

Health & SAFETY

It shall be the duty of every employee while at work to take responsible care for the health and safety of themselves and of any other persons who may be affected by their acts of omissions at work, and no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

When lifting things on and off the stage there should be two members of staff even for light furniture as this may be awkward to move. Make sure you keep your back straight and bend at the knees. When storing things on the stage please ensure that they are not obscured by the curtains and that things are not placed at the edge. This may cause an accidental trip or fall and the children could reach up and pull them off.

There should be two people when hanging the picture boards particularly if you find them heavy.

Chairs should be staked facing the wall and no higher than eight.

There should be no need to access boxes stored on the top shelves on a daily basis. If you are unable to reach something or it is heavy please ask for assistance. Please do not stand on furniture to reach something out of your reach.

When accessing objects from the top shelves downstairs there needs to be two members of staff. Please use steps provided.

Observe standards of dress consistent with safety and/or hygiene. To exercise good standards of good housekeeping and cleanliness.

Wash hands prior to preparing snacks, after visiting the bathrooms and when returning from the playground. Morning snack is provided for the children. All equipment used at this time must be kept clean and stored hygienically. The children's hands should be clean before eating. Water/Milk should not be allowed to stand around for too long and must be covered until consumed. Staff coffee cups etc should similarly be carefully stored. Milk for their drinks should be kept cool.

All utensils should be washed in hot soapy water and regularly sterilized. Do not use utensils that are for snack and or lunch for messy play activities or art.

During lunch time blue gloves and aprons should be used to prevent cross contamination.

In order to keep the children safe from infection, toilets and surrounds and washbasins must be kept scrupulously clean and the children must not be allowed to play there. Hands should be washed after visiting the toilet.

White gloves and aprons must be worn when changing the children.

Clothes are colour coded: Blue: table tops only/art/messy
Green: Lunch time/food
White: Dishes only
Red/pink: Bathrooms only

Fire and safety exits should be kept free and accessible at all times.

Regular visitors and other users of the premises (e.g. deliverymen) should be required to observe the safety rules of the school. In particular any parents helping out in the school should be made aware of health and safety arrangements applicable to them through the teacher to whom they are assigned. All visitors must sign in and out.

Prior to joining the setting parents must complete our Medical Card, which details their child's vaccinations/medical history/allergies etc. Our consent form, which must be signed, gives permission for the use of various medications in case of an accident. Should a child not be permitted any of these substances it should be crossed out on the form and should also be noted in the First Aid Box. No medication is to be given by mouth unless specified in writing by a parent – this must state drug/dosage/and time to be given.

Information sheets are given to parents prior to a child joining us. They specifically ask parents not to send children to school if suffering from colds/flu/fevers/diarrhoea/infectious diseases/conjunctivitis.

Should a child develop suspicious symptoms during a school morning we telephone home to ask for someone to collect the child. Should the illness be an emergency we are permitted to take the child to hospital by ambulance/taxi (parents are contacted by other members of staff). Staff should not use their own cars. No casualty should be allowed to travel to hospital unaccompanied if there is any doubt of their fitness to do so. Medical card and consent form would accompany the child and two teachers would go along and stay until family arrived.

Staff should not attend work if in an unfit condition or if suffering from an infectious disease, which may have affect on the children. In cases of illness and non-appearance of work the Head should be notified directly and a doctor's note is required from the seventh day of absence.

To know and apply the emergency procedures in respect of fire and first aid. To use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others.

Staff inform the headmistress if they identify risks and potential hazards/damage/ and breakages. Broken equipment must be reported and thrown away.

CHILDREN OUTDOORS: The children should be adequately dressed/wrapped-up before going outside. There must be sufficient staff at all times accompanying the children when going to play. They should walk to the gardens holding hands, in pairs. Special care should be given to holding the newest children who may be tempted to run away. Once in the playground staff should 'fan out' and be constantly watching all that is going on. The senior teacher must ensure that all the gates are securely shut once the children are in the playground. A check should be made to remove any glass or sharp items that the children may be tempted to pick up.

SAFETY CHILDREN INDOORS: All exterior doors should be kept safely closed and locked if possible. Visitors should have to ring the doorbell and should be accompanied in school at all times. Certain areas should be 'out

of bounds' and children must understand this, but also doors to these areas (i.e. kitchen, storage cupboards) should be kept closed. Classes should never be left alone. Sharp items (knives, scissors) or hot drinks should never be left within a child's reach. Chemicals i.e. cleaning products or art materials should not be left around and should be stored high up or locked away. Water (in buckets or bowls) should not be left around where a child could get into it. Electricity sockets should have covers when not in use radiators need guards.

In the case of an accident happening to one of the staff a similar procedure to what would happen to a child should be followed. We keep names and addresses of relatives to contact in case of emergency. The headmistress will decide who is to be notified.

No smoking is permitted in the school building or whilst with any of our children (i.e. in the playground).

FIRE AND EMERGENCY PROCEDURE Evacuation of the building may be necessary due to fire/bomb alert/other emergency. Staff should be familiar with the procedure following frequent practices (at least once each term).

On discovery of a fire the handbell will be rung continuously throughout the school for a full minute.

Attempts to put out the fire are not to be made – the priority is to get the children and staff outside. Classes will stand up and go directly to their teacher, not collecting any possessions. She will walk them calmly out via the nearest exit and to the assembly point beside St Luke's Church Gate. One (designated) teacher will dial 999 and gives details of the emergency during this time. She will collect the register and proceed to the muster point.

The Headmistress will inspect all rooms to check no one is left behind, and close doors, before being the last person to vacate the building. She will then join the school and take the register.

The building is only re-entered when the Fire Service gives the all clear.

In the case of such an emergency or the school having to be closed the parents of the children will need to be notified as soon as possible. In order for the school to be able to notify parents as quickly as possible and, if it is first thing in the morning, stop them from making an unnecessary journey a group email will be sent. If this is not possible the school will phone the parents.

In an emergency that involves an individual child we will only contact those names that have been entered onto the emergency contact form and that no other parent will be asked to be responsible for another child in our care.