

# Little Trinity Ltd

## Health and Safety Policy

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Little Trinity Nursery Health and Safety Policy aims to provide a safe and healthy working and learning environment for staff, pupils and visitors.

The arrangements outlined in this statement and the various other safety provisions made by the Directors cannot prevent accidents or ensure safe and healthy working conditions. The Directors believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Trustees will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on nursery premises or while taking part in activities.

### 1. FIRE DRILLS, PRECAUTIONS ETC

An up to date employer's liability insurance certificate is displayed in the Manager's office.

Attention should be given to the following points:

- Fire exits to be clearly marked and free from obstruction.
- Fire exits to be kept unlocked during the working day.
- It must be ascertained that portable fire extinguishers clearly labelled and available and that staff are able to operate them correctly.
- The school fire alarm system is operational. Fire alarms will be tested weekly and from different fire points to ensure that each break point is working satisfactory.
- That everyone is familiar with the fire procedures and that fire drills are carried out at least one per term; fire drills in school will include all staff and users of the site and not only pupils and teaching staff.

### 2. ILLNESS AND MEDICATION

- Staff will be aware of the First Aiders on duty and where the First Aid boxes are kept. A list of First Aiders is kept on the Nursery notice board.
- First aid boxes will be adequate and their contents kept topped up.
- All staff will be aware of the infection control guidelines.
- Notices will be displayed around Nursery to inform parents/carers of any outbreaks of illnesses when first recorded.
- Parents/carers are asked to allow a full **48** hours to elapse following a bout of sickness or diarrhoea before bringing their child back to Nursery or school.
- Parents/carers are asked to allow a full **24** hours to elapse after the first treatment for conjunctivitis before bringing their child back to Nursery or school.
- Medication will only be given to a child with consent of the parent/carer. A medicine slip is available to record details provided by parents/carers, recording the timing

and dosage of medicines to be given to their children as requested by them. The slip will be signed and dated by parents/carers and staff. Staff will telephone parents/carers to collect the child if a medicine slip has not been completed.

- An accident form is available which must be filled in if any child or member of staff sustains an injury whilst on the premises. Parents/carers will be asked to sign the accident form to confirm that they have been informed.
- If a child receives a head injury the parents/carers will be contacted and requested to collect their child and informed in writing.

### **3. GENERAL HEALTH**

In order to promote and maintain high standards of hygiene and cleanliness, the Nursery will:

- Wash our hands and the children's after toileting and before eating, drinking or cooking. Finger nails must be kept clean, free from varnish and an acceptable length.
- Disposable paper towels will be used.
- Tissues will always be available for children and adults with runny noses or colds. The children will be encouraged to wipe and blow their noses when necessary and to wash hands afterwards. The children will be shown how to shield their mouths when coughing or sneezing.
- When dealing with other body fluids, all nursery staff will wear plastic disposable gloves and aprons. Affected areas will be washed with hot soapy water. Disinfectant may be used to sanitise the area. Fabrics contaminated with body fluids will either be washed or disposed of safely.
- Spare clean clothes will always be available in case of accidents. Perfumed bags will be used to wrap soiled garments.
- Potties will be carefully emptied into the toilet and cleaned, disinfected and dried.
- No hot drinks or glass in the playrooms where children are present.
- Pets will be healthy and well cared for. They will not be allowed in any food preparation areas. Hands will be washed after handling pets.

### **4. GENERAL SAFETY**

- Children are supervised by adults at all times. Students will never be left unsupervised at any time.
- Whenever there are children in the Nursery, even if only one, two members of staff are always present.
- Children will only leave the Nursery/classroom with an 'authorised adult'.
- Children who are poorly or sleeping are checked regularly.
- Equipment is checked for safety regularly. All electrical items are checked annually (PAT test)

- Inappropriate jewellery will not be worn. Stud earrings and wedding rings are acceptable. Jewellery will be removed for P.E. sessions/swimming sessions.
- All main doors will be locked with the exception of fire exits.
- Ensure that internal doors and safety gates function properly and are well maintained.
- All glass will be covered in safety film.
- All dangerous materials such as sharp knives, scissors and cleaning fluids will be stored out of reach of the children.
- The register will be taken each morning and afternoon upon arrival. Parents are asked to take responsibility for ensuring children are signed in and out each day they attend.
- Smoking is prohibited on the premises.

## **5. FOOD HYGIENE**

- All lunch tables are wiped before eating, drinking or cooking.
- Staff to wash hands and tie back long hair before preparing food.
- Different cloths are used for different activities, e.g. wiping tables, floors, etc. Notices with colour coding are displayed in each room.
- Nursery staff will not be involved in any food preparation if suffering from any skin infections or recovering from sickness/diarrhoea bug. Cuts will be covered.
- Refrigerated food will always be covered and a thermometer used to check the temperature of the fridge.
- Staff will ensure food that is to be warmed/ reheated will be done to correct temperatures at all times.
- Dishes/cutlery are washed in the dishwasher where possible but if tea towels are used, they are kept scrupulously clean.
- Waste is disposed of regularly in black plastic bags.