**Castlemilk Day Nursery**

**Health and Safety/Security Policy**

**Rational:**

Children’s health and safety is our highest priority. Staff safety is a close second and all staff/students should make themselves aware of their roles and responsibilities within GCC health and safety guidelines.

**Security Entry:**

The main door is fitted with a secure video entry system. Only **staff**, not students, can operate the buzzer entry system. Please do not open the door to anyone you do not recognise. Use the video phone so that the person can identify themselves. In the event of any disturbance or altercation the children should be moved as far away as possible.

**Registers- staff/children, contractors/visitors:**

Contractors are managed by the Janitor, clerical, Head of Centre, Depute Head or Team Leaders.

Visitors to the nursery must sign in and out.

Children are registered in by staff but also must be signed in and out by parent/guardian in register provided.

To ensure an accurate head count the register and sign out sheets will be taken out together. **There is also a sign in/out sheet for staff and students.**

**Playground safety and security:**

The janitor checks the playground frequently but staff should also do a visual check daily before children go outside.

Playground gates should be checked before children go outside.

The grass area should also be checked for hazards as far as humanly possible.

**Equipment safety:**

Staff must do a visual check of equipment before use and report any broken items for repair/replacement.

Only non-toxic British Standard equipment is used in nursery. Equipment should be spray cleaned after each use to minimise risk of cross infection.

Children can and should be involved in the care of toys and equipment and some pieces of equipment could be cleaned in the water tray.

**Infection control:**

Toilets are cleaned end of day by the school cleaner and during the day by the day cleaner. The day cleaner initials the toilet cleaning proforma.

Paper hankies are in dispensers in the main playroom. Nappy sacks are supplied for wrapping and sending home children’s clothes in the event of accident, **double wrap.**

Gloves and aprons are available and should be used to protect staff and avoid the risk of cross infection.

The fridge temperature is kept below 5c and this is checked by lunch attendant.

**Fire/emergency evacuation**

In the event of fire all staff should follow the nursery’s emergency evacuation policy.

The fire doors will be checked by the janitor each week and recorded in his fire safety file.

There are weekly alarm checks with no need to evacuate the building at this time. janitor records these details for the whole building as per GCC policy.

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| This policy was rewritten in: | August 2018 |
| Date for review: | August 2020 |