



Health and Safety Policy Plan for Little Dino Playgroup

Introduction:

Little Dino Playgroup is committed to providing a safe, healthy, and nurturing environment for children, staff, and visitors. This policy outlines the procedures and responsibilities to ensure safety and well-being at all times.

1. Objectives

- Minimise risks and prevent accidents.
 - Promote health and hygiene.
 - Ensure compliance with relevant health and safety legislation.
 - Foster a culture of safety awareness among staff, children, and parents.
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2. Roles and Responsibilities

- Playgroup Manager: Overall responsibility for health and safety policies, ensuring staff training, and overseeing risk assessments.
 - Staff Members: Implement safety procedures, supervise children, and report hazards or incidents.
 - Parents/Guardians: Follow safety guidelines and inform staff of relevant health information.
 - Children: Follow safety rules and instructions.
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3. Risk Assessments

- Conduct regular risk assessments of all areas, equipment, and activities.
 - Document findings and implement necessary measures.
 - Review assessments periodically or after incidents.
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4. Health and Hygiene

- Hand Hygiene: Children and staff to wash hands regularly, especially before eating, after outdoor play, and after using the toilet.
 - Cleaning Protocols: Daily cleaning of toys, surfaces, and equipment with appropriate disinfectants.
 - Illness Policy: Children or staff exhibiting symptoms of illness (e.g., fever, vomiting, diarrhea) should stay home. Maintain a record of illnesses.
 - First Aid: First aid kits available on-site, regularly checked and stocked. Staff trained in first aid procedures.
 - Allergy Management: Keep a record of allergies and ensure appropriate measures are in place.
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5. Supervision

- Maintain appropriate staff-to-child ratios according to regulatory requirements.
 - Ensure constant supervision during activities, indoors and outdoors.
 - Conduct headcounts regularly.
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6. Emergency Procedures

- Fire Safety: Fire risk assessment, clear evacuation plan, regular drills, and accessible fire exits.

- Accident & Injury: Incident reporting forms, immediate first aid, and parental notification.
 - Lost Child Procedure: Clear steps for locating children and communicating with parents.
 - Evacuation and Lockdown: Procedures communicated and practiced regularly.
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7. Equipment and Environment Safety

- Regular inspection and maintenance of play equipment.
 - Safe storage and handling of hazardous substances.
 - Ensure outdoor areas are secure and free from hazards.
 - Use of age-appropriate toys and equipment.
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8. Training and Induction

- Staff to receive induction training on health and safety policies.
 - Ongoing training sessions and updates.
 - Keep records of training sessions attended.
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9. Monitoring and Review

- Regular reviews of health and safety policies.
 - Incident and accident analysis to improve safety measures.
 - Encourage feedback from staff, parents, and children.
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10. Additional Policies

- Sunscreen and Sun Safety: Apply sunscreen during outdoor activities, ensure children wear hats.

- Emergency Contacts: Maintain up-to-date contact details for all children and staff.
- Transport: Safe transport arrangements for outings, with appropriate supervision, Risk assessments accordingly

11. Transport to hospital

If an ambulance is required, the emergency "999" service should be used. In all cases the pupil's consent form must be

available immediately. Parents / carers must be informed immediately if tuition is not taking place in the home. It may be

appropriate to transport a pupil to a casualty department without using the ambulance service, but it should be noted that

this should always be on a voluntary basis.

If a pupil refuses to attend casualty, parents / carers must be informed immediately to decide the most appropriate course

of action. No casualty should be allowed to travel to hospital unaccompanied.

12. Accident Reporting

In the event of any accident (however minor), incident or violent event, and involving employees, visitors or students the

reporting form must be completed using the appropriate form on drive, and translated to the accident book by the

management team. The affected person (or any person acting on behalf of the affected person) should complete and sign

the appropriate form. The original of the form must be retained in the accident file, and photocopies distributed as

required. All accidents should be reported and investigated for continuous learning opportunities and preventing further

incidents or accidents occurring, and these investigations are in line with our safeguarding practices to ensure that we are

fully compliant. Accident and incident report forms are to be emailed to Little Dino Playgroup email **info@littledinoplaygroup.co.uk**

Conclusion:

Little Dino Playgroup is dedicated to maintaining the highest standards of health and safety. All staff, children, and parents are encouraged to adhere to this policy to ensure a safe and enjoyable environment for everyone.

Reviewed by: Rouma Begum

Date: 7th September 2025

Next Review Date: 8th September 2026