

# Harrold Pre-School Policies



## Health and Safety Policy

*Designated Health and Safety Officer ..... Sam Bates*

### Objectives

- Harrold Pre-School recognises that it has a responsibility and duty of care towards those who work in and receive a service from us. Individual committee members, staff and parent/carer helpers have responsibility for ensuring their own safety as well as that of others. Adherence to policies and procedures and risk assessment is the key means through which this is achieved.
- Risk assessment is carried out to ensure the safety of children, staff, parents and visitors. Legislation requires all those individuals in the given workplace to be responsible for the health and safety of premises, equipment and working practices.
- There are risk assessments for all areas of the setting. These are added to or modified according to the individual risk assessment of activities taking place in these areas, thereby ensuring that procedures meet the specific requirements.
- Smoking is not allowed on the premises, either indoors or outdoors.
- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. Alcohol must not be brought onto the premises.

The standard health and safety procedures cover the following areas:

1. Risk assessment
2. Group Rooms
3. Kitchen
4. Toilets
5. Outings
6. Outdoors
7. Staff/visitors' cloakrooms
8. Maintenance and repairs
9. Staff personal safety
10. Entrance areas
11. Inventory
12. Control of substances hazardous to health (COSHH Regulations)
13. Manual handling
14. Festival and other decorations.
15. First Aid

- A risk assessment is carried out for each area and the standard procedure is modified according to needs identified for the specific environment.
- Risk assessments are monitored and reviewed by those responsible for health and safety.