

## **HEALTH & SAFETY**

### **PART 1 SECTION 1**

### **POLICY STATEMENT**

At Beetley and District Preschool we believe that health and safety of children is of paramount importance. It is the policy of Beetley & District Preschool to always promote standards of health and safety within our preschool which will lead to the reduction in risk to health and safety and make our preschool a safe and healthy place for children, parents, staff and volunteers. We aim to ensure that the best practicable methods of compliance with the Health and Safety at Work Act 1974 and associated legislation are achieved.

As an organisation we acknowledge the responsibility for achieving the maximum effort towards the prevention of accidents involving personal injury to the children attending preschool, their families, employees and volunteers, for property damage, and for the provision and maintenance of conditions which safeguard equally the health of the above mentioned people.

- We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment

To this end the Safety Officer is accountable to Beetley & District Preschool Committee for the organisation and arrangements in force which are relevant towards attaining the Health and Safety objectives.

- Our committee member responsible for health and safety is: Claire McIntyre
- We display the necessary health and safety poster in: the kitchen

We believe that consideration of safety precautions is an important part of preschool management and to this end, we expect all staff and volunteers to carry out their duties in the full knowledge of the importance of safety in its prevention and all areas embodied in legislation.

- Risk assessments are carried out on areas of provision and reviewed and updated on a regular basis, (see Health and Safety – Duties and Responsibilities, Risk Assessment summary sheet and Risk assessments).
- Daily safety checks are carried out on staff arrival at preschool of the outside play area, inside areas of the preschool and any risks or hazards found are recorded and action taken is also recorded. This is the responsibility of **staff** members.
- A kitchen check is carried out before each morning session begins and then again at the beginning of the afternoon sessions. Any risks or hazards are recorded and the appropriate action is taken and recorded. This is the responsibility of **all staff** on the premises.

The above records are filed in the risk assessment folder in the office, to be discussed at staff and committee meetings.

- Checks are carried out during the day on the children's toilets and any hazards are dealt with immediately. Staff record on wipeable sheet, the date and time; checks are carried out.

It is important that all staff and volunteers are aware of the importance and need to be able to carry out their duties in a safe environment and that they give full consideration to prevention of injury and ill health and that they are fully aware of the requirements of legislation.

All employees are expected to co-operate with Beetley & District Preschool Committee in ensuring that high standards of health and safety can be achieved. All employees are reminded of their own legal responsibilities and duties, which are explained later in different parts of this Policy.

The preschool has a comprehensive Health & Safety procedures document detailing the specific requirements and duties of the employer and employees; copies of this document can be seen on request and will be given to each Preschool employee.

*Insurance cover*

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in: the foyer.

Signed:

Chairperson

Manager

Date:

Date for next Review: