**St Leonard’s Pre-School**

**Health & Safety Policy**

**This is the Healthy & Safety Policy Statement of St Leonard’s Pre-School**

**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 plant and equipment;
* To ensure safe handling and use of substances;
* To provide information, instruction and supervision

**For employees;**

To ensure all 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 as necessary at regular intervals

Signed

Date

Review date

**Responsibilities**

Overall and final responsibility for the health and safety of the pre-school building and plant is that of

* **The Royal Academy for Deaf Education, 50 Topsham Road, Exeter, EX2 4NF**

Overall and final responsibility for the health and safety of St Leonard’s Pre-school is that of

* **St Leonard’s Pre-school Management Committee**

Day to day responsibility for ensuring this policy is put into practice is delegated to

* **Anne Holding**

All employees and parent volunteers have to:

* Co-operate with supervisors and managers 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 (as detailed in this policy statement)

**Health and safety risks arising from our work activities**

* Risk assessments will be undertaken by: **Anne Holing and committee member Angeline Taylor.**
* The findings of the risk assessments will be reported to: **St Leonards Pre-School committee.**
* Action required to remove/control risks will be approved by: **St Leonards Pre-School committee.**
* **Anne Holding** will be responsible for ensuring that action required is implemented.
* **Anne Holding** will check that the implemented actions have removed/reduced the risks.
* Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

**Consultation with employees**

* Employee representative is **Anne Holding**.
* Consultation with employees is provided at staff meetings held every half term, and at committee meetings, if issues arise.

**Safe Plant and Equipment**

* **Anne Holding** will be responsible for identifying all pre-school equipment needing maintenance.
* **Anne Holding** will be responsible for ensuring effective maintenance procedures are drawn up for pre-school equipment.
* **Anne Holding** will be responsible for ensuring that all identified maintenance is implemented for pre-school equipment
* Any problems found with pre-school plant/equipment should be reported to **Anne Dickinson**.
* **Anne Dickinson** will check that new plant and equipment for pre-school meets health and safety standards before it is purchased.
* **Anne Dickinson** will be responsible for reporting plant, structure or equipment failings **to Rachel Carter (Academy Health and Safety)** where they are deemed responsible for such plant, structure or equipment.

**Safe handling and use of substances**

* **Anne Holding** will be responsible for identifying all substances which need a COSHH assessment.
* **Anne Holding** will be responsible for undertaking COSHH assessments.
* **Anne Holding** will be responsible for ensuring that all actions identified in assessments are implemented.
* **Anne Holding** will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
* **Anne Dickinson** will check that new substances can be used safely before they are purchased.
* Assessments will be reviewed every term or when the work activity changes, whichever is soonest.

**Information, Instruction and Supervision**

* The ‘Healthy and Safety Law poster’ is displayed on the wall in the pre-school kitchen.
* Healthy and safety advice is available from **committee member (Health and Safety) Angeline Taylor.**
* Supervision of young workers/trainees will be undertaken by **Anne Dickinson and Anne Holding.**

**Competency for tasks and training**

* Induction training will be provided for all employees and parent volunteers by **Anne Holding**.
* Job specific training will be provided by **Anne Dickinson.**
* Specific training required for all relevant staff is:

1. First Aid
2. Manual Handling training (when necessary)

* Training records are kept by **Anne Dickinson**.
* Training will be identified, arranged and monitored by **Anne Dickinson**.

**Accidents, First Aid and Related Ill Health**

* The first aid boxes are kept in the kitchen.
* A spill kit is kept in the children’s toilet, next to the first aid box.
* The appointed persons/first aiders are:
  + 1. Anne Holding
    2. Anne Dickinson
    3. Lyn Clotworthy
    4. Karen Lord
    5. Jo Totterpell
    6. Nicky Chadwick
* All accidents and cases of work-related ill health are to be recorded in the accident book. This is kept by **Anne Dickinson** and reviewed by **Anne Dickinson** and **committee member Angeline Taylor.**
* **Anne Dickinson/committee member** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

**Monitoring**

* To check working conditions and ensure safe work practices are being followed, **Anne Dickinson and Anne Holding** will:
  + 1. Perform spot checks randomly
    2. Regularly check accident book
    3. Investigate accidents
* **Anne Dickinson** is responsible for investigating accidents.
* **Anne Dickinson** is responsible for investigating work-related causes of sickness absences.
* **Anne Dickinson** is responsible for acting on investigation findings to prevent a recurrence.

**Emergency Procedures – Fire and Evacuation**

* **Anne Holding** is responsible for ensuring the fire risk assessment is undertaken and implemented.
* Escape routes are checked **by Anne Holding and Anne Dickinson** – Every morning.
* Fire Extinguishers are maintained and checked as arranged **by the Academy.**
* Emergency lighting is maintained and checked as arranged **by the Academy.**
* Smoke detectors are tested by **Anne Holding** – Every month.
* Fire bells are tested weekly (on a Monday) **by the Academy**.
* Emergency evacuation will be tested every half term for each session during the week. In addition pre-school will take part in the emergency evacuation arranged **by the Academy.**