



HEALTH AND SAFETY POLICY AND PROCEDURE

Health and Safety Lead: Kalihi Hardiman

Food Safety Officer: Kalihi Hardiman

RELATED DOCUMENT

Admissions Policy and Procedure
Safeguarding and Child Protection Policy
Drop off and Collection Procedure
Emergencies Procedure
Hygiene Policy and Procedure
Risk Assessments
Medicines Policy and Procedures
Working with Parents Policy and Procedure
Incident Form
Accident Form
Admission and Enrolment Forms

POLICY STATEMENT

We recognise the importance of maintaining and promoting the health and safety of children and preventing the spread of infections. We recognise that learning to take calculated risks is part of child development and we teach children how to identify risks and stay safe in everyday situations.

PROCEDURES

- The Lindens has Risk Assessments in place for our activities and premises, both indoor and outdoor. We believe that Risk Assessments need to be useful on a practical basis and we review these at least annually. We complete a morning check list of risks every day before the children arrive to ensure that it is a safe environment.
- All accidents and incidents are recorded, dated and signed in the accident and incident forms/logs.. These are shared with the parents at the end of the day, or as soon as possible after the event.
- All play resources and equipment are checked and cleaned weekly to ensure they are safe for the children to use. This is recorded on a form and any hazardous toys are removed immediately. We have First Aid boxes in each room, these are checked half -termly by the manager. this check is recorded on a signed form which is stored in each first aid kit.
- All cleaning materials are kept out of reach from the children. The premises are cleaned daily and there is deeper clean weekly. We ensure we dispose of any waste appropriately and safely.
- We keep the kitchen very clean, following hygiene guidelines on the storing of food and equipment. We provide a healthy snack and lunch for the children daily, organic where possible. All Kindergarten Staff are trained in Food Hygiene.
- At enrolment we take details of children's allergies and specific food requirements, and prepare these foods separately and serve them first. We update these records regularly.



The Lindens

Steiner Waldorf Early Years

- Kalihi Hardiman is the designated Food Safety Officer and will ensure that the appropriate food safety regulations are being adhered to. An Information Sheet regarding Food safety in The Lindens is on display in the kitchen.
- We keep the garden gate and front door locked to prevent the children opening the door to strangers. We review our Safeguarding Procedures regularly.
- The children are accompanied at all times when outside during play and a headcount is carried out before, during and after. We have emergency contact details and the children's medical records with us at all times should we need to contact the parents/carers. We recognise the importance of physical activity for emotional and physical wellbeing and we take the children out each day for at least one hour. A First Aid box is available in the garden. This is checked half-termly by the Health and Safety Officer.
- We have a phone available in the kindergarten room and lobby.
- We have procedures in place in the event of a fire.
- Minor accidents will be dealt with in the kindergarten.
- In the case of a serious accident we will call for an ambulance and contact parents immediately. A member of staff will accompany the child.
- Our Designated First Aiders are Orsi Antal, Kalihi Hardiman, Ayumi Yamada and Alni Terreri.