



## Ladybird Playgroup Thriplow CIO – Health and Safety Policy

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com) Web: [www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk)

## Health and Safety Policy

### Statement of intent

Ladybird Playgroup Thriplow CIO believes that the health and safety of children is of paramount importance. We make our playgroup a safe and healthy place for children, parents, staff and volunteers. We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

### 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.

### • Procedure

The member of staff responsible for 'Health and Safety' is Alice McGinty. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding. We display the necessary health and safety poster on the wall.

### Risk assessment

Our risk assessment process includes:

- Determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors.
- 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 that specifies the action required, the timescales for action to be taken, the person responsible for the action and any funding required.

Where more than five staff and volunteers are employed the risk assessment is written and reviewed regularly.

We maintain lists of health and safety issues, which are checked daily before the session begins. Staff check toys as they are used, disposing of any broken/damaged equipment. Staff liaise with Thriplow Primary School on health and safety issues concerning the building, the outside areas including the access, wildspace and playground equipment.

### Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the wall in Ladybirds.

### Awareness raising



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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.

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 Ladybird Playgroup Thriplow CIO.

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 and Committee Meetings.

We have a no smoking policy.

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

### Children's safety

Only people who have been checked for criminal records through an enhanced Disclosure and Barring Service (DBS) check and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.

All children are supervised by adults at all times.

Adults do not normally supervise children on their own.

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

We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

### Use of Cameras, Mobile Phones, Smart Watches and iPads

Staff or volunteers must not use personal mobile phones or smart watches inside the Ladybird Playgroup Thriplow CIO setting whilst working with the children. Urgent personal calls are to be taken outside the setting premises.

The mobile phone camera function of any phone should only be used at the Ladybird Playgroup Thriplow CIO with the consent of the parents/carers of the children being photographed, for example during annual events including the nativity play, sports day, etc. The photographs taken by Ladybird staff will only be used for Ladybird purposes and not for staff personal use. Should any objection be received from a parent or carer, then all photos and video recordings will be refused for that event.

Ladybird Playgroup Thriplow CIO invites parents/carers to sign a form at the time of admission, seeking their permission to take photographs of their children whilst in the setting. These photographs are recognised by the Department for Children, Schools and Families (DCSF) as a key way of supporting child development and engaging the parents/carers in children's learning through these visual records of their activities and



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achievements. These photographs are only to be taken on a digital camera or iPad and not with the use of a mobile phone camera function.

All photographs will remain on site at all times or on a secure cloud-based learning journal system in accordance with agreed data protection measures with OFSTED on the 22 February 2019.

### Security

Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded on the register in Tapestry. Changes to adults who are collecting children from the Ladybird Playgroup Thriplow CIO, which are written in the diary and on Tapestry within the child's record.

If an unknown person is seen on the premises they must be challenged. Visitors must show ID and follow sign-in procedures.

The arrival and departure times of adults including staff, volunteers and visitors are recorded.

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 away during sessions.

At all times, but especially at vulnerable times of day (such as drop off and pick up or outings), Ladybird Playgroup Thriplow CIO will ensure staff ratios and staff responsibilities are clear and will maintain an overview of headcounts at all times.

In order to avoid any miscommunication, Ladybird staff will assume Ladybird Playgroup Thriplow CIO has responsibility for all children on their premises whether their parent/carer is in attendance or not. Only once a child has been removed from the setting's grounds by their parent/carer will Ladybird staff no longer assume responsibility for them. This will ensure that there is no confusion over what point the responsibility from the child moves from the setting to the parent and vice-versa. It is therefore important that while a child is on Ladybird premises, staff do not lapse on the child's health and safety, even if a parent is present.

### Windows

Low level windows are made from materials that prevent accidental breakage or are made safe. These windows are secured so that children cannot climb through them. Nothing should be placed in front of a window to enable a child to climb through.

Windows are protected from accidental breakage or vandalism from people outside the building, through the use of safety glass.

Windows above the ground floor are secured so that children cannot climb through them.

### Doors



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We take precautions to prevent children's fingers from being trapped in doors, by the use of hinge guards.

We ensure door security (both internal and external) particularly during hot weather.

We avoid talking to parents at an open door where a child could potentially slip out unnoticed. We always ensure that the external gate is securely shut so any child wishing to participate in free flow can do so safely.

We encourage parents to observe security procedures so they close any gates / door behind them and never let others into or off the premises.

### Tables and Floors

All surfaces are checked throughout the day to ensure they are clean and not uneven, wet or damaged.

### Kitchen

Children do not have access to the kitchen.

All surfaces are clean and non-porous.

There are separate facilities for hand-washing and for washing up.

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;
- understand the importance of hand washing and simple hygiene rules;
- are kept away from hot surfaces and hot water; and
- do not have unsupervised access to electrical equipment.

### Electrical/gas equipment

All electrical/ gas equipment conforms to safety requirements and are checked regularly. They are PAT (Portable Appliance Testing) tested annually.

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.

Storage heaters are checked daily to make sure they are not covered.

There are sufficient sockets to prevent overloading.

The temperature of hot water is controlled to prevent scalds.

Lighting and ventilation are adequate in all areas including storage areas.

### Storage



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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.

### Outdoor area

Our outdoor area is securely fenced and gated.

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 and is cleaned regularly.

All outdoor activities are supervised at all times.

### Hygiene

We regularly seek information from the Local Authority 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 Ladybird Playgroup Thriplow CIO 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;
- cleaning and checking toilets regularly;
- wearing protective clothing such as aprons and disposable gloves as appropriate;
- providing sets of clean clothes;
- providing tissues and wipes.

### 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 Ladybird Playgroup Thriplow CIO.

The layout of play equipment allows adults and children to move safely and freely between activities.



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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 who are sleeping are checked at regular intervals of at least every ten minutes. This is recorded with the times checked and the initials of the person undertaking the check.

If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.

Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Any faulty equipment is removed from use and is repaired where possible. If it cannot be repaired, it is discarded.

### Food and drink (see 'Food and Drink policy')

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

All food and drinks are stored appropriately.

Adults do not carry hot drinks through the play area and do not place hot drinks within reach of children.

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. All parents/carers will be made aware of which of the fourteen Food Allergens may be present in the snacks we offer at Ladybirds. These will be displayed on the noticeboard in the foyer of the playgroup. Parents/carers must notify Ladybird staff if their child is allergic to any of these Allergens.

### Outings and visits

We have agreed procedures for the safe conduct of outings (also see Supervision of Children on Outings and Visits Policy and Lost Child Procedure for Outings).

A risk assessment is carried out before an outing takes place.

Our adult to child ratio is high during an outing; normally one adult to two children.

The children are appropriately supervised to ensure that no child gets lost and that there is no unauthorised access to children.



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On occasions private arrangements may be made between parents to transport one another's children to visits and outings.

Alternatively, a coach may be hired.

### Animals

Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.

### Fire safety (see 'Fire Policy/Plan')

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

Smoke detectors/alarms and firefighting appliances conform to BS EN 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 six weeks.

Records are kept of fire drills and the servicing of fire safety equipment.

### 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.

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; and is kept out of the reach of children.

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

### Our accident book

Our accident book is kept in a safe and accessible location

All staff and volunteers know where the accident book is kept and how to complete it.

Our accident book is reviewed at least half termly to identify any potential or actual hazards.

### Reporting accidents and incidents:



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Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:

- food poisoning affecting two or more children looked after at Ladybird
- a serious accident or injury to, or serious illness of, a child in our care and the action we take in response; and
- the death of a child in our care.

Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.

Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

### Dealing with incidents

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

- any work-related accident leading to an injury to a child or adult, for which they are taken to hospital;
- any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days;
- when a member of staff suffers from a reportable work-related disease or illness;
- any death, of a child or adult, that occurs in connection with activities relating to our work; and
- any dangerous occurrences (i.e. an event that does not cause an accident but could have done, such as a gas leak).

### Administration of medication (see 'Administering Medicines to Children Policy')

- 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. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book 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.





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### Sickness (see 'Sickness Policy')

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 at the Ladybird Playgroup Thriplow CIO.

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

### 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 or to change light bulbs, 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.

We keep a record of all substances that may be hazardous to health including cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.

We keep all cleaning chemicals in their original containers.

### Records

In accordance with the National Standards for Day Care and our data protection policies, we keep records of:

#### Adults

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- names and addresses of all members of the Ladybird Playgroup Thriplow CIO Committee (Trustees);
- names and addresses of all member families of the Ladybird Playgroup Thriplow CIO; and
- all records relating to the staff's employment with the setting, including application forms, references, and results of checks undertaken, etc.

#### Children

- adults authorised to collect children from the Ladybird Playgroup Thriplow CIO;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;



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- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, staff, volunteers and visitors;
- accidents; and
- incidents.

**Legal Framework**

*Health and Safety at Work Act (1974)*

*Management of Health and Safety at Work Regulations (1999)*

*Electricity at Work Regulations (1989)*

*Control of Substances Hazardous to Health Regulations (COSHH) (2002)*

*Manual Handling Operations Regulations (1992 (as amended 2004))*

*Health and Safety (Display Screen Equipment) Regulations (1992)*

*EU Law on food Information to Consumers, Regulation 1169/2011 and The Food (Amendment) (EU Exit) Regulations (2020)*

**Further guidance**

*Health and Safety Law: What You Should Know (HSE Revised 2009)*

*Health and Safety Regulation...A Short Guide (HSE 2003)*

*Electrical Safety and You: A Brief guide (HSE 2012)*

*Working with substances hazardous to health: What You Need to Know About COSHH (HSE Revised 2009)*

*Getting to Grips with Manual Handling – Frequently Asked Questions: A Short Guide (HSE 2011)*

*Five Steps to Risk Assessment (HSE 2011)*

This policy was adopted at a meeting of the Ladybird Playgroup Thriplow CIO	
Held on (date)	
Signed on behalf of the Ladybird Playgroup Committee	
Role of signatory (e.g. chairperson etc.)	



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Signed by Playgroup Leader/Deputy	
Name of Playgroup Leader/Deputy	