

# Suitable Premises, Environment & Equipment Policy

For Humpty Dumpty's Easton Pre-School

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Registered Charity No: 1056309

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Humpty Dumpty's Easton Pre-School, St Peters C of E Primary Academy,  
Marlingford Road, Easton, Norwich, Norfolk, NR9 5AD  
Ofsted Registration No: EY427363

<b>Section No</b>	<b>Policy</b>
<b>1.0</b>	<b>Health &amp; Safety</b>
1.1	Risk Assessment
1.2	Health and safety general standards
1.3	Health and safety risk assessment template
1.4	Fire safety and emergency evacuation
1.5	Fire safety risk assessment template
1.6	Recording and reporting of accidents and incidents (including procedure for reporting HSE, RIDDOR)
1.7	Food hygiene (including procedure for reporting food poisoning)

## 1.0 Health & Safety

### 1.1 Risk Assessment

We take our responsibilities related to health and safety extremely seriously and take all reasonable steps to ensure the safety of children, parents, staff, volunteers and any other visitors. We will do everything required to minimise the chance of harm coming to anyone and to make sure we comply with all aspects of the law relevant to the setting, and the welfare, health and safety requirements of the EYFS & Ofsted. The means by which we achieve this are as follows:

**Annual Risk Assessment** – A full and thorough assessment of all Health & Safety risks conducted by the Manager/Deputy Manager/Administration Manager and a Committee Officer. We use the guidelines and template laid down by the Pre-School Learning Alliance to support this (see section 1.3).

**Daily Risk Assessments** – A series of health and safety checks conducted every morning before opening. There are 4 daily risk assessment procedures, one for the kitchen, toilets and another for the main hall and outside area). We display records of these checks on the premises, (see appendix 1 & 2 for templates relating to daily risk assessment procedures). We risk assess continually throughout the day.

**Cloakroom Checks** – Intermittent checks are carried out on the cleanliness of toilet facilities throughout the day. A staff member will update the 'Cloakroom Checklist' displayed in the toilets to record actions taken, (see Appendix 3 for a copy of the Cloakroom Checklist template).

**Visitor Procedures** – All visitors are required to sign in on arrival and sign out on departure (see Appendix 4 for Visitors Log template). This supports fire safety and safeguarding procedures and also helps us maintain an audit trail of all attendees at our setting at all times. Visitors are required to put mobile phones in a designated box.

Visitors needing to use a laptop whilst in the setting will be asked to cover the camera.

**Generic Risk Assessments** for regular low risk activities. Examples of when we would use these include:

- when planning off-site activities such as a walk round the field/woods or visit to the local school

**Ad hoc Risk Assessments** for non-standard events such as:

- an end of term party, fundraising event or open day
- when making new equipment available such as different types of paint or new ride-on toys

There is a set of individual risk assessments which cover specific resources such as:

- paint, glue, foam
- tools, scissors, knives
- climbing equipment
- water and sand play

To ensure all staff stay up to date with procedures, risk assessment is a standing agenda at our regular staff enhancement meetings. It also forms a key part of the induction process for all new staff and volunteers.

Parents/carers, staff and committee members are required to read and adhere to our Safeguarding Policy which also includes health & safety procedures. Parents are expected to sign to say they have read the policy at their child's induction.

Should any risk be identified through our reviews, appropriate measures will be taken to isolate and urgently remove it (with the support of Easton St Peters C of E Primary Academy if appropriate).

Please note appendices will not be found on the website. Please contact setting if you require a copy of any of the appendices.

This 'Risk Assessment' policy was reviewed and signed off at a meeting of Humpty Dumpty's Easton Pre-School Committee and staff.
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Meeting held on: 10.4.19
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Date to be reviewed: May 2020
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Signed on behalf of management committee: Kylie Hamshaw
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Name of signatory: Kylie Hamshaw
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Role of signatory (e.g. chair/policy owner) – Chairperson
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## **1.2 Health & Safety General Standards**

### **1.2.1 General standards:**

To protect the health and safety of all our children, parents, staff, volunteers and visitors we plan, deliver, check and take action to achieve and maintain general standards in the following areas:

- Cleanliness on our premises
- Adequate ventilation
- Comfortable temperature
- Adequate and appropriate lighting with daylight providing the main source of light as far as possible
- Appropriate numbers for the space available (adhering to Ofsted requirements)
- Safe and appropriate storage for records, toys and personal belongings
- The provision of a quiet area where children can reflect, think and rest
- Hygienic and adequate area for the provision of snacks and/or lunch
- Toilet and hand-washing facilities
- Adequate supply of spare, clean clothes for the children in case of accidents
- Nappy changing facilities
- Sole use of our premises when our sessions are in operation
- Secure storage of confidential documentation and information
- Appropriate surroundings for conversations with parents and carers where these are of a confidential nature

**1.2.2.** To ensure the safety and cleanliness of our equipment and resources items are checked daily before the session commences to ensure they are clean and safe to use. If they are not and require attention, this is dealt with immediately. Once a year, whilst carrying out a stock take, the assessment of the condition of all equipment and resources is carried out and items cleaned or removed so it cannot be used until clean and safe to do so. Large equipment is erected with care and checked regularly.

Equipment offered to children is developmentally appropriate; recognising that materials suitable for an older child may pose a risk to younger/less mature children.

**1.2.3** Children do not have unsupervised access to the kitchen. Hot liquids and hot food will not be taken into any areas accessible to children. If a member of staff is working in the office they are able to consume hot drinks and/or food there as long as transporting the liquid is carried out when no children are present. For example children are playing outside or before arrival.

**1.2.4** At least two qualified First Aiders are present at every session. A correctly stocked first aid box is available at all times. The first aid box is checked each half term or more frequently if necessary. The book is available at each session

for the reporting of any accident/incident (see also Safeguarding & Promoting Children's Welfare Policy – 3.7 First Aid).

**1.2.5** To prevent the spread of infection we adopt the following procedures:

(See also Safeguarding and Promoting Children's Welfare Policy, **3.3** Managing children with allergies, or who are sick or infectious (including notifiable diseases))

- Everyone washes their hands after using toilet.
- Paper towels are available and disposed of appropriately.
- Hand dryers are available
- Children are encouraged to shield their mouths when coughing.
- Children are encouraged or supported to blow and wipe their noses when necessary using tissues which we make available (soiled tissues are disposed of hygienically).
- Hygiene rules relating to bodily fluids are followed with particular care Personal Protective Equipment (PPE) and all staff and volunteers are aware how infections, can be transmitted.
- Open cuts and sores will be covered with the appropriate dressings.
- If a staff member has a cold they will not be able to carry out kitchen duties

**1.2.6** We adopt deep cleaning procedures periodically and these are outlined below:

The normal daily cleaning of the setting is undertaken as part of the main school contract. Deep cleaning takes place during the summer holidays as part of the annual whole school cleaning schedule.

Windows are also cleaned on a regular basis as part of the whole school contract.

All toys and equipment used in the session are inspected daily and any identified actions will be dealt with immediately. Once a year the assessment of the condition of all equipment and resources is carried out and items cleaned or removed if necessary.

### **1.2.7**

Adult toilets are available in the main school building and these should be used by staff. The only time this is not suitable is when there are only 2 staff on duty (such as early mornings) and when it is not considered safe to leave just one staff member with the children. On the rare occasions this situation occurs staff may use the children's toilets, providing there are no children in the toilet area and the main door to the toilet area is closed during this time.

This 'Health & Safety General Standards' policy was reviewed and signed off at a meeting of Humpty Dumpty's Easton Pre-School Committee and staff.

Meeting held on: 10.4.19

Date to be reviewed: May 2020

Signed on behalf of management committee: Kylie Hamshaw

Name of signatory: Kylie Hamshaw

Role of signatory (e.g. chair/policy owner) – Chairperson

### 1.3 Health & Safety Risk Assessment Template

This is the risk assessment approach recommended by the Pre-School Learning Alliance (PLA) which we have adopted to support our annual risk assessments:

	Risk Assessment	Yes/ No	Comments
<b>1. Security</b>			
A	Are systems in place to prevent unauthorised access to children and to property?		
B	Are there sufficient controls to prevent children leaving the premises unnoticed?		
C	Are adults' personal possessions kept in a locked cupboard/drawer/room out of reach of children and intruders?		
D	Have you had a vandalism or theft loss in the last 12 mths?		
E	Are there any measures that you could introduce to help prevent arson, vandalism or theft?		
F	Do you have a reasonable level of security in place for your premises overnight and during weekends and holiday periods?		
G	Do you have the following security measures in place?: - 5 lever mortice deadlocks on exterior/interior access doors to premises - key operated window locks on accessible windows - closed shackle padlock on your shed - security markings on your computer and/or TV/video equipment <i>Note these are the minimum standards</i>		
<b>2. Security</b>			
A	Are windows above ground floor locked or secured to prevent children falling from them?		
B	Are windows or glazed panels at a height, or constructed from materials e.g laminated glass which will prevent injury or accidental damage?		
C	Are windows protected from accidental breakage/vandalism from people outside the building?		
<b>3. Doors</b>			
A	Are suitable precautions taken to prevent fingers being trapped in doors, especially where self closers are fitted?		
<b>4. Floors</b>			
A	Are all floor surfaces checked to ensure that they are clean and not uneven or damaged?		

5. Kitchen Area		
A	Where food is prepared, are surfaces clean and non-porous?	
B	Are children prevented from unsupervised access to the kitchen?	
C	Are all dangerous materials, such as cleaning equipment and matches, stored out of children's reach?	
D	If children are involved in cooking activities: Are they kept away from hot surfaces/hot water? Is electrical equipment out of reach? Is supervision adequate?	
5. Kitchen Area (continued)		
E	Is food stored appropriately?	
F	Are procedures in place to ensure all food past sell by date or spoiled is disposed of regularly?	
6. Heating and Lighting		
A	Is there adequate lighting, including in the storage area?	
B	Are regular checks in place to ensure that storage heaters are not covered up?	
C	Is any boiler plant or electrical switchgear accessible to the children?	
D	Are the boiler and gas appliances serviced annually?	
7. Electrical Equipment		
A	Is all electrical equipment, especially if second hand, routinely checked for safety?	
B	Are children taught not to touch wall sockets or prevented from touching them?	
C	Are there sufficient sockets to prevent overloading, especially in the kitchen?	
8. Storage		
A	Are all equipment and materials stored safely to prevent them accidentally collapsing or falling?	
B	Do the group's policies regarding children's access to equipment ensure safety at all times?	
9. Outdoor Area		
A	If pools or ponds are nearby, are they securely covered or otherwise guarded?	
B	Where water could form a pool on equipment or a temporary covering is it emptied before any outdoor activity?	
C	Are there systems to protect children from any herbicides/pesticides used in garden area?	
D	Are steps taken to alert both adults and children to danger from poisonous plants	
E	Is the outdoor area checked before use and cleared of rubbish, including animal faeces?	

F	Is all outdoor play equipment/resources safety checked before use?		
10. Food & Drink			
A	Are there controls in place to protect children and adults from spilled hot drinks?		
B	Are systems in place to ensure that children never come into contact with substances to which they are known to be allergic?		
C	Are snacks/mealtimes organised to prevent children from walking about with food/drink?		
11. Activities			
A	Is play equipment organised in different zones so that quiet activities are not put at risk by energetic ones?		
B	Is energetic play constantly and actively supervised?		
C	Are children taught to handle and store play equipment and craft materials safely?		
D	Is all play equipment regularly checked, especially which requires periodic inspection, such as inflatable equipment?		

E	Are toys checked before purchase (new or second hand) to ensure safety for children at the age and stage of those in the group?		
F	Are paints & glues used in the group non-toxic and suitable for children?		
G	Is sand (outdoors & inside) of a quality suitable for children?		
H	Is outdoor sand kept covered when not in use?		
I	Are procedures in place to ensure that sleeping children and checked regularly?		

12. Outings/visits			
A	Do parents always sign consent forms before major outings?		
B	Are adult:child ratios extra high on outings?		
C	When some children are taken out of the group, is there still an appropriate adult:child ratio for those left behind?		
D	Is supervision sufficient to prevent unauthorised access to children and/or children becoming lost?		

13. Records and Written Policies			
A	Are records held of: - Emergency contacts in case of children's accident/illness? - Individual children's allergies/health problems? - Adults authorised to collect children? - Visitors to the premises? - Daily registration of children attending the setting?		

	<i>Please be aware that some records need to be kept for an absolute minimum of 2 years</i>		
B	<p>Does the group have a written policy for:</p> <ul style="list-style-type: none"> <li>- Child Protection?</li> <li>- Procedures in the event of allegations of abuse or neglect?</li> <li>- Operational procedures for outings?</li> <li>- How to deal with uncollected children at the end of a session?</li> <li>- What to do in the event of a fire or other emergency?</li> </ul> <p><i>Please note it is a requirement of the Child Act Regulations to have a written statement on both Child Protection policies and the procedures to be followed in the event of an allegation of child abuse or neglect.</i></p>		
<b>14. Procedures for Adults</b>			
A	Have steps been taken to prevent injury (e.g. back injury, tripping over), when staff/helpers are handling large pieces of play equipment? Are working practices revised for pregnant employees?		
B	Where there is a risk of injury due to the size/shape of the equipment, have alternative solutions been considered?		
C	Is stored equipment organised to ensure that access to it is safe for adults?		
D	If adults have to reach up, for example to store equipment or change light bulbs, is safe equipment provided to help them do so?		
E	Is the equipment in the room safe for adults to use, including, if necessary, children's chairs?		
F	Are all warning signs clear and in appropriate language(s)?		
<b>15. Fire</b>			
A	Are there smoke detectors/alarms in all high-risk areas, especially if smoke may not be seen for some time?		
B	Is there an established procedure for emergency evacuation? Is it: <ul style="list-style-type: none"> <li>- clearly signed and available to all?</li> <li>- rehearsed regularly?</li> </ul>		
C	Is there a no-smoking policy in force?		
D	Are fire fighting appliances in place and regularly checked?		
<b>16. First Aid &amp; Medication</b>			
A	Is the first aid kit easily accessible?		
B	Does it contain only the recommended items?		
C	Are its contents regularly topped up?		
D	Is the Accident Book kept safe and accessible?		
E	Do all adults know where this is and how to use it?		

F	Is it used to identify potential hazards?		
G	Is a list of first aiders on display?		
H	Are there sufficient procedures in place for the storage of children's drugs?		
I	Is the administration of drugs recorded?		
J	Is your insurance company aware of all the children requiring life saving or invasive medication?		
17. Hygiene			
A	Is the temperature of hand washing water thermostatically controlled to prevent scalds?		
B	Does the toilet area provide for good standards of hygiene, including nappy disposal?		
C	Is the nappy changing surface designed to prevent children falling off?		
D	Does the kitchen offer facilities for hand washing and washing up?		
E	Are there procedures to ensure that only fit persons have unsupervised access to children (e.g. helping with toileting)		
18. Staff Training			
A	Have you an induction programme in place so that when new staff/volunteers join your group they are shown, for example,: - how to lift safely (e.g equipment, furniture, children) - where and from whom they can get assistance - how to store or move heavy/bulky equipment without injury		
B	Is all staff health and safety training recorded in the employee's files?		
C	Is a written Health & Safety policy available for the group?		
D	Is the Health & Safety at Work poster clearly displayed on your premises?		
19. Administration			
A	Is a procedure in place to ensure insurance is renewed every year?		
B	Is the certificate of employer's liability insurance displayed? Are old copies filed and kept for 40 years?		
C	Are the groups contents appraised at least annually and a copy of this inventory kept? Do insurance contents sums insured reflect the inventory total replacement cost?		
D	Are robust procedures in place to ensure references are followed up for all new starters? Are Disclosure and Barring Service (DBS) checks conducted where appropriate?		

Please record a summary of the key hazards identified and the proposed action to reduce or eradicate the problem using this 'Risk assessment – specified hazard documentation form':

Entry	Date	Hazard (problem)	Risk (what?/ to who?)	Priority	Action	Person	Target Date	Follow up action

<p>This 'Health &amp; Safety Risk Assessment template' policy was reviewed and signed off at a meeting of Humpty Dumpty's Easton Pre-School Committee and staff.</p>
<p>Meeting held on: 10.4.19</p> <p>Date to be reviewed: May 2020</p> <p>Signed on behalf of management committee: Kylie Hamshaw</p> <p>Name of signatory: Kylie Hamshaw</p> <p>Role of signatory (e.g. chair/policy owner) – Chairperson</p>

## 1.4 Fire Safety and Emergency Evacuation

**Annual Fire Risk Assessment** – A full and thorough assessment of all Fire risks are conducted by the Manager/Deputy Manager/Administration Manager and a committee member officer. We use the guidelines and template laid down by Norfolk County Council (see appendix 2 for template (appendix not on website)). In addition fire safety assessments are carried out regularly throughout the year (see 1.5)

**Daily risk assessments** - A series of health and safety checks conducted every morning before opening (see 1.1).

**Fire drills** - We undertake fire drills on our premises half termly as a minimum. In addition we participate in the main school fire drill.

### **Evacuations/Invacuations –**

- Where appropriate, a Personal Emergency Evacuation Plan (PEEP) will be in place for children or staff with additional needs.
- Staff are made aware of notifying colleagues in areas of vulnerability such as the outside play areas and dead end routes i.e. the offices and toilet area at each setting.
- Emergency invacuations, from outside to inside. These may be necessary for eventualities such as:
  - a) stranger danger
  - b) chemicals in the atmosphere
  - c) severe weather conditions
  - d) tractors/machinery

There is a list notifying staff of designated roles for emergency evacuation at the setting. This is updated daily according to which staff are on duty.

Our emergency evacuation procedures are as follows:

## Emergency Evacuation Procedure

### **HUMPTY DUMPTY'S EASTON PRE-SCHOOL:**

- 3 Long blasts of whistle signal the alarm or School Internal Linked Ringing System signals alarm
  - Children will be escorted by the Leading Childcare Practitioner (LCP) on duty out of the building via the nearest fire exit. LCP takes the register with them. If the LCP is outside the Assistant Childcare Practitioner (ACP) inside will collect the register and escort children out.
  - An ACP will collect the Emergency Evacuation basket (on top of the cupboard in the office) which contains a first aid kit and any required medication
  - All children and staff make their way to the assembly point on the school field, next to the playground. They line up in front of the wooden maze, facing the school, to the left of the Reception class line.
  - LCP records that all persons are present at the assembly point. Other staff members to ensure each child is present, saying a clear 'yes' as names are called.
  - A staff member from Easton St Peters C of E Primary Academy calls the fire brigade
  - The last member of staff out of the pre-school premises checks to the best of their ability that the building is clear including dead end routes
  - Staff members will call out to each other to confirm jobs are done during the evacuation.
  - In the case of a real fire emergency, the children wait on the field to be collected by their parent/carer(s). Staff members will not re-enter the building unless instructed to do so by a professional fire fighter who confirms that it is safe to do so.

updated 11/5/17

All fire drills and emergency evacuations are recorded in the register and the Fire Log. The latter shows what time the drill/evacuation happened, how long it took, how many staff and children were evacuated, and includes an evaluation of the drill to review how it went and how it could be improved next time. These are fully evaluated and followed up if necessary at Managers meetings. The fire log can be accessed in File 11 in the cupboard in the office. We keep a tracking system to ensure all children take part in fire drills across the academic year.

Fire procedures are displayed on the main notice boards at our setting. A copy is also kept with the visitors log and every visitor is expected to read them.

All fire extinguishers are checked annually and staff are trained in their use. Records of this are kept with the Fire Log book.

We have a no smoking policy on all our premises.

The designated fire is Kellie Jacks.

This 'Fire Safety and Emergency Evacuation' policy was reviewed and signed off at a meeting of Humpty Dumpty's Easton Pre-School Committee and staff.

Meeting held on: 10.4.19

Date to be reviewed: May 2020

Signed on behalf of management committee: Kylie Hamshaw

Name of signatory: Kylie Hamshaw

Role of signatory (e.g. chair/policy owner) – Chairperson

## 1.5 Fire Safety Risk Assessment Template

We conduct a fire safety risk assessment on a regular basis using the following template. (In addition a geographical layout showing the location of potential fire hazards is displayed at the setting).

Annual fire risk assessments are carried out by the Manager/Deputy Manager/Administration Manager and a committee member officer (see 1.4).

St Peters Primary School also carries out checks of the setting:

Risk Area:		Carried Out By:		Date:
<b>Fire hazards:</b> (ignition, fuel, oxygen)	<b>Who is at risk?</b> (people on premises and those most vulnerable)	<b>Level of Risk</b> (of fire occurring and the risk to people)	<b>Control Measure</b> (remove and reduce hazards that may cause fire, and remove and reduce risks to people)	<b>Review</b> (record, plan, inform, instruct, train and review)

Easton Primary school have their own systems in place regarding checks of alarms.

<p>This 'Fire Safety Risk Assessment Template' policy was reviewed and signed off at a meeting of Humpty Dumpty's Easton Pre-School Committee and staff.</p> <p>Meeting held on: 10.4.19</p> <p>Date to be reviewed: May 2020</p> <p>Signed on behalf of management committee: Kylie Hamshaw</p> <p>Name of signatory: Kylie Hamshaw</p> <p>Role of signatory (e.g. chair/policy owner) – Chairperson</p>
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## 1.6 Recording and Reporting of Accidents and Incidents

See also Safeguarding & Promoting Children's Welfare Policy - 1.3 Confidentiality and Client Access to Records

All accidents resulting in any injury or upset to a child are recorded in our accident book. Accident and incident records are reviewed and monitored on a weekly basis by the manager. We follow the Ofsted factsheet on when and how to inform Ofsted and local child protection agencies of serious accidents, injuries and deaths. The factsheet can be found in the Record Books box in the office cupboard.

Any incidents such as those relating to a child's behaviour in the setting or injuries sustained in the home environment (reported by the parent/carer) are recorded in our Incident Book. See also Safeguarding & Promoting Children's Welfare Policy - 2.3 Achieving Positive Behaviour.

We use an 'emotional harm' document to record instances of upset which we do not consider to be accidents or incidents.

If any such record is made concerning your child, you will be talked through it when you collect your child and you will be asked to sign the relevant book or document to confirm you have been informed of the details.

All accidents, injuries, incidents (including those that may occur in the home environment) and absences are recorded on an individual safeguarding log for each child (see appendix 2 not on website)

In the case of a major accident or incident occurring we will follow the emergency RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) procedures. These regulations impose on us a duty to report work related accidents, diseases and dangerous occurrences to the Health & Safety Executive (HSE), or in the case of child care also to the local authority. Ofsted must also be informed within 14 days of the incident. In line with the regulations, all staff are aware of the reporting procedures.

Reportable events include:

- Deaths
- Major Injuries
  - Over 3-day injuries (the injured employee is unable to work due to the injury for more than 3 days)
  - Work related diseases
  - Dangerous occurrences where there is no-one injured, but someone could have been

If a reportable event occurs the Manager or Deputy Manager, together with the chair of our management committee will

- Complete an incident or accident report as soon as practicable.
- Keep any written witness statements in a confidential file

- Telephone the Incident Contact Centre on 0845 300 9923 or visit [www.hse.gov.uk/forms/riddor/online.htm](http://www.hse.gov.uk/forms/riddor/online.htm) and report what has happened
- Report what has happened to Ofsted and keep them updated
- Where witness statements raise cause for concern about staff behaviour or about the failure of procedures, investigate this and draw conclusions.
- Decide on and carry out course of action, documenting and reviewing progress on an action plan.

In the event of a critical incident, support will be sought via the Critical Incidents 'Red Book' support line (phone no: 07623 912974). The Red Book can be found in the records book box.

<p>This 'Recording and Reporting of Accidents and Incidents' policy was reviewed and signed off at a meeting of Humpty Dumpty's Easton Pre-School Committee and staff.</p>
<p>Meeting held on: 10.4.19</p> <p>Date to be reviewed: May 2020</p> <p>Signed on behalf of management committee: Kylie Hamshaw</p> <p>Name of signatory: Kylie Hamshaw</p> <p>Role of signatory (e.g. chair/policy owner) – Chairperson</p>

## 1.7 Food Hygiene

See also 3.7 'Food and Drink' which forms part of our Safeguarding policy for more information.

All food served is prepared by staff who hold a certificate in food hygiene. All staff and volunteers will adhere to our food hygiene procedures:

- Wash hands with soap under hot running water before handling food
- Never be involved in preparation or serving of food activities if suffering from any infectious/contagious illness or skin complaint
- Only use designated, thoroughly cleaned, food preparation areas to prepare food
- Never cough or sneeze over food
- Wash fruit and vegetables thoroughly before use
- Always use a clean tea towel and dish cloth and change daily
- Keep all food utensils clean in a dust free place (e.g. closed drawer)
- Use different cleaning cloths for kitchen and toilet areas
- Dispose of waste properly and keep it out of reach of the children
- Wash hands after handling waste
- Wear an apron
- Tie long hair back (wash hands afterwards)
- Wear gloves if any plasters covering a hand injury

All food preparation surfaces and tables used by the children when eating food are sanitised with an anti-bacterial surface cleaner, using paper towels, before every snack or mealtime. Following use tables are cleaned with a green, clean, damp, j type cloth. Blue, j type cloths are used solely for washing up.

Any incidence of food poisoning will be considered a reportable incident and will be reported in accordance with the RIDDOR procedures (see section 1.6 for full details). Ofsted must also be notified within 14 days of an incidence of suspected food poisoning.

This 'Food Hygiene' policy was reviewed and signed off at a meeting of Humpty Dumpty's Easton Pre-School Committee and staff.
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Meeting held on: 10.4.19
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Date to be reviewed: May 2020
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Signed on behalf of management committee: Kylie Hamshaw
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