

BEAMINSTER PLAYGROUP

STAFF POLICY

HEALTH AND SAFETY

AIM

Our Playgroup aims to provide a hygienic, healthy and safe environment for all staff working in our group.

We provide a smoke free environment within in the group.

We promote an alcohol and drug free environment within the group.

The group has a Fire Marshal (Manager)

All staff to hold a qualification in First Aid and food Hygiene.

PROCEDURES

Always wash and dry hands before touching food, having taken a child to the toilet and before and after giving first aid to another member of staff or child.

To use disposable gloves when dealing with any blood, vomit, faeces or urine.

Reduce the risk of contamination and the safety of the children and other members of staff by cleaning-up after preparing food. Clean all work surfaces. Keep utensils, crockery, pans, hot kettles, drinks etc out of the reach of others.

Assess the weight of any equipment before lifting and remember not to twist the body as this may cause injury. Always bend the knees. Ask for help with the moving of large equipment.

No smoking breaks are allowed.

No member of staff is to consume alcohol or take non-prescribed drugs during their working hours or break times. (This does not include over the counter medicines such as paracetamol or cough medicines etc.)

All accidents to be written in the staff accident book.

The Manager will give training to all members of staff re: the use of the Fire Safety Equipment.