

Guidelines for Staff on Health & Safety

We advise staff to take all responsible precautions to protect themselves and others against infection.

Staff should cover any cuts, especially to hands and arms, before starting work. We recommend that they should wear latex disposable gloves for first aid and any duties involving bodily fluids. Cleaning products are stored above the sink. Gloves, wipes and first aid/accident book are stored in school cupboard.

Please store the lunchboxes in the refrigerator by 10 am. Make sure that disposable paper towels are always available. Use hot water/washing up liquid; allow cups/cutlery to dry; hang mats fabric side up over gate in kitchen to dry. Check the cleanliness of the toilets after lunch and at the end of the day clean them with appropriate fluids. Encourage the children to be aware of health and hygiene issues. If you feel that a child is not well enough to be at school, please advise Alison or Nick.

When setting up/packing away, lift appropriately and do any heavy lifting with another member of staff.

Please encourage the children to tidy their equipment away to avoid the blockage of walkways. Keep all entrances and exits clear.

There is a gate in the kitchen area to keep the children away from the utilities. Please make sure it is always left closed.

Child to staff ratios in the school and school garden is 8 to 1 and 4 to 1 for under 3's or 8 to 1 for over 3's when visiting the nearby park. No more than quarters of the class are less than 3 years of age during any one session. A minimum of 2 staff must always be on hand.

Our school is a no-smoking area.