



Health and Safety Policy

The Play Lounge™ Health & Safety Policies (Core Overview)

1. General Safety

- All staff must complete basic Health & Safety and First Aid training before working on site.
- Daily opening and closing checks must be completed and logged.
- First Aid kit must be visible, fully stocked, and accessible at all times.
- Fire exits and routes must remain clear – checked during both opening and mid-day walk arounds.
- No staff member is to work while unwell or under the influence of drugs/alcohol.

2. Child Supervision & Play Zone Monitoring

- Children remain the responsibility of their accompanying adult at all times.
- Staff are to remain visible and actively monitor all zones, using a rotation system.
- Props and toys must be checked daily for broken or hazardous parts and removed immediately if unsafe.
- Wet floors or spills must be clearly marked and cleaned promptly.
- All play equipment must meet CE/UKCA standards.

3. Hygiene & Cleanliness

- Hands must be washed before each shift, after toilet breaks, and before handling food.
- High-touch areas (doorknobs, counters, play items) to be disinfected hourly.
- Nappy changing area must be cleaned after each use and fully sanitised every 2 hours.
- Café staff must follow food hygiene protocols – including use of gloves and hair nets as appropriate.
- Illness protocol: Any child showing signs of sickness (vomiting, fever, rash) must be gently asked to leave.

4. Emergency Procedures

- Fire drills conducted quarterly and recorded in the Fire Log Book.
- In case of emergency, designated fire marshal (per shift) leads evacuation.
- Staff must know the location of fire extinguishers, assembly points, and emergency exits.
- All incidents (including minor injuries) must be recorded in the Accident Book and reported to management.

5. Food Safety (Café Area)

- Only trained café staff may handle or serve food.
- Allergen information clearly displayed; staff must confirm allergens before serving any food or drink.
- Food must be stored at correct temperatures (cold items below 5°C, hot items above 63°C).
- Staff must wash hands and change gloves between food prep and service.
- Fridge/freezer logs completed daily.

6. Equipment & Maintenance

- Monthly equipment checks logged.
- Faulty equipment tagged and removed immediately.
- Cleaning supplies stored safely and out of children's reach.
- Any structural or electrical faults must be reported to management the same day.

7. Staff Conduct

- All staff are role models – expected to act professionally and kindly at all times, during working hours.
- Phones should be kept away unless part of job duties.
- Staff must follow safeguarding policies (see Safeguarding Policy document).
- Uniforms must be clean; name badges worn visibly.

The Play Lounge™ Health & Safety Policy (Creche + Staff-Led Model)

1. General Safety

- All staff working within the crèche and play lounge must hold up-to-date Paediatric First Aid certificates and enhanced DBS clearance.
- The crèche operates on a strict child-to-adult ratio in line with Ofsted standards:
 - Under 2s: 1 adult to 3 children
 - Age 2: 1 adult to 4 children
 - Age 3+: 1 adult to 8 children
- Daily safety checks must be completed and signed off before children enter the setting.
- All external doors remain locked during session hours; entry/exit must be managed by staff.
- Emergency contact details for every child must be on file and easily accessible.

2. Arrival & Dismissal Procedures

- Only authorised adults may collect a child. ID and passwords may be requested.
- A signed register must be kept of drop-offs and pick-ups, noting exact times.
- Late collections are logged and communicated to parents immediately.

3. Staff Conduct & Safeguarding

- Staff must never be left alone with a child in an unsupervised space.
- Any safeguarding concerns must be logged immediately and reported to the Designated Safeguarding Lead (DSL).
- Positive language and behaviour modelling is mandatory.
- Phones are not permitted on the floor during child-facing hours.
- Staff uniforms must be clean and appropriate, with name badges clearly visible.

4. Indoor Play Zone Safety (Creche Use)

- Zones used for creche activities must be adapted for safety: no small loose parts for under-3s, low shelving, and soft edges.
- Each zone has a set of risk assessments, reviewed monthly.
- All props/toys cleaned after every session.
- Wet floors are to be marked and cleaned promptly.
- Visual markers (e.g., soft barriers) used to section active vs calm zones.

5. Hygiene & Health Procedures

- Children must wash hands on arrival, before/after snacks, and after toilet use.
- Toileting and nappy routines are to be recorded with time, child name, and staff initials.
- Soiled clothes placed in sealed bags and handed to parents on collection.
- Illness protocol: Children with diarrhoea, vomiting, or fever must not return until 48 hours symptom-free.

6. Food & Allergy Management

- Snacks provided by The Play Lounge™ must be allergy-safe and listed on a daily display.
- Children with dietary needs will have a colour-coded wristband or placemat.
- Staff must double-check all food items before serving.
- Food preparation areas sanitised before and after use.
- No outside food may be shared.

7. Sleep & Rest

- A quiet, dimly lit rest area must be available with individual mats or cots.
- Staff monitor sleeping children every 10 minutes, documenting checks.
- Sleep logs are available to parents at pickup.

8. Emergency Procedures

- Fire drills held once per half-term; crèche children are led out with staff and register.
- Emergency exit plans posted at child and adult height.
- In any medical emergency, parents are contacted after emergency services are called.
- All incidents logged, and parents notified at pickup.

9. Cleaning & Maintenance

- A full daily clean occurs after sessions, with deep cleans weekly.
- Toys and furniture are rotated and sanitised on a schedule.
- Maintenance issues are reported immediately to management and logged.

10. Parent Communication & Consent

- Parents receive daily reports summarising naps, toileting, food, and mood.
- Accident forms must be signed by parents on collection.
- Written consent is required for photography, outings, and certain play (e.g., messy play).

This document should be reviewed termly and updated in line with Ofsted guidance and operational needs.