

Clwb Penmorfa
Registration Number: W1400002698



CLWB PENMORFA HEALTH & SAFETY POLICY

HEALTH

The temperature at Clwb Penmorfa will be maintained at not less than 18 degrees centigrade (65 degrees farenheight)

There will be no smoking in any rooms.

Children should have some opportunity of access to outdoor play – weather permitting with necessary attire provided for wet weather activities.

Staff should be aware of any child's individual health conditions and appropriate care can then be made available (in consultation with the relevant parent).

Please do not send your child to the setting if he or she is unwell. If your child will not be attending the nursery due to illness, you must inform Clwb.

If a child is not feeling well enough to participate, it will be our policy to provide a quiet place to rest or encourage him/her to participate in quiet activity. Any child will be observed for any worsening symptoms. Their parent/carer will be notified verbally the same day.



If a child's condition worsens to such an extent that the staff are seriously concerned, and suspects urgent medical treatment is required, then the parent/carer will be notified immediately, and if necessary an ambulance will be called.

If a child is exposed to a communicable disease, it will be our policy to contact the parents, likewise we appreciate parents' co-operation if their child comes down with an infectious disease, so that the appropriate steps can be taken to notify other children attending Clwb Penmorfa if necessary.

Medicines will only be administered when the appropriate documentation has been completed and signed by the parent/carer.

A first aid box will be available and the contents checked and kept up to date. All members of staff will have or be working towards an up to date first aid certificate.

The Key principles for workplaces in Wales are identified as:

Care: Our health and well-being comes first

Comply: The laws which keep us safe must be obeyed

Involve: We all share the responsibility for safe work

Adapt: We will all need to change how we work

Communicate: We must all understand what to do

All workplaces have the duty to take reasonable measures to minimise the risk of exposure to coronavirus in the workplace. Reasonable measured guidance is available and a key element of the duty to take reasonable measures and to maintain a Covid secure workplace is the undertaking of risk assessments. Staff will work in accordance with the risk assessment to mitigate the risk of the spread of covid within the setting.

SAFETY

-  An emergency and fire drill notice will be displayed in the rooms used by Clwb Penmorfa
-  Fire drill will be practised every term and details recorded.
-  Equipment will be regularly monitored and checked for safety.
-  Equipment will be well maintained.
-  All staff will be aware of the correct use of equipment used.
-  Children will not have unsupervised access to the kitchen.
-  Heating equipment must be regularly serviced.
-  A register of children and adults will be completed at the start of each session.
-  Smoke detectors are installed and should be regularly checked.
-  Two adult workers will be present at all times and children will be supervised at all times.
-  The exits to the building must be kept clear at all times.
-  The premises will be checked before locking up at the end of each session.
-  A safety check on the premises, both indoor and out will be made at the beginning and end of each session.
-  The spread of toys will be controlled in order to ensure safety for others in the room.
-  Equipment offered to children will be appropriate for the age and stage of development of the child.
-  Equipment available will be used according to manufacturer's instructions.
-  An accident reporting system is in place for the reporting of all accidents.
-  When in use leads and wires will be adequately guarded.
-  Appropriate safety arrangements will be made for children with disabilities or learning difficulties.



The Registered Person and Person in Charge will be appointed as safety officers and will be responsible for bringing the safety policy to the attention of everyone and for monitoring all aspects of safety. Risk Assessments will be completed on a regular basis in accordance with the Health and Safety at Work Act

HYGIENE

This is in conjunction with the Health and Hygiene policy.

Hands must be washed after using the toilet. Running water, soap and hand dryers will be available.

Tissues will be used and disposed of hygienically.

Rubber gloves and aprons will be available for clearing up after spills of bodily fluids.

Floors and other surfaces will be disinfected.

Spare laundered clothes will be available in case of emergencies.

The persons responsible for health and safety are:

LISA OLDROYD – PERSON IN CHARGE
SHARON DAVIES – REGISTERED PERSON

Revised 10.1.24