

# **BEAMINSTER PLAYGROUP**

## **HEALTH AND SAFETY**

### **AIMS**

We aim to maintain a safe and healthy environment for all the children, staff and adults when in the Playgroup building, using the outside play area and when on outings or visits.

We aim to teach the children hygiene and safety matters in everyday life.

Parents are required to keep their children at home if they have any infection and to inform the Playgroup Manager as to the nature of the infection to enable other Parents to be alerted.

Any child who is obviously unwell on arrival at the Playgroup will not be accepted. If your child becomes unwell during the course of the session you will be contacted and, if necessary, asked to collect your child.

A risk assessment will be done by the Manager at the start of each day.

The childcare provision will comply with the Regulatory Reform (Fire Safety) Order 2005 (as amended 01/04/06)

### **PROCEDURES**

All staff will receive staff induction carried out by the Manager.

A named member of staff will be responsible for maintaining the first aid kit in the building but staff to make aware when shortages occur.

We have a phone on the premises to contact parents in case of an emergency.

If the Playgroup premises need to be vacated, the Playgroup mobile phone will be used.

Every member of staff will hold a First Aid Certificate (updated every three years).

All toys, resources and equipment used during each session will be age and development appropriate.

Any resources that are not age appropriate during a specific session will be kept out of reach of children.

All medicines that have to be administered during playgroup sessions need to be put in writing from the parent and stored in the medical box by the First Aid Kit with written instructions.

We are inspected by Ofsted and a report given to the Playgroup. A copy will be made available on request and also on the notice board.

We keep an accident/incident book on the premises that requires the parent to sign if their child is entered for any reason.

We keep a separate accident book for staff, volunteers, students, parents and carers.

A company (Morgan Fire Protection) annually inspects all fire equipment. Smoke alarms are checked by the cleaner every Thursday and recorded in the Fire Log Book.

Fire practices are held each term with the school. The Principal advises the Playgroup Manager when these will be taking place. Emergency evacuation will be indicated by the continuous ringing of the school bell, at which point all children and staff will leave the premises and meet in the school playground in the designated area for

Playgroup. In the event of an external threat towards the children or staff within the school or Playgroup the lockdown procedures will be followed. This will be indicated by the start-stop-start-stop ringing of the school bell. All windows and doors will be secured and children and staff will meet in the central hub of the school building, away from external windows and doors. The alarms are checked each week by the caretaker. A log of this is kept in the school office.

Entry into the Playgroup's area is by a member of staff letting parents in through the pencil fence gate. The gate is kept locked at all times when children are present. If a parent needs to collect a child early there is a door bell to alert a member of staff to the gate or for visitors to use.

Parents and children are to use the marked footpath to the Playgroup gate. Please do not walk across the car park.

Parents are asked to park outside the school gates, not in the school car park ( For School and Playgroup staff and taxis only).

We need authorisation if your child is to be collected by anyone other than known persons. Please ensure that the Manager is aware of any changes and put the details on the whiteboard.

When there is a known outbreak of an infectious condition e.g. chickenpox, head lice etc. a notice will be displayed for all parents to see.

All electrical equipment is checked annually and a report held on file (Risk Assessment)

All members of staff to hold a Food Hygiene Certificate