



**Maidenbower
Pre-School
Playgroup**

Health and Safety Policy

Lead Person Responsible: Committee

Secondary Lead Person Responsible: Janet Noad

Safety Principles

- Accidents involving members of playgroup staff are preventable.
- If a job cannot be done safely it should not be done.
- Hazards are manageable by elimination, safeguarding, training and safe systems of work.
- The Management Committee and the Playgroup Supervisor are accountable for identifying and managing hazards in their area of responsibility.
- Employees will receive adequate training to allow them to work safely.
- Workplaces and activities will be regularly risk assessed.
- Everyone must work safely and report accidents, hazards, faulty equipment and unsafe practices.

Current and new playgroup employees:

- Must read and have the opportunity to discuss the safety principles and this policy.
- Will/have received Manual Handling training.
- Must report accidents, faulty equipment, hazards and potential hazards to the Playgroup Supervisor and Management Committee.
- Follow the given procedure in the event of an accident or injury at work.

The Management Committee and Playgroup Supervisor shall be expected to do the following:

- Implement this policy.
- Maintain a safe place of work.
- Advise employees of any changes to health and safety regulations.
- Ensure that all employees are continually updated and trained in health and safety matters to enable them to carry out their duties in a safe place of work.

- Investigate all accidents and injuries to employees immediately, to determine underlying causes and to prevent any recurrences.

Procedure for dealing with accidents or injuries at work

- The Playgroup Supervisor shall notify the Chairperson of any accident or injury involving any member of staff by telephone, as soon as possible after the incident.
- The Playgroup Supervisor shall then provide the Chairperson with a full written report, which shall contain statements from all members of staff, as appropriate.
- The Chairperson shall carry out a full investigation to determine the cause of the accident. Make a written report and keep a copy of each report relating to the incident in the personnel file.
- In the event of an accident or injury affecting the Playgroup Supervisor, the acting Supervisor or other permanent member of playgroup staff shall carry out the Supervisor's responsibilities above.
- OFSTED & the Health & Safety Executive will be informed.

Fire Awareness

- All staff have received Fire Safety training.
- Fire doors are never obstructed.
- Fire drills are held at least one a term, or more frequently if required.
- Fire extinguishers are checked annually (by the Premises Officer) and staff know how to use them.
- Our fire assembly point is by the recycling bins and in the case of a true emergency our evacuation point is Maidenbower Infants Nursery where parents/carers will be contacted to collect their children.

For more information contact;

Health and Safety Executive

Oxted
The Council Offices
Station Road
East Oxted
Surrey
RH8 0BT

Health Protection Agency

Surrey and Sussex Health Protection Unit
County Hall North
Chartway
Horsham, West Sussex
RH12 1XA

RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

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