**Health and Safety Policy**

**General Guidelines**

For staff paid or unpaid, students, parents, carers, and children

1. Establish and maintain a safe and healthy environment throughout Pre-School.
2. Establish and maintain safe working procedures.
3. To ensure safe handling, storage and transportation of articles and substances, so there is no risk to health and safety.
4. To provide sufficient information, instruction and supervision, to enable all to avoid hazards and contribute positively to their own health and safety.
5. Ensure all staff are competent to do their job, and to ensure that they have access to health and safety training as appropriate, or as and when provided.
6. To prevent accidents and cases of work related ill health, thus maintaining a safe and healthy working environment.
7. To follow safe procedures for evacuating Pre-School in case of fire, as laid down in Ormesby Village Infants Schools Health and Safety Policy.
8. To review and revise the policy as necessary.
9. Risk Assessment file checked every term, or when necessary.

**Responsibilities of the Committee and Manager**

The committee and manager are responsible for implementing this policy within Pre-School. In particular they will-

1. Monitor the effectiveness of the Health and safety Policy, and the safe working procedures described within it.
2. Daily monitoring of the policy will be the responsibility of the manager.
3. To ensure health and safety standards are maintained / improved.
4. Identify any members of staff directly responsible for health and safety matters.
5. All staff will co-operate with the committee and manager on health and safety matters.

**Responsibilities of persons Competent to assist with Health and Safety**

The named delegated persons are - Evelyn Moore

 Lorraine Read

1. Assist manager in the implementation and monitoring of the policy.
2. Assist in carrying out regular safety inspections of the Pre-School.
3. Ensure the health and safety poster is displayed.
4. All staff are trained to carryout safety checks.

**Responsibilities of all paid and unpaid staff**

1. Take reasonable care of all their own health and safety and report all health and safety concerns to appropriate persons.
2. Ensure that any equipment or tools used are appropriate to their use and meet accepted safety standards.
3. Make themselves aware of all safety procedures, rules and safe working practices.
4. Use protective clothing and safety equipment provided.
5. To wear clothing provided by Ormesby Pre-School.
6. Ensure that any accidents whether or not an injury occurs are recorded in the accident book.
7. To assist in risk assessment – updating and implementing.
8. To fill out and update a full medical history.
9. To complete all check lists and a weekly Health and safety check

**Responsibilities of Parents / Carers**

All parents responsibilities to help with Health and safety, or their children when in our care.

1. To dress children appropriately
2. To help their children observe the safety rules of the Pre-School
3. To take particular attention to safety around the outside equipment.

**Visitors**

All visitors will be expected to observe the safety rules of the Pre-School. They will be expected to sign in/out on arrival/departure. Visitors will be escorted at all times unless registered with Norfolk County Council.

**Fire and Emergency Evacuation Procedures**

The Pre-School / Infants School procedures are displayed on every fire door.

The procedure will be updated as appropriate.

A book recording fire drills is updated when necessary.

**Fire Prevention Equipment**

Ormesby Village Infants School are responsible for the checking and upkeep of all fire extinguishers, blankets and alarms within the school, Ormesby Pre-School maintain the fire extinguishers in the mobile.

**First Aid and Accident Reporting**

All staff are trained in First Aid.

Notify manager of any major accidents.

All accidents to be written in accident book and signed by parent / carer.

**Responsibilities of staff towards Children**

All staff are responsible for the Health and Safety arrangements towards children. In particular they will monitor their own activities and take reasonable steps to –

1. Exercise effective supervision over all children.
2. Be aware of and implement safe working practices and to set a good example.
3. Identify actual and potential hazards and introduce procedures to minimise the possibility of accidents.
4. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
5. Maintain lists of health and safety issues, checked and recorded.
6. Provide appropriate clothing.
7. Provide opportunity for discussion of health and safety.
8. Look at the recording of all accidents and any actions that need taking. (safeguarding officer)
9. Educate children on health and safety matters regarding equipment and personal hygiene.
10. Encourage children to: - walk not run, to tidy up toys to keep environment safe

**Responsibilities of staff towards students**

1. Provide written job descriptions
2. Induction training by manager and implement that training.
3. Use protective clothing when necessary.
4. Always ask when not sure on health and safety procedure.
5. Never leave students alone with children.
6. Students will be supervised by all staff.