

PART 1

SECTION II

DUTIES AND RESPONSIBILITIES OF THE COMMITTEE AND HEALTH & SAFETY OFFICER

BEETLEY & DISTRICT PRESCHOOL COMMITTEE

The Committee of Beetley & District Preschool is responsible for the health and safety of all children in its care, their families, paid employees and volunteers, and any other person who may be on the premises during preschool sessions.

BEETLEY & DISTRICT PRESCHOOL SAFETY OFFICER

The duty of the Safety Officer is to ensure that standards of safety are maintained and to report regularly to the Committee.

This involves:

- a. Making regular checks on the safety of the preschool equipment and premises.
- b. Ensuring the First Aid box is adequately stocked (in conjunction with the member of staff responsible).
- c. Reporting to the Committee on matters requiring attention.
- d. Reporting to the Committee on any accidents noted in the Accident Book.
- e. Making sure annual checks are carried out on the preschool electrical equipment, including plugs, wires and sockets, by a qualified electrician.

Signed:

Chairperson

Manager

Date:

Date for next Review: