

# HEALTH, SAFETY & HYGIENE POLICY

We ask all parents and carers to ensure that their child is settled in the Playgroup before they leave the building. **We also ask that all public notices around the building are adhered to at all times.**

The emergency evacuation procedure is practised every half term for all children, and this is documented on the Emergency Evacuation Procedure sheet. The information recorded includes the date and time of the evacuation, the time taken to evacuate, the number of children and adults present, and the reaction of the children. Please see In Case of Fire/Evacuation Procedure document.

All accidents on the premises are dealt with by a qualified first aider, and recorded in the Accident Book. All accidents are logged by a member of staff, and must be signed by the parent or carer. This is detailed in the Sick Child Policy.

If a child has been ill prior to a playgroup session, for example, vomited during the night, we ask parents or carers not to bring their child into Playgroup unless they are sure that their child is fit to attend, and is no longer contagious. This is detailed in the Sick Child Policy.

On the Registration Form, we keep a record of all immunisations, dietary needs, special educational/additional needs, allergies, medical conditions, and Doctors contact details. We also hold the details of two emergency contacts. These details are kept securely and are never shared except if required to do so by law. When your child has left playgroup these details will be shredded.

The Community Playgroups believe that the children should be free to use the equipment in a safe, yet imaginative manner. For example, dressing up as a Police Officer, then 'driving' on the trikes to catch the prisoner. We feel that this is a safe, healthy and imaginative way for them to interact with each other and we always encourage roll play amongst the children.

Daily risk assessments are carried out to ensure a safe environment for the children to have fun and learn through structured and child initiated play. These are detailed in the Risk Assessment Policy.

A high standard of hygiene and the prevention of cross infection and contamination are essential to maintaining good health. This is achieved by ensuring the Playgroup's premises are cleaned before the children arrive for the session. This includes the cleaning of the toilets and kitchen. We currently

have designated members of staff who hold a Level 2 Food Hygiene certificate, and they train the other members of staff regarding food hygiene procedures. Every term we involve the children in the washing of the toys by bathing the dolls in the home corner and washing the sit & ride toys etc. The dressing up clothes, bedding etc is taken home once per term (or as necessary) to be washed by the Playgroup Manager.

The Community Playgroups strive to ensure that each child understands the importance of washing their hands before snack time, and after using the toilet. Our wash basins have thermostatically controlled hot water, which the children use to wash their hands. We also provide liquid soap for the children to access themselves. We encourage children to dry their hands under a warm hand dryer, which is positioned at an ideal level for a child to reach, or to use the hand towel provided. We encourage all children to understand the need to flush the toilet after use, and to dispose of soiled tissues down the toilet to stop the risk of infection.

Before snack time, providing the children's hands are not soiled, we use antibacterial hand gel (as used in hospitals) to remove any bacteria from their hands. Research has shown that using antibacterial hand gel kills more bacteria than washing alone. A hospital leaflet detailing this can be found in our policy file which is available daily, and can be located in the Policy File along with our Health, Safety and Hygiene Policy.

We practice good hygiene methods by checking the toilets regularly to ensure that they are clean and that they have been flushed properly after being used. When we are required to change a child's nappy, disposable rubber gloves and aprons are worn, and the soiled nappy is placed in a nappy sack, and disposed of in the outside bins, or the nappy bins provided. The nappy bins are emptied weekly by an external contactor provided by the centre.

Parents are reminded to provide a change of clothes, nappies and wipes. We also have spare clothes, nappies, wipes and towels for emergency use only.

We provide the children with a varied healthy snack and a drink of water or milk at snack time. The preparation of the snack is done in the kitchen. Firstly, we wash our hands and all surfaces are cleaned using antibacterial disposable wipes. We then re-wash our hands and prepare the snack using clean equipment. We store the prepared snack in airtight containers until snack time to prevent cross contamination. We then dispense cold tap water into the clean push button water dispensers, and replace the lids, which are also airtight to avoid cross contamination. Children then help themselves to a cup, dispense their own water or milk and choose their own snack. Snack time takes place within the children's Key Groups.

All equipment is then washed in hot soapy water, rinsed, drained, and stored away in our locked cupboard until the next day. Any remaining snacks are disposed of into our kitchen bin which is lined with a bin liner. This bin is emptied at the end of each session into the outside bins to prevent infestation.

Fresh drinking water is always available to the children, in our Water Station Area and we encourage them to help themselves to a drink. However, assistance is always available if needed. The water is set out on a tray in an airtight push button container. Next to it are disposable plastic cups that are put into a bin (located at the side of the cups) each time a child has a drink. If the room is particularly warm, or they are enjoying energetic play activities, we encourage children to drink more to avoid dehydration.

The Community Playgroups promote a strict non-smoking policy. All staff and volunteers are aware of our policy and do not smoke anywhere on the premises. It is also a requirement of the EYFS (2012) that staff must not smoke in a room or outside play area when children are present, or about to be present and this echoes our non-smoking policy.

We have a quiet area where children can go if they are feeling sleepy. Sleeping children are checked every ten minutes by their Key Person, and an electronic timer is used as a reminder.

Staff are aware that they must take all reasonable steps to prevent unauthorised persons from entering the premises, and it is our procedure to check the visitor's ID badge, ask them who they are here to visit, and for what reason, and then they must sign out Visitors Signing In Sheet which is located on the back of the cupboard door.