



## **Health and safety policy**

We are committed to the requirements of the Health and Safety at Work Act 1974, and all our employees are responsible for health and safety procedures explained to them at their Induction at Work.

### **Accidents**

Any minor accident, i.e. grazing or bumping is recorded in the accident book, detailing date, time of accident, witness to the event and details of the actual event. This will then be evaluated with an outcome noted

Should a major accident occur either Management or an Officer in Charge would call for an ambulance. Staff will try and contact and friend or relative if they can.

### **Footwear/Clothing**

Staff are advised to wear sensible flat shoes within the tea room, and avoid jewellery or items of clothing that may be dangerous to themselves and others.

### **Hygiene/Food**

Our food is prepared in the kitchen, which is inspected regularly by the Environmental Health Agency. Food is delivered weekly and prepared by the cook who has a Food Hygiene certificate.

### **Hygiene**

Staff are to maintain their own personal hygiene. Disposable cloths/tissues/gloves are used to wipe spillages and bodily fluids. All chemicals and cleaning materials are stored in a locked cupboard, or out of reach of the children.

The tea room does not need to know if a staff member is HIV positive. The decision to inform the tea room rests with the staff member. Because staff may have HIV infection without knowing, good hygiene practice should always be followed to protect against transmissions of HIV and other infections. There is no reason why Staff with HIV cannot lead a normal life, and should not be discriminated against

### **Fire Exits.**

Fire Exits are kept clear at all times, and regular checks are made by our Officer in Charge. These are carried out at least every six weeks and recorded fire drills detail the time and effectiveness of the fire drill.

### **Equipment**

Equipment must be kept in good working order. Equipment is checked weekly but any faults found at any time must be reported and logged in the maintenance book.

### **Electric**

All electrical sockets are safety sockets and it is virtually impossible for a child to electrocute themselves. However, we use socket covers on one side of the tea room enabling parents and carers to make a choice as to where is safer for their child.

### **Shelving**

Shelves should not be overloaded, and should be stacked properly and efficiently.

### **Kitchen Door**

The kitchen door should be kept shut at all times.