

Health and Safety (Bayford Group)

Visitors to the group must sign in on arrival recording the children with them.

Fire drill

If a fire should develop in the hall then parents and children should exit via the nearest exit, away from the fire. Parents are asked to meet at the Assembly point which is just across the road by the small playground. Staff will check that everyone is accounted for, so any discrepancies can be reported to the emergency services.

Centre Staff have suitable First Aid Qualifications. The First Aid Kit is located in the Kitchen area please inform the Centre Administrator if you require access to equipment. Details of all accidents must be recorded by staff. Staff will check the First Aid kit regularly.

First Aiders are reminded to observe hygiene practice aimed at the prevention and control of infectious illnesses. They must ensure that they wear protective gloves in all incidents where there is contact with blood or bodily fluids. These must be disposed of into yellow bags.

Premises will be cleaned by hall administrator on a daily basis but, due to the nature of drop in sessions and ages of children attending, parents are also asked to be vigilant in this regard and report any concerns to Centre Staff.

All visitors to the group are asked to report any damage or broken equipment to children's centre staff immediately. If there is risk of injury the item should be removed immediately.

Individuals helping to prepare food or snacks must observe basic standards of hygiene practice, which provide models of good practice for children and other visitors alike. Centre staff will undertake basic food hygiene awareness training.

Children should be encouraged to wash hands after playing outside and before eating snacks.

Staff and visitors must check with the Children's Centre Manager before bringing into the premises any plants, foods, or item, which could prove to be hazardous to visitors or children.

All electrical and fire appliances used by the group should be PAT checked annually details recorded in the diary and on the appliance.

All cleaning fluids or materials deemed as possible hazards will be kept in locked cupboards. Parents are asked not to let Children into the Kitchen area at any time.