

8. HEALTH, HYGIENE AND SAFETY

Overall and final responsibilities for Health and Safety lies with the Playgroup leader. It is the duty of every member of staff to report any unsafe conditions to the Playgroup Leader. In addition an attempt should be made to eliminate the danger before reporting it. All employees have the responsibility to co-operate with the Playgroup Leader to achieve a healthy and safe workplace and to take reasonable care of themselves, children and others. Risk assessments are carried out on a regular basis to cover both indoor and outdoor areas. We take positive steps to promote safety within our setting and ensure proper precautions are taken to avoid incidents. The safety of our children is paramount at all times. An awareness of children's constantly developing abilities helps to ensure appropriate safety measures are applied to avoid dangerous situations.

If any member of staff identifies a hazard it is their duty to report the fact to the Health and Safety Officer - Lesley Shepherd as soon as possible. If the hazard is of a nature that it may cause imminent actual harm then staff have a further duty to prevent any harm from occurring before reporting the matter. This may involve segregation, isolation, removal or any other means necessary. All equipment is kept in the best of order and sharp items and detergents are stored either high or out of reach of the children.

We are inspected regularly by OfSTED and Health and Safety Officials. There are constant Fire Safety checks and registration is taken daily to conform to fire safety regulations. Regular fire drills take place, which include the children, throughout the year and these dates are recorded. All staff are familiar with types of extinguisher and on what types of fire they may be used. All staff are also familiar with emergency drills, escape routes, muster points and evacuation procedures. Health Visitors are encouraged to visit the playgroup at any time.

Children should wear appropriate clothing i.e. in winter - hats/coats. Children should be covered up during summer months with a hat with a brim or flap that protects the ears and neck; children should wear sunscreen on any part of the body that is not covered up. In the event of Thunderstorms, move indoors immediately. Make sure all windows and doors are closed and stay away from trees as far as possible.

Jewellery is a safety hazard and we would suggest that it is not worn at playgroup for your children's safety. Please ensure clothes and shoes are comfortable, sensible i.e. no high heels or flip-flops. Clothes should be easily adjustable for when they use the toilet and go out to play. Please bear in mind that they may get dirty or want to climb. The children are supervised throughout the session. Children are not allowed to attend playgroup with a contagious disease (list available on the Parental Information Board). We will inform all parents if there is an outbreak, and would ask if you could inform us if

you find your child has anything contagious. No dogs or animals are allowed into the school area unless prior authorisation has been given.

The method of reporting all accidents and incidents is the accident book. The accident book must be completed and shown to the Playgroup Leader following all accidents. Parents must be informed of all accidents and sign the accident book. Any accidents resulting in a child going to hospital must be notified to Social Services. Children are never allowed into the kitchen area and there is a door to prevent this occurring. Children will only be allowed to leave the group with an authorised person. Please notify the playleaders if you have made alternative arrangements for them to be picked up.

First Aid equipment is available and checked regularly. The location of the first aid box is by the kitchen area. All staff must wear disposable gloves when dealing with bodily fluids to reduce the risk of infectious diseases. The Playgroup Leader will have a current First Aid certificate at all times. All other staff will be encouraged to go on First Aid courses as appropriate. We have access to a Defibrillator in the School Office, Harris Primary Kent House. We promote good hygiene in playgroup with all the children and staff. We encourage the children to use the tissues provided to wipe their noses and when coughing to put their hands over their mouths. Children wash their hands regularly and we emphasize they wash their hands after going to the toilet. Cuts and open sores on adults and children must be covered.

Medicines will be given by a member of staff if we have a signed 'Parental Agreement for Setting to Administer Medicine' form in our possession. If medicine has been administered the member of staff will complete the Medication Record which shows the details of the child and the medicine given. Health Issues and information are displayed in the foyer of the playgroup. There is a non-smoking policy within all the school premises. Please ensure that you shut all doors when coming or going.

We are committed to working with all parents and carers to support children in developing independent toileting and we do not exclude children who use nappies regardless of the reason they are a nappy wearer. Please see our procedure which we share with parents and carers to avoid misunderstandings and ensure that we are meeting their child's needs and also that we are clear about the setting's and the parents' and carers' responsibilities and expectations with regard to nappy changing.

Playleader signature.....Dated.....

Committee member signature.....Dated.....

OfSTED www.gov.uk/government/organisations/ofsted

Partnership with Parents and Carers

The setting will:

- Agree to change your child should he/she soil themselves or become wet
- Agree to inform you of the number of times your child is changed
- Agree to report should your child be distressed, or if marks or rashes are seen
- Agree to review arrangements should this be necessary
- Liaise with you on potty training when and if the time is right
- Inform you of any changes to your child's usual toilet habits during the session

The parent or carer will:

- Agree to ensure your child is changed at the latest possible time before being brought to the setting
- Provide the setting with spare nappies and creams if used, and a change of clothing
- Understand and agree the procedures that will be followed when your child is at the setting
- Agree to inform the setting of any marks/rash
- Agree to review arrangements should this be necessary
- Liaise and work with staff on potty training

All members of staff are able to change a nappy and this will take place on the floor of the staff toilets. This surface is cleaned at least once daily and this room has hand washing facilities. A changing mat will be used and all necessary equipment will be available before changing begins.

When changing the nappy should the member of staff have concerns about marks, injuries, rashes, medical issues or unusual behaviour they will refer to the Playleader.

Should you be using 'real nappies' the nappy will be removed and changed in the same way as a disposable nappy but will be double bagged and returned to you at the end of the session.

PROCEDURE FOR NAPPY CHANGING

Remember to always keep one hand on the child for safety

- Wash your hands with soap
- Place paper towels on the changing mat
- Wear disposable gloves and disposable apron which **must** be changed between each child
- Remove soiled nappy and clothes if they need changing, put soiled nappy (and wipes if being used) into two nappy sacks and into the nappy bin. Any soiled clothes should be double wrapped in plastic bags and taken home by the parent/carer at the end of the session
- Clean the child's bottom with a wipe or equivalent, place wipe into nappy sacks, remove the paper towels from under the child, these must also go into the nappy sacks and be tied up
- Remove your disposable gloves and apron - **Do Not** wash or reuse them, dispose of them in a bin. **Wash your hands**
- Put a clean nappy on the child and redress
- Wash the child's hands (even if they don't look dirty) and return the child to the group
- Clean and disinfect the changing area and any equipment and supplies you have touched
- **Now wash your hands**