



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

2018 Part 1

Pages 1-3

Health and Safety Policy

The following information is a statement of general policy. The operational procedures follow.

This statement of general policy and arrangements is for – Isleham Pre-School

Overall and final responsibility for Legal implications – Current Chairpersons of I.U.F.A. Committee

Overall responsibility for Health and Safety is that of : Mrs J. O’Sullivan (Manager) and Mrs A. Harris (Deputy Manager)

Statement of Policy

Responsibility of :

Action/arrangements

To prevent accidents and cases of work related ill health and provide adequate control of Health and Safety risks arising

Mrs J O’Sullivan
Mrs A. Harris
Miss E Holt

Daily Safety Checks inside and out and are recorded.
Risk Assessments, recorded and reviewed termly or sooner depending on working practices.

To provide adequate training to ensure employees are competent to do their work

Mrs J O’Sullivan
Mrs A Harris

Ms K. Smith, Mrs J. Larner, Mrs E. Stevens, Mrs R Cull and Miss K O’Neil
Staff and trainees are immediately familiarised with Health and Safety by familiarisation of procedures via an induction program.

To engage and consult with employees on a day to day health and safety conditions and provide advice and supervision on occupational Health.

Mrs J O’Sullivan
Mrs A Harris
All Staff -above

Staff and trainees are immediately familiarized with Health and Safety by the familiarization of procedures and an induction program. Staff are routinely consulted on health and safety matters as they arise, also, discussions take place in weekly planning meetings or during 1:1 supervisions.



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To implement emergency procedures -evacuation in case of fire or other significant incident.	Mrs. J O'Sullivan Mrs A Harris Miss E Holt All	Escape routes are well signed and kept clear at all times. Evacuation Plans are tested in that the equipment is examined weekly. Fire drills take place monthly during different times of the day and on different days so all children have an understanding of these procedures. Logs are kept.
To maintain safe and healthy working conditions, provide and maintain facilities and equipment. Ensuring safe storage of equipment and substances that may be harmful.	Mrs J O'Sullivan Mrs A Harris All	Toilets, washing facilities and drinking water provided. Systems in place for routine inspections and testing of equipment, fire, electrical and otherwise. Health and Safety poster displayed in the hallway.

First Aid boxes and/or kits are found in the Kitchen, in the main room, in our travel bag to the allotment and in our shed at the Allotment. All items are relevant and up to date from the guidance of our Pediatric and Adult first Aid training.
Accident and Incident books are kept in a cupboard near the First aid cupboard in the main room along with risk assessments.

Information on Riddor (Reporting of Injuries and Dangerous Occurrences Regulations) is on display in the hall.

Tel: 0845 300 9923 www.hse.gov.uk/riddor



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Operational details follow this policy.

This Statement of Health and Safety Policy was adopted at a Committee meeting on

Signature of Chairperson/s.....Date.....