

32. Health and Safety policy and procedure

(See also: the premises and equipment safety checklist and COVID-19 risk assessment.)

It is the policy of Bradley Playgroup to place the safety of anyone who uses our provision as the highest priority, and that the safety of children in our care is paramount.

We do this by:

- Operating a system of regular and written risk assessments of the premises, equipment and activities and recording actions taken as a result (see premises and equipment health and safety checklist).
- Ensuring access in and out of our premises are secure and children are always supervised.
- Recognising that health and safety is the responsibility of each individual.
- Appointing the Lead Supervisor as *safety officer* who is responsible for bringing the safety policy to the attention of everyone, and for monitoring all aspects of safety in Bradley Playgroup. This includes maintaining compliance with the Regulatory Reform (Fire Safety) Order 2005, including six monthly - as a minimum - drills and logs).
- Ensuring the appointed *safety officer* develops and maintains a professional relationship with the relevant fire safety officer and ensuring their recommendations are implemented.
- Asking that all concerns are brought to the attention of the person in charge.
- Carrying out a safety check on premises, both indoor and outdoor every session and recording the results.
- From March 1st 2021, the Welsh Assembly Government have made it law that Parents/Carers should not smoke outside the Childcare setting.
[Smoke-free law: guidance on the changes from March 2021 \[HTML\] | GOV.WALES](#)
- Using, maintaining and storing any specialist equipment according to relevant legislation and manufacturer's instructions.
- Carrying out a full written risk assessment of operational practice at least annually, or in response to an event or incident.
- Making available at all times the means for reporting and recording any accident, incident, or 'near miss'.
- Regularly monitoring and reviewing the accident and incident logs and reports of findings and actions taken.
- Informing parents/carers, staff, students and visitors of safety procedures.
- Maintaining a register of both adults and children as they arrive and leave, which is kept accessible in case of emergency.
- Maintaining (or exceeding) the regulatory adult:child ratios at all times.
- Ensuring that at least one member of staff has a current first aid qualification in first aid for infants and young children and is present during operational hours.
- Ensuring that as an employer Bradley Playgroup meets the relevant First Aid at Work requirements <http://www.hse.gov.uk/firstaid/legislation.htm>

- Maintaining first aid equipment that is available and accessible for staff during operational hours.
- Maintaining a minimum presence of two adults on the premises, when any/only one child is present.
- Taking account of health and safety arrangements as each child is admitted and as each member of staff is recruited.
- Operating an effective admissions and collection policy, including a lost or missing child policy.
- Operating a rigorous staff recruitment policy.
- Operating an effective emergency procedures policy and procedure.
- Maintaining an effective outings policy.
- Operating an effective child protection policy and procedure.
- Implementing an effective outdoor play and sun policy and procedure.
- Operating an effective confidentiality policy and procedure.
- Operating an effective use of electronics, media and publicity policy and procedure.
- Operating an effective GDPR policy.

Coronavirus 2020:

With the coronavirus pandemic under way, we are reminding families with children who use the Playgroup setting to follow rules set out by the NHS and local Government.

PLEASE SEE GUIDLINE SHEET DISPLAYED IN TOILET AREAS AND ON NOTICE BOARDS.

A dealing with COVID-19 policy has been added to our policy file, along with a COVID-19 risk assessment which is updated on a regular basis.

This **Health and Safety** policy and procedure was passed for use in Bradley Playgroup

On: 1st April 2022, 0th April 2021, 01/04/19, 25^{4th} April 2018

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By: Amy Cheetham. Position: Lead Supervisor

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