

Health and safety policy and procedure

It is the policy of *Wenvoe 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.
- Ensuring access to and egress of our premises are secure and children are always supervised.
- Recognising that health and safety is the responsibility of each individual.
- Appointing a staff member as *safety officer/co-ordinator* who is responsible for bringing the safety policy to the attention of everyone, and for monitoring all aspects of safety in *Wenvoe Playgroup*. This includes maintaining compliance with the Regulatory Reform (Fire Safety) Order 2005, including two per term as a minimum - drills and logs.
- Asking that all concerns are brought to the attention of Sandra Morgan or the Chairperson of the Committee.
- Carrying out a safety check on premises, both indoor and outdoor every *session* and recording the results. This includes checking boundaries and perimeter fencing is secure and safe.
- 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 two members of staff (on a minimum ratio of 1:10) has a current first aid qualification in first aid for infants and young children and is present during operational hours.

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- Maintaining first aid equipment that is available and accessible by all during operational hours.
- Maintaining a minimum presence of two adults on the premises, when 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 evacuation and reverse evacuation policy and procedure.
- Maintaining an effective outings policy.
- Operating an effective child protection policy and procedure.
- Operating an effective confidentiality policy and procedure.
- Operating an effective use of electronic equipment policy and procedure.

This **health and safety** policy and procedure was passed for use in
Wenvoe Playgroup

On: 20.09.2017

By: Sandra Jane Morgan Position: Leader/Registered Person

Date of planned review: Annually or earlier if legislation requires or changes in practice