ADULT SAFETY POLICY

Staff and helpers are the backbone of the Pre-School and their welfare and a safe working environment is aimed for. To this end:- We will comply with the Health and Safety at Work Act 1974 and all associated legislation so far as is reasonably practicable.

Staff and helpers

- Will be made aware of the identities of the First Aiders.
- Will be shown where First Aid Box, Gloves, and Fire Extinguishers are kept, and know the emergency procedure. Fire drill will be carried out regularly.
- Will be made aware of Kinetic Lifting Methods and what they may/may not lift safely on induction.
- Will be given copies of the Safety Policies, and will be subject to initial training as per the Operational Plan.
- Will be asked about any pre-dispositions that may put themselves or others at risk and any necessary adjustments be made accordingly.
- Will be encouraged to unload/stack items from shelves/cupboards safely.

- Will carry disposable gloves at all times.
- Must use appropriate safety wear when handling bodily fluids/solids.
- Clinical waste i.e. swabs etc, used to deal with bodily waste, must be doubled wrapped, (once in plastic bag then in yellow bag provided) and put in Clinical Waste Bin. This will be disposed of appropriately at the end of the session.
- Will not be expected to handle hazardous materials without suitable training.
- All employees have the responsibility to take care of themselves and others at all times.
- Risk Assessments and Safety Checks to be carried out during every session. These to be revised when there is a change of staff or a new procedure is put into place.
- Routine checks on equipment/materials **daily/weekly/monthly/termly.**

This policy was adopted at a meeting of .....name of setting

Held on (date).....

Signed on behalf of the Management Committee/Proprietor.....

Role of signatory (e.g. chairperson etc).....