Beetley and District Preschool

Registered Charity: 1181636

Part 1 – Governance and Overview

Policy 1.3 – Responsibilities of Staff, Visitors and Contractors

Purpose of this Policy

Beetley & District Preschool recognises that maintaining a safe and healthy environment is a shared responsibility. This policy outlines the responsibilities of staff, volunteers, visitors and contractors while on the preschool premises.

All persons have a duty to take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions. This policy should be read alongside the Health & Safety Policy Statement and all other related health and safety procedures.

Responsibilities of Staff and Volunteers

All staff, volunteers and students working at Beetley & District Preschool have a legal duty to take reasonable care of their own health and safety and that of children, colleagues and others on the premises.

In practice, this means staff and volunteers are expected to:

- Follow all health and safety policies, procedures and risk assessments at all times.
- Carry out daily safety checks and ongoing dynamic risk assessments within their rooms and areas of responsibility.
- Use equipment, resources and materials safely, appropriately and in accordance with guidance and training.
- Maintain a safe environment by identifying and reducing risks wherever possible.
- Report any hazards, defects, unsafe practices or concerns immediately to the Manager or Health & Safety Lead.
- Record accidents, incidents and near misses in line with the Accident, Incident and RIDDOR Policy.
- Take appropriate action to safeguard children from harm, including following safeguarding procedures where health and safety concerns overlap.
- Co-operate with management, the Committee and the Health & Safety Lead to support a positive health and safety culture.

- Attend required training and implement health and safety guidance in their daily practice.

Responsibilities of Visitors

Visitors to Beetley & District Preschool include parents, carers, professionals, students, contractors' representatives and external agencies. All visitors are expected to act in a manner that supports the safety and wellbeing of children, staff and others.

Visitors are required to:

- Sign in and out using the signing-in system (visitors book) on arrival and departure.
- Follow the instructions and guidance of staff at all times.
- Take reasonable care of their own health and safety and that of others while on the premises.
- Remain in authorised areas only and not enter restricted areas unless accompanied by a member of staff.
- Report any hazards, accidents or concerns immediately to a member of staff.
- Comply with safeguarding, confidentiality and health and safety requirements while on site.

Failure to follow health and safety expectations may result in restricted access to the premises.

Responsibilities of Contractors

Contractors working on behalf of Beetley & District Preschool play an important role in maintaining safe premises. However, they also have a duty to ensure that their work does not place children, staff or visitors at risk.

Contractors must:

- Report to the Manager or Health & Safety Lead on arrival and sign in and out.
- Provide evidence of appropriate qualifications, insurance and risk assessments where required.
- Ensure their work is planned and carried out in a safe manner and in line with relevant legislation.
- Take all reasonable steps to prevent access by children to tools, equipment and hazardous materials.
- Store equipment and materials securely and safely at all times.
- Inform the Manager immediately of any hazards, incidents or concerns arising during works.

- Follow safeguarding procedures, including supervision arrangements, when working on site during preschool operating hours.

Where possible, contractor works will be planned outside of preschool opening hours to minimise risk.

Compliance and Accountability

Beetley & District Preschool takes health and safety responsibilities seriously. Any failure to comply with this policy may result in immediate action being taken to reduce risk.

This may include:

- Stopping unsafe activities or work
- Restricting access to the premises
- Further action in line with preschool procedures, contracts or agreements

The Committee and Manager reserve the right to halt any activity that presents an unacceptable risk to children or others.

Related Policies and Documents

This policy should be read alongside:

- Health & Safety Policy Statement
- Duties and Responsibilities of the Committee and Health & Safety Lead
- 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 and procedures.

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)