

St. Nicolas Playgroup

Health and Safety Policy



1.0 Policy Statement

The health and safety of the children in our setting is of great importance to us. St Nicolas Playgroup will take every precaution to ensure the health, safety, and welfare of all staff, children, visitors, and other individuals who attend, work at, or visit the premises. This includes promoting an active lifestyle and healthy eating habits.

St Nicolas Playgroup will at all times comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety, and Welfare) Regulations 1992, and the Management of Health and Safety at work Regulations 1992, and guidance will be complied with at all times.

St Nicolas Playgroup will follow the guidelines set out by the Early Years Foundation Stage Framework and the Health and Safety Executive (HSE) regulators for advice regarding health and safety at work.

St Nicolas Playgroup has evidence of public liability insurance, and this is available on request or can be seen on our notice board.

The following steps will be followed:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related illness.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

The manager shall be responsible for the day-to-day implementation, management, and monitoring of the health and safety policy. The manager will report any matter of concern regarding the health and safety policy to the committee and parish. Our risk assessment and health and safety lead will work in collaboration with the manager to achieve this. Our risk assessment and health and safety lead is Lynda Hilyer/Victoria Knowles.

2.0 General

- Children will leave the group only with the authorised adult. If an emergency occurs and the authorised adult is unable to collect a child, each family has a password (recorded by the group and kept confidential). This must be given to a member of staff before the child is allowed to leave the group.
- Safety checks of the premises, both indoors and outdoors, are made daily before each session. A checklist is signed. Fire doors are clearly labeled and free from obstruction.
- Equipment is checked regularly, and any dangerous items are repaired or discarded. Pat testing is carried out regularly.
- The layout and space ratios allow children and adults to move freely between activities.
- Children must not be allowed to run around within the setting except where this is part of supervised activity. If the children want to run, they are encouraged to do so outside.

St Nicolas Playgroup (Taplow), The Reading Rooms, Taplow Village Centre, Taplow, SL6 0EX

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Ofsted Registered No. EY240777

Registered Charity No. 1155996



- Staff should check that children's shoelaces are tied and buckles are done up. Children should not be allowed to move around without shoes on.
- Heaters and electrical points/wires and leads are adequately guarded. The premises should be adequately heated.
- Any floor covering should lie flat, and the edges of carpets should not be allowed to curl up. Sand should be swept up regularly to prevent slipping.
- Wet floors should be made safe as soon as possible.
- All dangerous materials, including medicines and cleaning materials, are stored out of reach of children. We will list all cleaning products according to the COSHH regulations. Adults' possessions and handbags are kept in the kitchen and out of reach of children.
- Children do not have access to kitchens, cookers, or cupboards storing hazardous materials including matches. Adults using the kitchen should exercise due care at all times to prevent accidents. The hot water and cooker switches must be turned off at the end of each session.
- Adults do not place hot drinks within reach of children. A travel mug with a secure lid must be used if drinking hot drinks.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in an emergency. Anyone leaving the premises before the end of the session is signed out on the register.
- All visitors are to sign in & out. There is a visitor's book at the entrance for registering the arrival and departure times of visitors.
- Smoking is prohibited in all areas of the building and the outside play area when children are present or are about to be present.
- A correctly stocked first aid box is available at all times. At least one trained first aider will be present at each session. All staff attend first aid training every 3 years.
- Fire extinguishers are checked annually, and staff should acquaint themselves with how to use them. Staff receive training in how to operate fire extinguishers on a Fire Protection course. All staff must make themselves aware of the procedure to follow in the event of a fire. Fire drills are held at least once a term. A record of this is made on the register and in the Risk Assessment folder. All staff should be aware of the position of the fire exits and must ensure that fire doors are never obstructed. Lynda Hilyer/Victoria Knowles is the designated Risk Assessment Officer. Please refer to our fire evacuation for more detail.
- We have a lockdown procedure in the event of a threat to the children's safety, from an external source. Please see our Emergency Lockdown Policy for more details.
- All staff are required to attend health and safety training, fire safety, food hygiene, manual handling, understanding COSHH, and illness/infection control training regularly.
- Large equipment is erected with care and checked regularly. Appropriate safety matting is laid under and around equipment. A member of staff should be close at hand to supervise children using large equipment. Children should not be allowed onto climbing equipment wearing unsuitable clothing (dressing up clothes etc. could become caught) footwear or jewellery.
- Chairs should be stacked at a safe height no more than 6 in a stack. Tables not in use should be folded and stacked securely.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.



- On outings, the adult: child ratio will be informed by risk assessment carried out prior to the visit but will generally be 1:3 or 1:4.
- Parents/carers are responsible for providing adequate sun protection for their children e.g. sun hats and sun protection cream.
- Equipment offered to the children is developmentally appropriate and of a non-toxic nature. Playdough should be renewed regularly. Children and adults should use only pens with ventilated caps. Children's scissors should have rounded ends.
- Rules governing sand and water play e.g. no eating/drinking or throwing/splashing are explained to the children at each session these activities are available.
- All adults should exercise care in the storage sheds, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury. Each person should be aware that the storage sheds are potentially hazardous and should always be mindful of their own safety when removing things from shelves. We have a separate manual handling policy.
- Children are not allowed in the sheds under any circumstances.

2.1 General cont. – Taplow

- Low-level glass is safety glass.
- Outdoor areas are secured by fencing. We have an area of fencing on the green side of the outdoor area. This fencing may cause a 'blind spot' for staff adjacent to the shed nearest the Green. Staff need to position themselves so all areas of the outdoor play area can be seen. Two members of staff are required to be outside at all times to overcome the 'blind spot' issue.
- The gate at the far end of the play area, nearest the road, will be secured while there are children on site. While children are playing a staff member should be positioned near this gate to ensure children are not climbing the gate or throwing toys down the steps into the road.
- The front door will be secured with a bolt and a chain while the children are inside, and no staff member is outside.

2.2 General cont. – Dorney

- The front door will be securely locked when children are onsite.
- The outside play area will be accessed by a fire door, which goes straight from the hall to outside. This will be closed when not in use, and kept free from obstruction.
- The outside play area is secured by fencing and a gate at either end. The gates must be securely locked when children are onsite.
- The kitchen is accessed through a short counter level door. This must be secured while children are onsite to prevent access to the kitchen.
- Cleaning materials will be kept in the kitchen cupboard secured by a child safety lock.



3.0 Infection prevention

In the interests of health, good hygiene practices are essential to prevent the spread of infection. The following guidelines should be observed:

- Clean tepid water & hand wash should be provided at all times for handwashing.
- Children must wash their hands after using the toilet, when entering the setting or before mealtimes. Please see our food and drink policy for further information.
- Disposable paper hand towels must be provided.
- Plastic gloves should be readily available for staff use and should be worn at all times that there might be contact with body fluids e.g. when cleaning up after 'accidents' when children have wet or soiled themselves or for dealing with blood from whatever cause.
- All surfaces on which food is to be eaten or prepared must first be cleaned with anti-bacterial cleaner.
- Hands must be thoroughly washed before food preparation or eating.
- Gloves are worn when preparing food.
- Hands must be washed following 'messy play' activities including sand play.
- Hands must be washed after handling pets.
- If the group is notified of a case of head lice or worms, then all parents should be advised to watch for symptoms to prevent further spread. All renewable play materials such as sand, dough, etc. should be renewed immediately in the case of worms.
- Separate mops should be used for the toilet and other areas. They must be different colours to avoid confusion.
- Tissues & antibacterial hand gel are available at all times.
- Good oral hygiene is promoted throughout the setting.
- If a child becomes unwell during a session the parents/carers will be called and asked to come and collect the child. Parents/carers are respectfully asked to keep their children at home if they are unwell. Parents/carers must inform the group of any infectious diseases, this information will be passed on to other parents/carers, although confidentiality will be maintained. Written permission is requested from parents on the admission form allowing their child to be taken to the hospital in the event of an emergency.
- We ask that any child who has been vomiting or had diarrhea should be excluded from the group for at least 48 hours after the last attack.
- Parents/carers will inform the group of any allergies their children may have, these will be recorded in the child's registration form and profile, as with all records these are kept confidential.
- We have a medicine policy for children requiring the administration of medicine.
- We have cleaning procedures in place to reduce the risk of covid. We ask parents not to bring children in with known covid related symptoms and ask them to keep away from the setting for a minimum of 5 days if covid is suspected (or until they receive a negative result). Children should not come to playgroup if they are unwell.
- Change mats will be cleaned between children and gloves will be worn when changing nappies. Nappies will be disposed of properly in the nappy bin.



4.0 Working practices – (Please see our manual handling policy for more detail.)

Lifting, carrying, pulling, and pushing

Working in a pre-school group involves all the above, **it is your responsibility to protect yourself from injury** when lifting, carrying, pulling, and pushing. In order to do this the following guidelines should be observed:

- Do not attempt to lift anything that you know to be beyond your capability.
- Ask for help with large, heavy, or awkward items.
- Where possible, lighten the load, and separate items so they are more manageable.
- When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary.
- If a child has a fall and needs attention try to avoid lifting them from a prone position, their injuries (if any) should be assessed first in any case.
- Reaching: Similarly, with reaching to remove/replace something on a high shelf or to position something on the wall above head height, **it is your responsibility to protect yourself from injury**, as well as to safeguard others by acting responsibly.
- Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
- Use an appropriate ladder to enable you to reach, do not stand on chairs, not only could a resultant fall causing you injury but could also lead to the injury of others nearby.
- Ask for help if necessary.

This policy was reviewed by:	The Manager	Signed
On:	Date: 21 August 2025	VE Evans
Date of next review:	Date: 21 August 2026	