

SAFETY POLICY.

Please also refer to fire safety, lockdown, health and hygiene, drug, smoking and alcohol Misuse, Lost child policy, e safety, staffing and employment policy

Legal Framework

EYFS Statutory Framework 2026

Health and Safety at Work Act (1974)

Health and Safety (First Aid) Regulations 1981

Food Hygiene (England) Regulations 2006

Management of Health and Safety at Work Regulations (1999)

Electricity at Work Regulations (1989)

Control of Substances Hazardous to Health Regulations (COSHH) (2002)

Manual Handling Operations Regulations (1992) (As Amended 2004) Health and Safety (Display Screen Equipment) Regulations (1992)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Regulatory Reform (Fire Safety) Order 2005

Policy Statement

The safety of the children is of paramount importance. In order to ensure the safety of both the children and adults, playgroup will ensure that:

Risk Assessments:

Risk assessments will be proportionate and ongoing. Staff will continually identify, assess and minimise risks throughout each session. Formal written risk assessments will be completed where appropriate, including for outings, new activities, significant changes to the environment or where individual children's needs require additional control measures.

Examples of hazards are:

Gas and electricity

Doors and windows

Floors and stairs

Water play and hot water

Hot appliances, foods and liquids
Broken equipment/toys
Lifting equipment by staff and children
Outdoor play area and equipment
Storage of dangerous materials

A full risk assessment will be carried out annually with interim monthly and termly assessments.

Special activities such as outings will have a risk assessment completed before the activity takes place.

Adult Safety in Playgroup

Staff will be given a copy of the health and safety booklet "Health and Safety Law: What you need to know" as part of their induction. The risks and precautions taken to minimise risks will be discussed at induction. Updates and changes to health and safety law will be discussed at staff meetings.

Two members of staff will carry and lift heavy equipment together and will have received advice about carrying heavy equipment at their induction.

A uniform and protective clothing (gloves and aprons) are provided free of charge.

Students on placements will be given a fact sheet and an induction which includes health and safety advice.

Child Safety in Playgroup:

The Supervisor must ensure the correct child: adult is adhered to at all times. (See Staffing and Employment Policy).

Staff deployment will ensure children are adequately supervised at all times. Supervision arrangements will take account of children's ages, stage of development, individual needs, the environment and the activity being undertaken. Children will always be within sight and hearing of an adult and when eating.

All adults are aware of the systems in operation for the children's arrival and departure's. (See Arrival and Departure Procedure).

Visitors will sign in and out and children will only be released to authorised adults in accordance with the setting's collection procedures.

Care will be taken at all times to ensure staff keep the room safe, clear and tidy during a session. Equipment/toys should not be left where they then become a hazard and could cause an accident.

Children must not be allowed to climb on tables, chairs etc

Children will be supervised when lifting boxes and equipment.

Equipment must be checked regularly and any broken or dangerous items will be discarded or repaired.

Children should use only non-toxic paints and crayons and safety scissors. Any furniture that is painted should be done using non-toxic paint.

Sleeping children will be checked regularly (every 10 minutes) in accordance with current safer sleep guidance. Staff will maintain clear records of sleep checks and ensure sleeping children remain within sight or hearing at all times. (see also health and hygiene policy)

All tables must be wiped with detergent and an antibacterial spray and cloth reserved for that purpose only. Separate cloths must be allocated for floors, equipment, paint pots and toilet and kitchen areas.

All utensils must be thoroughly washed in an area provided for this purpose and left to air dry on a draining board/rack.

Kettles and boiling liquids must not be brought into the playroom and any hot drinks must be kept away from the children.

Manual Handling

Staff will use safe manual handling techniques when lifting equipment or assisting children and will receive appropriate information and training where required.

Fire Safety: (see also fire drill policy)

We follow a no smoking policy including no vaping. (See Drug, Smoking and Alcohol Misuse Policy)

A Fire Risk Assessment will be completed and reviewed regularly, and whenever there are significant changes to the premises, staffing or activities.

Fire exits, escape routes and emergency access points will remain clear and unobstructed at all times.

Fire doors will never be wedged open or locked in a manner that prevents emergency escape.

Fire detection and alarm systems will be tested and maintained in accordance with current fire safety legislation.

Fire extinguishers and other fire-fighting equipment will be serviced annually by a competent contractor and visually checked on a regular basis.

Fire evacuation drills will be carried out at least once every half term for each session and at different times of the day so that all children and staff become familiar with emergency procedures.

A written record of all fire drills will be maintained, including the date, time, evacuation duration, number of people evacuated and any actions identified following the drill.

Staff will ensure children are evacuated calmly and quickly to the designated assembly point using the agreed evacuation procedure.

Registers, emergency contact information and any essential medication will be taken to the assembly point whenever it is safe to do so.

Procedures will include arrangements for children, staff or visitors with disabilities, medical conditions or additional needs who may require assistance during an evacuation.

Visitors and contractors will be made aware of emergency evacuation procedures when signing into the setting.

Following any evacuation, no person will re-enter the building until instructed that it is safe to do so by the emergency services or other authorised person.

Staff will receive fire safety information as part of their induction and refresher training to ensure they understand their responsibilities.

Children do not have unsupervised access to the kitchen, cooker, knives or any cupboards storing hazardous materials i.e.: bleach or matches.

11. Electrical and Digital Safety

The playgroup will ensure that all electrical equipment is maintained in a safe condition and that digital devices are used safely and appropriately.

- All electrical equipment will be visually checked before use and removed from service immediately if found to be damaged or defective.
- Portable electrical appliances will be inspected and tested where appropriate in accordance with current health and safety guidance.
- Children will not have unsupervised access to electrical outlets, cables or appliances.
- Extension leads will only be used where absolutely necessary and will be positioned to prevent trip hazards and avoid overloading electrical circuits.
- Trailing cables will be secured to reduce the risk of trips, falls or accidental damage.
- Heaters, fans and other electrical appliances will be used only under staff supervision.
- Mobile phones, tablets and laptops used by staff will be stored securely when not in use and charged in designated safe areas away from children's activities.
- Charging cables will not be left where children can access them or where they create a trip hazard.
- Staff will report any electrical faults immediately and faulty equipment will be labelled and removed from use until repaired or replaced.
- Digital devices used for learning will be age appropriate, supervised at all times and used in accordance with the setting's Online Safety Policy
- Personal electrical appliances brought into the setting by staff must be safe, suitable for use and authorised where appropriate.
- Fuse boxes will remain locked and accessible only to authorised adults.

Health and First Aid:

Log books are available at every session for the recording of head injuries, accidents or incidents. (See Health and Hygiene Policy).

Unwell children are requested to remain at home and not be brought to playgroup, staff should be notified as to the nature of the illness in order that exclusion periods can be followed in line with UKHSA guidance. (See Health and Hygiene Policy).

Handwashing is monitored and supervised after using the toilet and before meal/snack times.

Allergies and Medical Needs - see health and hygiene policy

Risk assessments will be completed for children with medical conditions, allergies or dietary requirements. All staff will be made aware of these risk assessments and any emergency procedures.

Secure Environment:

Daily opening and closing checks will ensure the premises remain secure, hazards are identified promptly, and security measures including gates, doors and access controls are functioning correctly.

The lay out and space ratios should allow free movement in and around furniture and doorways as appropriate.

Large equipment or equipment which is used infrequently is erected by two adults and away from the children. Where appropriate, advice and training may be sought.

Activities such as cooking, gardening, and observing animals receive close and constant supervision.

The sand tray must be covered when not in use.

Water temperature must be checked before use. Outdoor water play water must be emptied promptly down the drain when finished with.

Both doors to the building must be locked once the session starts and the keys should be located above the doors and out of children's reach.

Outside Safety:

The outdoor area will be inspected before every session to ensure it is safe for use. Staff will check for hazards such as broken equipment, damaged surfaces, litter, animal fouling, standing water, ice, loose branches or any other potential dangers.

Outdoor play equipment will be checked regularly to ensure it remains in good working order. Any damaged or unsafe equipment will be removed from use immediately until repaired or replaced.

The outdoor play area will remain secure at all times with gates and boundaries checked before children enter the area.

Appropriate staff-to-child ratios will be maintained outdoors, with staff positioned to ensure all children remain within sight or hearing.

Children will be supervised according to their age, stage of development and individual needs. Activities involving increased risk, such as climbing equipment, water play or gardening, will receive enhanced supervision.

Weather conditions will be monitored throughout the session. Outdoor activities may be adapted, postponed or cancelled during periods of extreme heat, high winds, thunderstorms, heavy rain, snow or icy conditions where safety may be compromised. The awning has an inbuilt wind sensor and will retract if the weather is too windy.

During hot weather, children will be encouraged to wear sun hats and suitable lightweight clothing. Parents will be asked to apply sunscreen before arrival, and sunscreen supplied by parents will only be applied with written permission. Drinking water will be available at all times and children will be encouraged to drink regularly.

During colder weather, parents will be encouraged to provide suitable warm clothing, waterproofs and appropriate footwear. Staff will ensure children remain warm and comfortable while outdoors.

Outdoor water play will always be supervised. Water will be changed regularly and emptied immediately after use to reduce the risk of contamination or drowning.

The sand tray will remain covered when not in use and will be checked daily for cleanliness and contamination before use.

Outings (see also lost child policy)

Outings from playgroup should have a 4 children: 1 adult ratio but this may be increased or decreased after the supervisor has risk assessed the outing and the ages of the children. A written risk assessment of the venue prior to the visit to assess any potential risks both en-route and at the venue. Full details of the outing will be given to all parents. Written parental permission will be obtained.

When booking transportation check relevant documentation and the availability of seat belts and harnesses.

Adults should remember a "going out" bag containing a full list of names of everyone on the trip, the playgroup mobile telephone, updated emergency numbers, a list of known allergies/intolerances, medical and accident forms, a small first aid kit, sick bowls, wipes/tissues and spare clothing.

Adults should be familiar with the emergency procedures to be followed when away from playgroup.