



Health and Safety Procedure

It is our policy to provide a healthy and safe environment for children, staff and visitors; we will endeavour to do this by:

- A safety checklist is carried out every morning throughout the building by a senior member of staff.
- If there are any risks highlighted we will take appropriate action and report it to the relevant person(s), all staff will be informed of this either written or orally.
- If throughout the day any other risks occur necessary action will be taken to eliminate the hazard or control the risk so that harm is unlikely.
- All staff are aware of; and must follow policies / procedures that minimise risks to their and others health and safety.
- Staff members must be aware of the need to self risk assess individual situations to determine whether it is reasonably practicable to carry out the activity.

Instructions for Laminator

- 1 – Do not laminate where children are present
- 2 – Place laminator on an even surface
- 3 – Select the correct temperature
- 4 – Switch laminator on and wait for the green light to become illuminated
- 5 – Place laminating pouch into pouch carrier
- 6 – Insert the carrier, sealed end first, centrally into the feed of the laminator
- 7 – Once finished switch the laminator off, allow the laminator to cool and return to store

Instructions for Guillotine

- 1 – Do not use guillotine where children are present
- 2 – Place guillotine on an even surface
- 3 – Insert the document to be cut under plastic safety strip
- 4 – Keep fingers, loose clothing and jewellery from cutting blade
- 5 – When operating the guillotine keep the cutting edge away from you
- 6 – Once finished return the guillotine to store

Date Implemented: 27th June 2011

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