff taking the register will make all staff aware of the number of children at the session and who is absent from the session.
- Children are also marked in the register if they leave the location earlier than finishing time.
- On completion of taking the register or when the majority of children are in the building, the main door will be secured. Any children arriving late can knock to gain entrance to the building. Other doors will be kept secured unless free-flow outdoor play in progress.

- During free-flow outdoor play the two gates are secured with padlocks and a temporary fence is erected above the low level wall, and at least one member of staff will be outside with the children **at all times**.
- Head counts are done on every change of activity, e.g. snack, story, outdoor play.

6.2. ARRIVAL AND DEPARTURE

Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.

Children are only allowed to leave with adults who are able to share a password linked to the individual child.

The arrival and departure times of all adults - staff, volunteers and visitors are recorded centrally.

6.3. ACCESS

Our systems prevent unauthorised access to our premises and children from leaving our premises unnoticed.

We provide a secure location where staff and volunteers can store their personal possessions, however, we advise staff and volunteers not to bring in valuable items.

6.4. OUTDOOR AREA

- We secure the perimeter of our free flow outdoor play area before allowing children outside.
- 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.

All outdoor activities are supervised at all times.

6.5. ROAD CROSSING

The road outside the Pavilion has to be crossed during most local outings within Grindleford. The following routine should be used whenever possible to minimize the risk:

- Adults instruct and supervise children during road crossing.
- Children are escorted across, with children holding an adults hand, older children in pairs.
- Cross when the traffic lights on the pavilion side of the bridge are showing green and there is no traffic visible on the road towards Chesterfield.
- Adult to direct the traffic as necessary.

6.6. OUTINGS AND VISITS

We have agreed procedures for the safe conduct of outings:

- The Supervisor will assess the weather before any local or major outing. Factors to include:
 - Ice underfoot
 - Exceptionally cold temperatures
 - High winds
 - Flooding
 - Torrential rain
 - Heat wave
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- There is a risk assessment for each venue carried out, which is reviewed every 12 months.
- Parents always sign consent forms before major outings.
- A risk assessment is carried out before a major outing takes place. This is available for all parents and volunteers who plan to accompany the children on the outing.
- Our adult to child ratio is high and we comply with our legislative requirements.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Major outings are recorded on a major outings record sheet kept in the setting stating:
 - The date and time of outing
 - The venue and mode of transport
 - Names of staff assigned to named children
 - Time of return is advertised
- Staff will take:
 - The preschool mobile phone
 - mini first aid pack (including sun cream if appropriate)
 - list of children and the contact numbers of their parents
 - list of emergency contact numbers (Committee Chair, transport related, venue, parents/ volunteers assisting on outing)
 - Supplies of tissues, wipes, pants
 - Snack and water will be taken when appropriate depending on venue, number of children and how long they will be out for

- Any parents/ volunteers are also given a list of emergency contact numbers so that an impromptu communication method can be created between adults on the outing.
- Records are kept of any hired vehicles used to transport children, with named drivers and appropriate insurance cover. Vehicles are checked to ensure the seatbelts are safe for preschool children use.
- For those children remaining at Pavilion, the adult to child ratio conforms to the requirements of the EYFS.
- **Hi Vis vests** are worn by the children in the following situations:
 - On major outings
 - Any other reason deemed necessary by the Supervisor

7. EQUIPMENT

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 Grindleford Preschool.

The safety of the equipment in use is subject to the following guidelines;

- 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, when put out for use, 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 who are sleeping on cushions are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

7.1. STORAGE

All resources and materials from which children select are stored safely.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

7.2. SAFETY OF ADULTS

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

When adults need to reach up to store equipment they are provided with safe equipment to do so.

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 that need to be addressed.

8. HEALTH AND HYGIENE

We receive regular emails from both DfE and Derbyshire Children's service to ensure that we keep up to date with the latest recommendations with regard to hygiene.

Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning routine for Grindleford and Eyam Playgroup which includes play room, kitchen, rest 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.

We implement good hygiene practices by:

- cleaning tables between activities
- checking toilets regularly
- wearing protective clothing (PPE) - such as aprons and disposable gloves when necessary
- providing sets of clean clothes
- providing tissues and wipes
- ensuring single use of flannels and towels (paper towels)
- removing soiled clothing from the children as soon as possible

We have a no smoking policy.

9. FOOD AND DRINK

9.1. GENERAL PRINCIPLES

Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.

- All food and drink is stored appropriately.

- Staff members do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children. Visiting adults are advised of our policy and asked to be vigilant with any drinks provided.
- Snack and meal times 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.

9.2. 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 the right hand sink for hand-washing and the left for washing up. Paper towels are provided for hand drying.

Cleaning materials and other dangerous materials are stored out of children's reach.

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.

10. ELECTRICAL/GAS EQUIPMENT

All electrical/gas equipment conforms to safety requirements and is checked regularly and certified by a competent person.

- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- 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.
- The temperature of hot water is monitored to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

11. ANIMALS

Animals visiting Grindleford Preschool are free from disease and safe to be with children; they do not pose a health risk.

Children will always wash their hands after contact with animals.

12. EMERGENCY PREPAREDNESS

12.1. FIRE SAFETY

Fire doors are clearly marked, never obstructed and easily opened from inside.

We have a **Response procedure No2 “Emergency evacuation procedure”** which is:

- explained to new members of staff, volunteers and parents
- practiced regularly at least once every half term

Records are kept of all our fire drills.

12.2. FIRST AID

At least one member of staff with current paediatric first aid training is on the premises or on an outing at any one time.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981
- is regularly checked by a designated member of staff and re-stocked as necessary
- is easily accessible to adults
- is kept out of the reach of children

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

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

12.3. RECORDING AND REPORTING

Our accident book:

- is kept safely and accessibly with our incident book;
- all staff and volunteers know where they are kept and how to complete them; and
- they are reviewed at least half termly to identify any potential or actual hazards.
- OFSTED is notified of any serious injury/accident (requiring treatment by a general practitioner or hospital doctor), or the death of a child or adult.
- We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). Information about reporting an incident to the Health and Safety Officer can be found on their website www.hse.gov.uk/riddor

12.4. MEDICINE AND PRESCRIPTION DRUGS

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the medication log to acknowledge the administration of a medicine.

12.5. SICKNESS

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.

OFSTED is notified of any case of food poisoning affecting two or more children in our care, as well as cases of serious illness.

13. RECORDS

In accordance with the EYFS, we keep records of:

- names and addresses of all staff on the premises, including emergency contact numbers
- names and addresses of all members of the management committee
- all records relating to the staff's employment with the setting
- names, addresses and telephone numbers of parents and adults authorised to collect children from setting
- 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
- parental consent for outings
- parental consents for administration of medication and emergency treatment
- medicine administration records
- the times of attendance of children, staff, volunteers and visitors
- accidents
- Fire drill records (certificates are held by the landlord)

14. DOCUMENTATION

In addition, the following procedures and documentation in relation to health and safety are in place:

- Health and safety policy
- Accident/incident book
- Risk assessments
- Daily/ weekly/ monthly/ annual check sheets

Grindleford and Eyam Playgroup – Procedure

- Cleaning schedule
- Staff induction checklist
- Volunteer induction checklist
- Major outing record
- Response procedures:
 - No 1 "Missing Child"
 - No2 "Emergency evacuation procedure"
 - No 3 "Lockdown"
 - No 4 "Unexpected/emergency closure"
 - No 7 "Arrival and departure (pavilion, forest school, woodland adventure)"
 - No 8 "Selecting equipment"
 - No 9 "Administering medicines"
 - No.10 "Animals in setting"
 - No 11 "First aid"
 - No 12 "Food and drink"
 - No 13 "Health and hygiene"
 - No 14 "Managing allergies, sick or infectious children"
 - No 15 "Nappy changing"
 - No 16 "Sun protection"

This procedure was adopted at a meeting of Grindleford and Eyam Playgroup

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory:

Role of signatory: