

-3.1 St Gregor's Childcare Trust Health & Safety Procedures

1. General Procedures

1. Children must be supervised at all times.
2. Staff may not take a child from the centre without the consent of the child's parent, except when the child needs emergency medical attention and the parents cannot be reached.
3. All staff should familiarise themselves with the First Aid cabinet.
4. Students and visitors may not be left unsupervised at any time.
5. Only the Manager or the leader may administer liquid medication to a child and only if a Medication Slip has been completed and written instructions are left for the type of drug, the reason for its use, the dosage, how and when it is to be given and any other relevant information. Unused medication must be returned to the parents with the child at the end of the session. (See Medicines Policy)
6. Staff must telephone the manager before 7:45 a.m. if they are ill and cannot attend work.
7. Staff must dress in a practical and smart way, wearing flat shoes with a back strap to keep them on. No jewellery, except one pair of stud earrings and a wedding ring, may be worn.
8. Staff may not leave hot drinks in a room occupied by children.
9. PSC and Nursery staff must not leave potentially dangerous objects within reach of children i.e. adult scissors, stapleguns, knives
10. Nuts are not allowed on the premises.
11. Staff may not smoke on the premises..
12. Staff must ensure that children do not run inside the building.
13. If a child becomes ill during a session, parents or carers must be contacted immediately.
14. All children and adults must wash their hands before handling food.
15. When dealing with body fluid, staff must wear disposable gloves and aprons which must be disposed of in a sealed plastic bag.

2. Safe Handling and Use of Substances Procedure

1. Manager will identify all substances which need a COSHH assessment and undertake these assessments.
2. Manager will implement all necessary arrangements to ensure these substances are used safely.
3. Manager will ensure that staff are aware of the COSHH regulations and fulfil the requirements for safe use of these substances.

3. Accident and First Aid Procedure

1. All child care staff will have a First Aid qualification.
2. Manager should ensure that First Aid boxes are kept in each of the premises and that these are well stocked
3. All accidents and cases of work-related health should be recorded in an Accident Book and reported to the relevant authority.

4. Buildings and Equipment Procedure

1. The Manager will ensure that all electrical equipment is annually PAT tested.
2. Session leaders must immediately remove any equipment which is unsafe or in need of maintenance and report this to the Manager.

3. Equipment for use in the Trust's groups must conform to the relevant safety regulations.
4. All electrical sockets must be protected by safety plugs. No trailing wires are allowed.
5. All cleaning materials must be kept out of the reach of children.
6. All fire exits must be clearly marked and free from obstruction.
7. All fire extinguishers must be clearly labelled.
8. A copy of the fire drill must be clearly displayed at the fire exits.

Special Consideration

The Trust recognises that certain employees such as young people, new and expectant mothers and persons with a disability, require special consideration under The Management of Health and Safety and Work Regulations, 1992. The Health and Safety Policy should have regard to such people, at the commencement of employment and during the course of it.

Procedure

Any employee requiring special consideration will be assessed by the Manager on induction to the childcare facilities or when their condition or disablement comes to light. The risk assessments relating to the occupation of such workers will be considered at these times. Special measures, such as training and supervision, arrangements, modifications and medical surveillance, if necessary, will be agreed upon with the member of staff. Further assessments and reviews will be carried out at appropriate intervals.

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