



HEALTH & SAFTY POLICY STATEMENT

This is the health and safety policy statement of Footprints Pre-School Playgroup.

Our statement of general policy is:

To provide adequate control of the health and safety risks arising from our work activities.

To consult with our employees on matters affecting their health and safety.

To provide and maintain safe equipment.

To ensure safe handling and use of substances.

To provide information, instruction and supervision to employees.

To ensure employees are competent to do their tasks, and to give them adequate training.

To prevent accidents and cases of work-related ill health.

To maintain safe and healthy working conditions.

To review and revise this policy at regular intervals.

Responsibilities

Overall and final responsibility for health and safety is that of:
Footprints Committee.

Day to-day responsibility for ensuring this policy is put into practice is delegated to:
The Session Leader.

To ensure health and safety standards are maintained/improved, staff members take responsibility for an individual area on a daily basis (see checklist on the notice board in the main room).

Daily risk assessments should be carried out by **the leader of the session**. The daily risk assessments are positioned in the main room of the church, snack bar, toilets and by the back door to the garden for outdoor play.

All staff have to:

co-operate with Pre-School Leaders on health and safety matters

not interfere with anything provided to safeguard their health and safety.

take reasonable care of their own health and safety.

report all health and safety concerns to an appropriate person.

Health and safety risks arising from our work activities

Risk assessments will be undertaken by : all staff members.

The findings of the risk assessment will be reported to Jayne Bray.

Action required to remove/control risk will be discussed with the committee and approved by Jayne Bray.

Jayne Bray will be responsible for ensuring the action required is implemented.

Jayne Bray will check that the implemented actions have removed/reduced risks.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Safe Toys and Equipment

All staff will be responsible for identifying equipment/toys needing maintenance.
(see area of responsibility list on door of storage cupboard)

Footprints committee will be responsible for ensuring effective procedures are drawn up.

Any problem with Toys/Equipment should be reported to Jayne Bray (pre-school leader).

Fire & Evacuation Procedures

In the event of discovery of a fire a member of staff will blow their whistle. The children will be guided to line up at the main door of the hall. The Session Deputy will check the building whilst one of the Session Leader will take all the children out of the building to the designated muster point on the far side of Watson’s Road. At the muster point the leader will call the register. This will then be repeated upon return to the building (see full Fire/Evacuation procedure)

First Aid

Footprints first aid box is situated in the room in the hall, all accidents are recorded in an accident report book which is kept with the registration file in the hall.

Date Reviewed9th June 2014

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