



# Ballygawley Early Years Playgroup

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## Health & Safety Policy

### **Principle**

Ballygawley Early Years Playgroup believes that the health and safety of those in our care is of utmost importance. The policy within Ballygawley Early Years Playgroup is to provide the children with a healthy, safe and stimulating environment in which to work and play.

At Ballygawley Early Years Playgroup management work to ensure the setting complies with:

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))

### **Policy**

At Ballygawley Early Years Playgroup management endeavours: to ensure that a high level of health and safety is maintained at all times for all those coming into contact with our setting; all children, parents, staff and volunteers are aware of health and safety issues; to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

**The member of staff responsible for health and safety is:**

**Gillian Robinson**

- He/she is competent to carry out these responsibilities.
- He/she has undertaken health and safety training and regularly updates his/her knowledge and understanding.
- We display the necessary health and safety signage throughout our setting.

### **Procedure**

#### **Insurance cover:**

At Ballygawley Early Years Playgroup there is public liability insurance and employers' liability insurance.

**Due to insurance cover children may NOT enter Ballygawley Early Years Playgroup before 9am and MUST be collected by end of their session time. Please note last session time finishes at 3pm.**



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- The certificate for public liability insurance is displayed in foyer.
- Our insurance company is: Morton Michel Limited.
- Contact details: c/o Dickson Insurance Company Omagh 028 82251241

Management will ensure that this is renewed annually.

## **Training/Awareness Raising**

- All staff/volunteers/placement students complete a thorough induction process
- During induction training staff and volunteers are provided with a clear explanation of health and safety issues and are provided with all the policies and procedures of the setting.
- Induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents/carers of new children, so that they are fully aware of the policies and procedures which are in place for their child's well-being.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at management and staff meetings.
- At Ballygawley Early Years Playgroup there is a no-smoking policy.
- Health and safety issues are regularly identified with the children through discussions, planned activities and routines.

## **Safety of Adults**

- Induction training covers matters of employee well-being, including safe lifting, movement and the storage of potentially dangerous substances.
- Safe equipment, eg step ladder, is provided to ensure high areas can be reached.
- All warning signs are clear and in appropriate languages.
- Staff are aware that there is no lone working permitted in the setting.
- Accident and incident reports are maintained and are reviewed regularly to identify any issues that need to be addressed.
- There is a record of all substances that may be hazardous to health e.g. such as cleaning chemicals. This states what the risks are and what to do if they



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have contact with eyes or skin or are ingested. It also states where they are stored.

- All cleaning chemicals are kept in their original containers.
- No member of staff is permitted to work with the children if they show any signs of having taken any substances such as drugs or alcohol. Further guidance please see Smoking, Alcohol and Drug Misuse Policy and Staff Disciplinary Policy.

## **Windows**

- Low level windows are made from materials that prevent accidental breakage and are in line with current Health and Social Care Trust regulations.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

## **Doors**

- The setting takes precautions to prevent children's fingers from being trapped in doors.
- There is a doorbell system in place for those entering the building.

## **Floors**

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

## **Electrical/gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/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.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- There is adequate light and ventilation in the building.

## **Storage**

- All resources and materials, which are used by the children, are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.



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## **Outdoor area**

- The outdoor area is securely fenced and in line with current regulations.
- There is a health and safety check completed daily prior to going outdoors, eg clearing of rubbish or potential sharp objects.
- All outdoor activities are supervised at all times.
- Safety mats are in place when children are using climbing apparatus or other large equipment.
- All staff are aware of safety when lifting heavy outdoor equipment.

## **Hygiene**

- Daily routines within the setting encourage the children to learn about personal hygiene.
- There is a daily cleaning routine for the setting, which includes the play room(s), kitchen and toilets. These will be washed/sterilised as appropriate.
- Equipment and materials, dressing-up clothes, aprons and furnishings will be washed regularly.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.

## **Activities and resources**

- All resources are checked to ensure that they are safe for the ages and stages of development for the children currently attending the setting.
- The layout of activities ensures adults and children to move safely and freely.
- All equipment is regularly checked for cleanliness and safety, and any dangerous items are to be removed immediately for repair or discarded with the consent of the manager/management team.
- Any spillage will be cleaned immediately to prevent accident.
- 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 encouraged to respect their environment and the equipment provided.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow

## **First Aid**

- The first aid kit is easily accessible and available in the classroom at all times.
- The contents of this first aid kit must be in accordance with the requirements as



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laid down by the Social Services Inspectorate.

- All injuries and illnesses shall be attended to promptly by the staff member(s) who is trained in first aid. His/Her training shall be updated every three years.
- If staff or child who attends the setting, is believed to have contracted or come in recent contact with infectious illness the Sickness Exclusion Policy should be followed and leader or deputy notified.
- If any child becomes unwell, the Parent/Guardian will be notified immediately by the Playgroup Leader, Deputy or designated member of staff.
- Prior to the commencement of the Playschool year all children will have their Doctor's name and contact details included on the registration form in case they need to be contacted in the event of an emergency by the medical team. The registration form will also include details of relevant medical history.
- In the event of an emergency the ambulance will be called immediately by the Playgroup Leader/designated staff member. The Playgroup Leader/designated staff member will contact the Parent/Guardian immediately too. Staff will follow the Emergency Plan and First Aid policies.
- During hot weather, should a child require any medicines/creams these should be administered by you the Parent/Guardian prior to the session.
- Staff can assist with further administration if required, but staff and parents should follow Sun Care policy.
- In extreme weather conditions children will not be allowed outdoors.

## **Accident Reporting**

- All accidents, no matter how minor, will be recorded on an Accident form.
- The staff member will inform the parent/guardian of all such accidents when they come to collect their child.
- The parent/guardian will sign the accident form indicating that they have been informed. Confidentiality must be respected at all times.
- The Accident book is reviewed monthly by the Playgroup Leader and Chairperson to identify any potential or actual hazards and relevant actions taken.
- After review a risk assessment is completed where necessary.
- The Southern Health and Care Trust will be informed if there is a serious illness, injury or accident necessitating medical attention or death of any child whilst in the care of the Ballygawley Early Years Playgroup.
- All staff are aware and will comply with the Playgroup policy of Recording and Reporting Accidents and Incidents.



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- Furthermore, Playgroup also carries out a Child Protection risk assessment each term, this policy is co-signed either with the Chairperson or Committee Child Protection Officer.

## **Procedures:**

Our accident book and report forms:

- are kept safely and accessibly;
- are accessible to all staff and volunteers, who know how to complete them;
- are reviewed at least half-termly to identify any potential or actual hazards.

HSE and Social Services is notified of the following:

- any food poisoning affecting two or more children looked after on our premises
- any injury requiring treatment by a general practitioner or hospital doctor
- the death of a child or adult

as soon as possible or at least within 14 days of the incident occurring.

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

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.



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This policy was adapted at a meeting of our playgroup held on the 30th May 2023

## Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 07/05/2024

Signed:

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(on behalf of the Management Committee)

Name and Position: Caroline Buchanan, Chairperson

Reviewed on:

Date: ..... Signed:.....

Position:.....

Date: ..... Signed:.....

Position:.....

Date: .....

Signed:.....

Position:.....

This policy links with the following:

- Safeguarding Children and Child Protection policy
- Additional and Special Needs policy
- Emergency Plan policy



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- First Aid policy
- Reporting and Recording Accidents and Untoward / Adverse Incidents policy
- Security policy
- Smoking, Alcohol and Drug Misuse policy
- Sun Care policy
- Management of the Risks Associated with the Care of Individual Service Users policy