Twyford Playgroup – EY484175
Safety of Premises

Date Reviewed: September 2026
Manager Signature: Rachel Knott
Chair of Committee Signature: Pamela Lawrence
Review Date: September 2027

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. We aim to make children, parents and staff aware of health and safety issues and to minimise hazards and risks to enable the children to thrive. Our member of staff responsible for health and safety is: Li Pitman. Li has undertaken health and safety training and regularly updates her knowledge.

Health and Safety signs
We display the necessary health and safety poster in the entrance and main room. We also have a COSHH sign in the kitchen and fill in the necessary COSHH forms. We operate a no smoking policy and no smoking signs are displayed in the setting.

Insurance
We have public liability insurance and employers' liability insurance. The certificate is displayed in the entrance and main room.

Awareness raising
The induction for staff and volunteers includes a clear explanation of health and safety, including risk assessments, safe lifting, storage of dangerous substances and employee wellbeing. Records of inductions are signed by participants and kept in staff files. Health and safety training is included in annual training plans for staff as required, and health and safety issues are discussed at staff meetings. We make children aware of health and safety through discussions as situations arise, planned activities and explaining the reason for routines.

Practical Measures: an overview:

- We have a risk assessment and daily check list for our premises, outdoors area and trips.
- We have a Critical Incident procedure and practise evacuating the premises regularly.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised, indoors and outside.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Any faulty equipment is removed from use and repaired or discarded.
- We have an adequate number of toilets and hand basins available.
- We ensure there are suitable hygienic changing facilities for changing children in nappies. Spare clothes are always available.

- We provide access to two outdoor areas, and we access one of these on a daily basis

(unless circumstances make this inappropriate, for example unsafe weather conditions).

- We will follow our legal responsibilities under the Equality Act (2010).
- We will only release children into the care of individuals who have been notified to us by the parent, and we ensure that children do not leave the premises unsupervised.
- We take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.

Legal Guidance:

Health and Safety Law: What You Should Know (HSE Revised 2009).
Working with substances hazardous to health: What You Need to Know About COSHH (HSE Revised 2009/2012).
EYFS Statutory Requirements (DfE revised – January 2024).