FARINGTON PLAYGROUP   
 Health and Safety Policy

It is the aim of our Playgroup to provide safe and healthy working conditions for all employees and volunteers. In addition it will endeavour to ensure that all work carried out by its employees and volunteers does not adversely affect the health and safety of anyone else in the vicinity, such as clients, consultants, suppliers, contractors or members of the public.

The objectives of the Health and Safety Policy are

* To maintain a safe and healthy workplace and safe systems and methods of work
* To protect staff, volunteers and others, including the public from foreseeable hazards whilst on the school premises or about the business of the school.
* To provide staff and volunteers with the information, instruction, training and supervision they need to work safely.
* To develop safety awareness amongst staff and volunteers
* co-operate with management in matters of safety.

Health and Safety Policy cont.....

The day-to-day responsibility for Health and Safety remains a management function and the Chair of the Committee who will allocate responsibility for Health and Safety to a suitable trained member of the management team. In the first instance supervision will be the responsibility of the Playgroup Manager and Assistant Manager.

On behalf of the Committee the manager is responsible for putting into place an appropriate functional structure for the implementation of the Health and Safety Policy and ensuring safe systems and procedures.

The Chair of the committee will be responsible for the provision and maintenance of the Safety Practice Statement. This practice statement will detail the recommended structure and associated responsibilities for the management of Health and Safety and arrangements to be made to discharge efficiently this Health and Safety Policy.

The playgroup Manager and Assistant Managerhas overall responsibility for the provision and maintenance of healthy and safe conditions in the work place and building, and ensures that the requirements and resources, including staff, necessary to implement safety are established.   
Assures a system of immediate communication and action in the event of an emergency.

Ensures information and education is provided to employees and volunteers in the premises to enable them to carry out their personal responsibility for safety and that of residents and clients.   
Responsible for the development and administration of the fire and safety procedures.   
Creates and maintains awareness of safety and fire prevention at all levels through a continuous educational programme.  
Assists all playgroup assistants and volunteers in identifying and eliminating potential hazards

Holds copies of all statutory documents and certificates relating to accidents, injuries, dangerous occurrences, first aiders etc. and documents as required by the Health and Safety at Work Act.   
Ensures periodic monitoring and inspection of the building to assess risk and to ensure compliance with health and safety standards.   
Establishes safe working practices for employees and volunteers.   
Ensures that the safe working practices are being complied with.   
Ensures that the details of the location of fire and emergency instructions, fire extinguisher guide, first aiders, employer's liability certificate, child registration are clearly displayed.   
Ensures that all accidents are reported and the relevant information is recorded   
Appoint persons to carry out risk management and monitoring. Risk assessment must be kept up to date and reviewed regularly.  
Ensures that all staff and volunteers receive adequate and appropriate instruction and training.

Health and Safety Policy cont.....

An employee in a management or supervisory role has a particular responsibility for health and safety matters. This responsibility is of equal importance to any other managerial or supervisory function. Any person responsible for the work of others must ensure that those persons work in the prescribed way and in a safe manner. In addition they must ensure that all equipment, facilities and working methods employed within their area of responsibility do not endanger the health and safety of others.   
Employees must ensure that they are familiar with Farington School Health and Safety Policy Statement and the arrangements detailed within.

# ***RISK ASSESSMENT***

Risk Assessment in Farington Playgroup is carried as detailed in the ‘Farington Playgroup Risk Management Guidance’. The aim of risk management in the playgroup is to reduce accidents to the lowest practicable level, not just to meet legal compliance. Managing safety is treated as an integral part of day-to-day management tasks within the playgroup. The full Risk assessment and Outdoor play policy are included in the policies and procedures.

The risk assessment process enables our playgroup to-:

* Carry out a thorough assessment of all significant risk associated with our environment and activities
* Identify priorities remedial actions
* Introduce measures to control risks which cannot be eliminated
* Reduce frequency of accidents and ill health
* Highlight any improvements and training needs
* Provide a safe place and safe person environment

***ACCIDENTS (Reporting and Investigation)***

All accidents must be recorded in the Accident Book and counter signed by a member of staff or by a helper who was present when the accident took place. The parent must be informed and must sign the accident book. The record must describe the injury and the subsequent action taken. In the event that the injury is RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable all accidents of this type **must** be onward reported to the Health and Safety Executive. All accidents however minor will be investigated to identify the ‘root cause’ so as to prevent recurrence.

***ADDITIONAL PRECAUTIONS TO ENSURE A SAFE PLACE***

Do report to the Manager anything which could be a hazard to safety   
Do familiarise yourself with fire exits and suitable escape routes in case of emergency. Also, note the location of fire appliances.   
Smoke free policy as Farington Primary school.  
Unplug all suitable equipment prior to leaving the building. This would exclude such appliances as fridge etc.

Ensure socket covers are used on all sockets.

Do not allow obstruction of fire doors or exits or cause such obstruction yourself.

Health and Safety Policy cont.....

Sand and water spillage must be cleaned immediately.  
Do not attempt to repair electrical equipment. All electrical equipment is PAT tested annually.  
All staff must ensure the playgroup premises are, at all times, safe secure for themselves, children, parents and visitors.

Dangerous behaviour by the children should be discouraged at all times.

All accidents must be recorded in the accident report book including accidents to staff and visitors.

Playgroup has a first aid box, which is well stocked and checked monthly.

A register is taken as soon as the children arrive in the playgroup.

Children must not be left unattended at any time.

All safety gates must be secure and closed at all times.

Cleanliness must be maintained at all times.

All children are encouraged to wash their hands after using the toilet, before eating their dinner, snack time and before taking part in any cooking activities. They are also encouraged to dispose of rubbish promptly and correctly.

All cleaning materials are to be kept in the secure cupboard in the kitchen and are as recommended by Farington Primary school.

Fire drills are carried out on a regular basis and recorded in the pending file.

Firm supervision of the children is policy and recommended at all times to prevent accidents.

All playgroup staff and helpers must wear waterproof plasters on any cuts or sores that they may have to cut down any chance of blood born diseases being passed on.

Equipment and toys are checked on a regular basis and all resources used are non-toxic. All equipment used is appropriate for the child’s level of development.

Large equipment is erected with care and checked regularly.

***FIRST AID***

First Aiders should be used where possible for the treatment of any person who becomes ill or who is injured on the premises. A doctor or ambulance will be called as appropriate.

The playgroup Manager is responsible for ensuring stocks of first aid in the equipment box kept on the wall next to the kitchen door.

In accordance with the Employer's Liability Act, an accident book is kept in playgroup. An entry must be made in the accident book whenever any injury or illness occurs; however trivial, regardless of whether any first aid assistance is required.

Children registering for a place in playgroup, parents should complete a registration form stating next of kin, arrangements for contact in an emergency and name of doctor. They must also sign a parental consent form to allow for emergency treatment to be given.  
No staff or volunteers should administer medicines to any child, without parental consent and written consent.