

Health and safety

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety.

Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.

We operate a no smoking policy.

Children are made aware of health and safety issues through discussions, planned activities and routines.

Safety of adults and children

Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

All warning signs are clear and in appropriate languages.

Records are kept of all sickness and accidents.

Our accident record:

- is kept safely and accessibly;
- is reviewed regularly to identify any potential or actual hazards.
- When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences and we inform Ofsted.

We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.

We keep all cleaning chemicals out of reach of children and in their original containers.

Staff are asked to sign and read the guidance on manual handling annually.

Hygiene

Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning routine for the setting.

We regularly clean resources and equipment, dressing-up clothes and furnishings.
The toilet area has a high standard of hygiene including hand washing and drying facilities.
See Covid-19 policy/risk assessment.

Activities and resources

Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.

The layout of play equipment allows adults and children to move safely and freely between activities.

All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.

All materials, including paint and glue, are non-toxic.

Sand is clean and suitable for children's play.

Physical play is constantly supervised.

Children are taught to handle and store tools safely.

Children who are sleeping are checked regularly.

Risk assessments

It is the responsibility of the setting Managers to provide a safe, secure and healthy environment for all staff, children, parents, carers and visitors to our setting.

The setting recognises that risks cannot be eliminated but we believe everyone has the right to be protected as far as is 'reasonably practicable'.

We maintain risk assessment forms for all identified risks which are reviewed regularly.

We have a list of health and safety issues which are checked daily before the session begins.

Staff are encouraged to value appropriate risk-taking and the importance of a challenging play environment.

A risk assessment may be completed for a child with specific medical needs, severe allergy needs or with special education needs if it is felt necessary. This risk assessment will be shared with parents/carers.

All staff are expected to check for hazards and risks indoors and outside at all times and to bring to the attention of the manager/s if any identified.

Accident/Incident records are reviewed regularly and appropriate action taken and recorded. Any reoccurring themes are actioned and a risk assessment is carried out as necessary.

A risk assessment will be completed for any outings taken outside the setting.

Risk assessments will involve:

- Identifying the risk
- assessing the level of risk and who might be affected
- developing an action plan to minimise any hazards or risks identified;
- The risk assessment is written and is reviewed regularly.

Menopause

Menopause is a normal part of every woman's life. The menopause is an equality and occupational health and safety issue and that women may need appropriate flexibility, support and adjustments during the time of change before, during and after the menopause.

Melbourn Playgroup and Out of School Club has a positive attitude towards the menopause and will treat all individuals with dignity and respect during this time and ensure that the workplace does not make symptoms worse.

Melbourn Playgroup and Out of School Club is committed to ensuring that women feel confident in discussing menopausal symptoms openly, without embarrassment, and are able to ask for support and adjustments in order to continue to work safely in the organisation.

Aims

- To create an environment where female staff members feel confident enough to raise issues about their symptoms and ask for support and adjustments at work.
- To ensure that conditions in the workplace do not make menopausal symptoms worse and that appropriate adjustments and support are put in place, recognising that the menopause and perimenopause is an individual experience and therefore there is no 'one size fits all' solution.
- To reduce sickness absence due to menopausal symptoms and retain valued staff in the workplace.

Procedure

Melbourn Playgroup and Out of School Club will make adjustments where necessary to support individuals experiencing the menopause, and to ensure the workplace does not make their symptoms worse. These could include simple measures such as:

- leaving doors open
- ensuring that windows can be safely opened

- provision of fans
- establishing a system that allows cover for female staff who need to access toilet/ washing facilities while they are teaching (to deal with heavy and recurring bleeding)
- considering requests for changes to working arrangements, eg temporary part-time working
- swift permission for absence to attend menopause-related medical appointments
- adjusting workplace procedures and processes to support and avoid any detriment to menopausal women.

This is not a definitive list of measures and Melbourn Playgroup and Out of School Club will actively listen to female staff and take on board other suggestions.

It is recognised that many of these practical and easy-to-institute changes to the workplace, which will make working life more bearable for menopausal women, will benefit all staff.

- **Legal Framework**

- Health and Safety at Work Act (1974)
- 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)
- Health and Safety (Display Screen Equipment) Regulations 2002

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club CIO Management Committee	
Held on	19 th January 2022
Date to be reviewed	As and when necessary
Signed on behalf of the management committee	
Name of signatory	Sarah Toule
Role of signatory (e.g. chair/owner)	Chair