CHRIST CHURCH PLAYGROUP

Safety Policy

We aim to make children, parents and staff aware of health and safety issues and minimize the hazards and risks, to enable the children to thrive in a healthy and safe environment.

The person responsible for health and safety at Christchurch Playgroup is Sharon Marcellin.

The Health and Safety Executive (HSE) poster is displayed on the Notice Board on the kitchen door in Playgroup.

The safety of young children is of paramount importance. In order to ensure the safety of children, parents, staff and volunteers, the playgroup will ensure safety in the following areas:

# Environment

 Safety checks on premises, both outdoors and indoors, will be made before every day/session. Our assessment covers both adults and children.

 Public space used for outdoor play will be checked for litter and other dangers. Where water can form a pool on equipment, it is emptied before children start playing outside.

 Equipment will be checked regularly and any dangerous items repaired/discarded.

 Floors – all surfaces are checked daily to ensure they are clean and not uneven or damaged.

 The layout and space ratios will allow children and adults to move safely and freely between activities.

 There will be adequate systems and equipment for the detection and control of fire.

 Fire doors will never be obstructed and fire exits will be easily identifiable.

 A record will be kept of any checks by the Fire Safety Officer and also of fire drills and servicing of fire safety equipment. Any recommendations by the Fire Safety Officer will be carried out.

 Fires/heaters/electric points/wires and leads will be adequately guarded.

 Our emergency evacuation procedures are approved by the Fire Safety Officers and are:

1. Clearly displayed on the premises

2. Explained to new members of staff, volunteers and parents and practiced regularly.

 All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children.

 Large equipment will be erected with care and checked regularly.

 Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.

 Internal safety gates/barriers will be used as necessary.

Kitchen

 Children do not have unsupervised access to the kitchen

 All surfaces are clean and non-porous.

 There is a separate facility for hand washing and for washing-up

 When children take part in cooking activities, they:

1. are supervised at all times
2. are kept away from hot surfaces and hot water; and
3. do not have unsupervised access to electrical equipment

## Gas & Electrical Equipment

All electrical/gas equipment conforms to safety requirements and are checked regularly

Our boiler, heaters, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them.

# Supervision

 All children will be supervised by adults at all times and will always be within sight of an adult.

 Children will leave the group only with authorised adults.

 Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.

 On outings, the following staff ratio will be adhered to at all times:

 1 adult for every 8 children over 3 years of age

 1 adult for every 4 children under the age of 3 years

 If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.

 Whenever children are on the premises at least two adults will be present.

Storage

 All resources and material which children select are stored safely

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

# Adult safety

 All adults in the group, both staff and visitors, will be aware of, and respect the group’s safety policies.

 Adults in the group will have access to advice on safe lifting, storagemovement and erection of large pieces of equipment.

 If adults need to reach up for stored equipment, they will use something safe to stand on. Heavy materials will not be stored above head height.

 Adults will not be required to be in the building alone, or to leave aloneafter 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.

## Management

 A book will be available at each session for the reporting of any accident/incidents.

 Regular safety monitoring will include checking of the accident record as a basis for risk assessment.

 All adults, including parents and other carers, will be aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.

 Adults will not walk about with hot drinks or place hot drinks within reach of children.

 Fire drills will be held at least once a term.

 A register of both adults and children will be completed as people arrive at the start of the session and also used to track who arrives /leaves at 11.15am, so that a complete record of all those present is available in any emergency.

 There will be no smoking anywhere on the premises.

 A correctly stocked first aid box will be available at all times.

 Fire extinguishers will be checked annually and staff will know how to use them.

 Staff will take precautions to prevent children’s fingers from being trapped in doors.

First Aid and Emergency Treatment

 A member of staff trained in pediatric first aid is always on the premises. The setting has a commitment to first aid training for all staff.

 First aid kits are available at the setting and taken outside during play in the garden and on trips outside the setting

 Parents are required to sign, on their Childs admission to playgroup,that they understand a child may be taken to hospital if staff considers that their injury required medical attention.

 Parents will be invited to give any special instructions about medical care (such as restrictions on treatment for religious reasons).

 Parents will be informed immediately of the injury and arrangements will be made for the parents to come to the setting or the hospital.

 A member of staff, known to the child will accompany the child to hospital and remain with them until a parent arrives and it is appropriate to leave.

 Full details of all accidents are recorded in the accident book. Serious accidents (any accident where a child is kept in hospital for any period) must be reported to Ofsted. Serious accidents should be also reported to the local office of the Health and Safety Executive (HSE)

Special considerations

Some areas and activities pose particular hazards. All staff will be aware of these:

 Children playing with or near water will be continuously supervised.

 There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.

 All cooking activities involving the use of heat will be continuously supervised. Children will not be allowed in the kitchen for any other purpose.

 In shared premises, stored equipment belonging to other organisations will be checked for potential hazards.

 Access to dangerous areas such as stairways will be physically restricted and closely supervised.

 Systems will be in place to ensure that children are not at risk from swinging doors.

 Systems will be in place to ensure that no child can leave the premises unattended.

 Insurance Cover

 We have public liability insurance and employers’ liability insurance. The certificate is displayed on the notice board out side the playgroup.

This policy was reviewed in May 2017

Signed on behalf of the Playgroup .....................................................