Beetley and District Preschool

Registered Charity: 1181636

Part 1 – Governance and Overview

Policy 1.2 – Duties and Responsibilities of the Committee and Health & Safety Lead

General Statement of Responsibility

The Committee of Beetley & District Preschool, as the registered provider, has overall responsibility for ensuring, as far as is reasonably practicable, the health, safety and welfare of:

- All children attending the setting
- Their families and visitors
- Paid employees
- Volunteers and students
- Any other persons present on the premises during preschool sessions

The Committee recognises its duties under:

- The *Health and Safety at Work etc. Act 1974*
- The *Management of Health and Safety at Work Regulations 1999*
- The *Statutory Framework for the Early Years Foundation Stage (EYFS) 2025*
- *RIDDOR 2013*
- The *Electricity at Work Regulations 1989*
- Any other relevant and current health and safety legislation

The Committee will ensure appropriate policies, procedures, risk assessments, monitoring systems and training are in place to maintain a safe environment.

Responsibilities of the Committee

The Committee is responsible for providing clear leadership and oversight to ensure health and safety arrangements are effective, understood and implemented consistently across the setting.

In fulfilling this role, the Committee will:

- Ensure suitable and sufficient health and safety policies and procedures are in place and reviewed regularly.
- Ensure appropriate risk assessments are completed, implemented and reviewed.
- Appoint a competent Health & Safety Lead to support the management of health and safety within the setting.

- Ensure adequate resources are available to meet health and safety requirements.
- Ensure appropriate insurance cover is maintained, including Public Liability and Employers' Liability insurance.
- Monitor accident, incident and near-miss reports and ensure statutory reporting requirements (including RIDDOR where applicable) are met.
- Receive regular reports from the Manager and Health & Safety Lead on health and safety matters.
- Ensure health and safety responsibilities are clearly defined and understood by staff, volunteers and contractors.

Responsibilities of the Health & Safety Lead

The Health & Safety Lead is responsible for monitoring health and safety standards across the setting and supporting the Committee and Manager in ensuring arrangements are effective and compliant.

This includes carrying out regular checks of the premises, outdoor areas and learning environments to ensure they remain safe, suitable and well maintained. The Health & Safety Lead supports the completion, implementation and review of risk assessments and the termly Safety Checklist, reporting any concerns or areas requiring action to the Manager and Committee.

The Health & Safety Lead also ensures that appropriate first aid arrangements are in place and meet EYFS requirements. While designated staff are responsible for checking and restocking first aid boxes, the Health & Safety Lead maintains oversight by ensuring that:

- First aid boxes are available, accessible and suitable for the needs of the setting
- Responsibilities for checking and restocking are clearly assigned to staff
- Checks are carried out regularly and recorded where required

Accident, incident and near-miss records are monitored to identify any patterns or recurring concerns. Where issues are identified, these are reported promptly to the Manager and Committee to support improvements in practice.

The Health & Safety Lead ensures that electrical safety arrangements are maintained in line with current legislation. This includes ensuring that fixed wiring inspections are carried out by a qualified electrician and that portable electrical equipment is subject to appropriate visual checks and testing where required.

The Health & Safety Lead works closely with the Manager to ensure staff receive appropriate health and safety information, guidance and training, and that health and safety remains a shared and understood responsibility across the setting.

Shared Responsibilities with the Manager

While the Committee retains overall responsibility, the day-to-day management of health and safety is shared between the Manager and the Health & Safety Lead.

Together they will:

- Ensure policies and procedures are implemented in practice.
- Act promptly to address hazards, concerns or unsafe practices.
- Communicate health and safety information clearly to staff and volunteers.
- Support a culture of openness where concerns can be raised without delay.

Related Policies and Documents

This document should be read in conjunction with:

- Health & Safety Policy Statement
- Responsibilities of Staff, Visitors and Contractors
- Risk Assessment Summary
- Accident, Incident and RIDDOR Policy
- Fire Safety & Emergency Evacuation
- Safeguarding Policy
- EYFS Safeguarding and Welfare Requirements

All health and safety policies are interrelated and must be read together to ensure a full understanding of responsibilities.

Monitoring and Review

Health and safety arrangements are monitored on an ongoing basis and reviewed formally at least annually.

This policy will also be reviewed if:

- There are changes to legislation or statutory guidance.
- There is a significant accident, incident or near miss.
- Changes occur to premises, staffing or provision that may affect health and safety.

Policy reviewed on: 1st March 2026
Next review due: 1st March 2027
Reviewed by: Hollie Durrant and Julie East

Date:	Review Date:
Signed: Print Name: (Chairperson)	Signed: Print Name: (Manager)