



St Thomas' Church Hall, 75 Monsell Road, LONDON, N4 2EF  
Tel: 0207 354 9347

## Health and Safety

### Health

The aim of this policy is to promote positive health, to eliminate opportunities for diseases to develop or spread within the group and to ensure, as far as possible, a safe environment for children and adults.

Promoting health and having good hygiene practice in our playgroup is essential for the health of both children and adults.

As part of their admission process, parents/carers will be asked to give details of immunisations, allergies and any other significant health information. A copy of childhood infections will be given to all parents/carers who must abide with group procedure.

Children with special needs, chronic illness or disability may have an extensive list of health information; this will be carefully documented and understood, and appropriate instructions about the implications of the health related condition told to all staff and volunteers who will be interacting with the child.

If possible the child's parent/carer will administer medication. If not then medication must be clearly labelled with child's name and dosage. A signed letter giving permission and instructions for member of staff to follow must accompany this.

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed:

- Washing up done thoroughly in hot water with detergent. Separate washing up bowls will be used for eating and play utensils.
- Clean drying up cloths, changed every day. Dirty cloths will be taken home for laundering each week by the allocated person.
- Hands washed before and after handling food and dried using paper towels.
- Any spills of blood, vomit or excrement to be wiped up and flushed away down the toilet. Disposable gloves always used when cleaning up spills of body fluids, floors and other affected surfaces.
- Soiled clothes will be placed in a nappy sack and sent home at the end of the session.
- A box of tissues will be available and children will be encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically.
- Children encouraged to shield their mouths when coughing or sneezing.

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Children asked to bring to each session a clearly named bag containing pants and spare clothing in case of accidents.  
Playgroup has a limited supply of spare clothes.

There is NO SMOKING allowed in St Thomas's church hall at any time ( or whilst in charge of playgroup children e.g. outings).

## Safety

The safety of young children is paramount.

No child will be left alone in the hall at any time, or in any of our other adjoining rooms or in any of our outside spaces.  
All children will be supervised by adults at all times and will always be in sight of a suitably checked adult.

In the interest of safety, the following will be considered:

- Adult: child ratios - The group will meet the minimum social services requirements for the number and age of the children present at all sessions. This is currently 1:6 indoors and 1:2 outdoors. e.g outings/walks etc.
- Arrivals and departures- All adults will be informed of the systems in operation and an adult will be at the door at all times during these periods to ensure that no child "escapes" or leaves with the wrong adult (please refer to procedures for arrival at playgroup).
- Insurance- Please note that playgroup is only insured for looking after your children during session times, therefore please do not leave them unattended outside these times.
- Safety of Entry/ Exit areas- The main door will be shut at 9.40 am and remain so until the end of the session. Should anyone wish to gain entry between these times they can make their presence known by knocking on the inside double doors or ringing the doorbell on the outside wall. Visitors are asked to make prior appointment, or show proof of identity and sign the visitor's register.
- There is a gate at the entrance to the front garden which should always be closed behind you to ensure that no children can leave the premises on to the street outside. This acts as an extra safety barrier when the door is not secured shut.
- Safety checks to both building and equipment will be made before every session. A risk assessment on both buildings and equipment is carried out on an

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annual basis, together with a fire safety check. All equipment will be examined for damage, cleanliness, suitability and weakness and appropriate action will be taken.

- Hall layout- There will be space for all adults and children to move around safely and freely from one activity to another. Fire doors will not be obstructed and are clearly marked. Socket covers are fitted to electric sockets. There are no low level electrical sockets.
- Kitchen- Conforms to environmental health and food safety regulations. Children are not allowed in the kitchen. Drinks will always be attended and out of the reach of children.
- Fire drill- These will occur every term. To ensure a complete record of those present in the event of an emergency, the names of all adults and children attending the group, including any visitors will be entered on a register and ticked off when they leave.
- Fire notices are displayed on the notice board by the entrance and by the phone. All adults will be made aware of their responsibilities.
- Accident/Incident book- All adults will be made aware of how to complete details of any incident or accident. Parents/Carers will always be informed first of any such accident/ incident concerning their children
- First Aid Box- The contents of the first aid box are regularly checked and replenished as necessary.
- Storage-Medications and chemicals are stored safely in a locked cupboard and our cleaner cleans each morning before the children arrive. Equipment is stored safely and children are not allowed in the store cupboards.
- Outings-Parents must provide written consent and if children travelling by car /coach insurance policies will be checked and all will be suitably restrained in a car seat or safety belt. Health and Safety procedures apply on all pre-school outings.