

BROADWAY+TOWERVIEW PLAYSCHOOL HEALTH AND SAFETY POLICY
For HEALTH & SAFETY STATEMENT SEE ATTACHED

STAFF WILL ENSURE

1. Opening & closing checks signed into **H&S FOLDER** (= Food Safety folder) daily & reviewed at staff meetings every 6 weeks
2. **The Daily Risk assessment** is completed at the start of every session any concerns recorded on that day's page. **Staff responsible = all supervisors** **Overview responsibility = Jo**
3. Playschool follow the H&S folder (Food Safety folder) schedules for kitchen and toilet areas.
4. New staff & volunteers are inducted in these procedures & Playschool policies.
5. All staff have HACCP Awareness training at induction and regular FOOD SAFETY TRAINING
6. **Main gates must be kept locked/bolted and door bolted at top during session.**
7. **FIRST AID**-All staff Team are first aid trained. There is an approved **first aid box** in the playschool kitchen cupboard at Broadway PS/ and on top of fridge at Towerview. There are also staff first aid boxes. Non-Latex vinyl gloves are available at all times on top of recycling bin (outside child toilets) Towerview / next to register at Broadway PS. **FIRST AID BOX CONTENTS CHECKED & UPDATED ANNUALLY(June)**
8. **Prescribed Medicines** are signed into Accident book and signed in & out by parents (**staff & students** also if using in the setting). They are stored on top of or in fridge.
9. For major accidents requiring further treatment, the local doctor/ambulance will be called and parents notified, or parents called and advised to take child to doctor.
 - a) **OFSTED (08456 404040)** & **RIDDOR (0845 3009923)** will be notified
 - b) Details for contacting health and Safety Executive are displayed on board(RIDDOR)
10. **MAJOR INCIDENTS** – Flu Pandemic – Playschool will close to reduce the spread of infection and to protect the staff team and their families.
11. **RATIOS** – for over 3 years olds the ratio is 1 staff to 8 children – but we tend to keep this to 1:6. Jude is EYT so can be 1:13 if necessary. For 2-3 year olds the ratio is 1:4.
12. Staff & students **hot drinks must be drunk out of the safety mugs provided – visitors drinks must be kept in kitchen**
13. **Personal Mobile phones and non Playschool cameras** are to be kept in office at Towerview / Kitchen at Broadway PS and are only to be accessed in those areas.
14. Fire drills are carried out routinely once every ½ term on a different day of the week & session. During events where parents are invited into the setting – a register will be taken of all attendees and children (if not on that sessions register)
15. Cleaning materials are stored in a locked cupboard in hall at Broadway PS and in kitchen at Towerview and always out of reach of children. COSHE sheets at Towerview are in front of H&S folder.
16. Annual and new equipment RISK ASSESSMENTS are kept in front of H&S folder
17. This is a no smoking environment
18. Students are given induction including H&S induction. Students are not to change children's nappies or be left on their own, unsupervised with any child. Students under 18 years are personally subject to Playschool's child protection and safeguarding policy
19. Large equipment is set up with care and checked regularly

20. All staff, student and visitors bags must be kept in kitchen at Broadway PS and in the Towerview Playschool office. Visitors must be shown 'visitors card', given pass and sign in the back of the register IN + OUT.
21. **Forest School sessions** must be carried out by a **trained & qualified** Forest School leader and follow the Playschool Forest School Policies, Procedures and daily safety sweep.

STAFF ROUTINES WITH CHILDREN

22. **Access** = Children will **only** be released to a named carer and one who knows the child's security password. Each child and visitors must be signed in and out (visitors are provide with a **PASS**). Playschool operates the right to refuse collection of child to anyone other than person that signed them in, unless notified. Visiting parents and children are recorded on the white board.
23. Any minor incident dealt with by staff is recorded in accident book. Together with any accidents to staff. Parents should report any incident at home to staff at start of session so that a note of any existing injuries can be recorded in the accident book.
24. Kitchen area is out of bounds to **all children**, and is kept clean by staff during session.
25. Socket covers are NOT used as deemed unsafe in reports from DoH 2016.
26. Drinking water is provided throughout the sessions and is provided for lunch times. Parents are asked **NOT** to put drinks in their child's lunch box as accessing water themselves encourages children's' independence and is healthy practice.
27. **Nappies** are changed either when the child indicates it is full/ the child has soiled **or** every 3 hours. Parents are asked to make sure their child starts the Playschool session in a clean, dry nappy.
28. Fresh water, hand soap and paper towels are provided to wash hands at activities and in toilets throughout session,
- 29. Staff must leave door open and be visible when changing a child / taking a child to toilet. Students are not to perform nappy changes or toileting.**
30. Children must not have access to either of adult outside sheds (the small bunker sheds are for supervised child free flow play access).
31. Floors are kept clear of toys, and ensure that toys and equipment are used safely. Mats must be placed around large equipment /trampoline and areas sectioned off including water and sand play. Activities requiring adult supervision are highlighted in daily planning.
- 32. Outings** – we undertake a Trip Risk Assessment and follow Trip Procedure = children must hold ribbon in pairs. Under 3's to hold adult hand. Adult to wear safety waistcoat. Children briefed of safety procedure each time. **The supervisor must take register/mobile phone/first aid box/wipes on every outing**
33. Playschool operates a Missing Child Policy & Uncollected Child Policy
34. Outdoor play must be supervised. The area must be kept clear and equipment checked during and after each session. Staff to be aware of potential hazards.
- 35. Children must not attend Playschool if suffering from- Sickness and /or diarrhoea must be clear of any symptoms for 48 hours. Chicken pox (5 days from onset of rash) /Impetigo Head lice/High temperature /Measles/German measles/Mumps or any infectious or contagious disease. If in doubt parents are advised to contact a doctor**

The supervisor carries out an annual risk assessment in conjunction with Accident & Incident Book review (and action plan if appropriate- stored in front of H&S folder)

Review date
signed...../.....