



Registered Charity No: 1128799

Hollies Pre-school

Health and Safety Policy

Last reviewed August 2011

To be reviewed by August 2012

Statement of general policy

Responsibilities

Health and safety risks arising during work activities

Contractors.

Safe equipment.

Information, instruction and supervision.

Competency for tasks and training.

Accidents and first aid.

Emergency procedures.

Health and Safety Policy Statement.

Health and Safety at work etc Act 1974
This is the Health and Safety Policy Statement of
THE HOLLIES PRE-SCHOOL LTD.

Hollies pre-school recognises its duty of care for the health, safety and well-being of all its employees and will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the health and safety of its pupils, visitors and others who might be affected by its operations.

The provisions in this policy are intended to ensure that health and safety is an integral part of the process of risk management which the pre-school operates.

The committee is committed to securing the health, safety and well-being of employees, pupils and others affected by the pre-schools activities. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also a legal duty.

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 cleaning materials;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks and to give them adequate training and equipment;
- to prevent accidents and cases of work related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy annually or as necessary.

Signed

Date

Review date March 2012

Responsibilities.

Overall and final responsibility for health and safety is that of Nicole Wylie (Chairperson)

Day-to-day responsibility for ensuring this policy is put into practice is delegated to pre-school supervisors;

Debbie Moore-Grundy

Bridget Longden

Karen Grossmith

All employees have:

- to co-operate with supervisors on health and safety matters
- to take reasonable care of their own health and safety – using equipment provided
- to report all health and safety concerns to an appropriate person (as above)
- a duty to take care of others that might be affected by their acts or omissions
- to raise concerns with a supervisor

Health and safety risks arising during work activities.

It is the responsibility of the supervisor to undertake risk assessments;

Debbie Moore-Grundy

Bridget Longden

Karen Grossmith

The findings of risk assessments will be reported to Nicole Wylie (Chairperson) and shared with all members of staff.

Action required to remove/control risks will be approved by a supervisor;

Debbie Moore-Grundy

Bridget Longden

Karen Grossmith

The supervisor –

Debbie Moore-Grundy

Bridget Longden

Karen Grossmith

will be responsible for ensuring the action required is implemented and that this removes/reduces the risks.

Risk assessments will be reviewed every 12 months or when the need arises following an incident.

Contractors.

Contractors carrying out work for the pre-school will be required to act in accordance with this policy. They will be required to make appropriate arrangements with the committee and supervisors to ensure they are sufficiently informed and consulted on issues relevant to risk control. Contractors working on the site should complete a risk assessment and have the appropriate liability insurance.

Safe equipment.

Debbie Moore-Grundy will be responsible for identifying all equipment needing maintenance and ensuring equipment has regular safety checks.

Any problems found with equipment should be reported to a supervisor;
Debbie Moore-Grundy
Bridget Longden
Karen Grossmith

Information, instruction and supervision.

The Health and Safety Law poster is displayed in the entrance area.

Health and safety advice is available from the supervisors;
Debbie Moore-Grundy
Bridget Longden
Karen Grossmith
Information will be issued during induction.

Young people attending Hollies must be supervised/monitored by a member of staff – see risk assessment.

Competency for tasks and training.

Induction training will be provided for all employees by supervisors
Debbie Moore-Grundy
Bridget Longden
Karen Grossmith

Training records are kept at Hollies.

Health and safety training will be identified and arranged by Debbie Moore-Grundy.

We will review /recap health and safety procedures with staff on a training day to be held annually.

Accidents and first aid.

First aid boxes are kept in the office and in the marked kitchen cupboard. At least one member of staff with current first aid training is on the premises or on an outing at any one time. It is our aim for all staff to be trained in first aid. The qualification includes first aid training for infants and young children. It is the responsibility of the supervisors to replenish any materials used or about to expire.

All members of staff are expected to attend First Aid courses. List of qualified staff on wall next to entrance.

Accidents must be reported to the supervisor. All accidents must be recorded in the accident book by the person dealing with the accident, located by the main door. Procedure must be followed to ensure parents are informed of accident before leaving the premises with their child – a yellow card must be completed and placed in the relevant box so it is placed with the child's belongings at home time, to alert the parent that they need to see a supervisor to read and sign the form. For after-school and holiday club the yellow card must be placed on the child's peg with their belongings. If a child injures them self at breakfast club the school must be informed, the parents informed by phone and the accident report placed in the child's bag. Accident forms will be monitored to check for reoccurring accidents and any concerns dealt with.

If a child arrives at Hollies with an existing injury the parent/carer must complete a home accident form.

In the event of an emergency an ambulance will be called and a member of staff will accompany the child to the hospital if the parents/carers need to meet them at the hospital. All information will be passed to the medical staff.

Debbie Moore-Grundy is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. Any details are recorded and kept on file.

Emergency procedures.

Fire extinguishers are maintained and checked by Morgan fire annually
Due March 2012.

Extinguishers situated by main entrance.

Fire blanket is situated in the kitchen to the left of the sink unit.

Alarms are tested every Wednesday evening when the children have left the building by supervisor.

Alarms are maintained and checked every 3 months by Eric Charlesworth Ltd
Due October 2011.

Alarm points are situated;

1. to left of main entrance
2. to right of patio doors
3. to right of side fire exit

Emergency evacuation procedure is displayed in main room (by kitchen) and fire drills are carried out half termly, 3 times (on different days), so that all children experience a fire drill.

Hollies fire drill.

1. Ring fire bell and pick up registers (main, staff, visitors signing in sheet). Alarm will sound during school fire practice.
2. Lead the children out of the building using the double doors or side door fire exit.
3. Supervisor to check building to ensure everyone has left the building.
4. Walk the children round to the netball court and line up along the left hand side fence.
5. Count number of children and adults and check against the register. Take roll call – staff to answer for younger children unable to answer.
6. Explain to the children the reasons for practice and that there is not a fire, so it is safe to re-enter the building.

If you discover a fire

Break the glass on fire alarm and follow procedures above.

If any persons are missing report to school representative in charge.

Do not re-enter the building.

If you hear the alarm.

Follow above procedures.

Escape routes are checked daily by supervisor and fire doors are kept clear as part of general routine.