



Adventure Pre-School – Health and Safety Policy

We manage health and safety risks in the workplace by:

- Preventing accidents and cases of work-related ill-health
- Providing clear instructions, information and adequate training to ensure competence of employees
- Engaging in day-to-day consultation with employees about health and safety conditions
- Implementing emergency procedures in case of fire evacuation or other significant incidents
- Maintaining safe and healthy work conditions including the maintenance of equipment and safe storage of resources, equipment and substances

The focus of the health and safety policy is to ensure that all employees, volunteers, students, visitors, families and children are not exposed to unreasonable risk of harm, infection or injury. This is a shared responsibility between all employees but is overseen by the Management Team and Team Leader.

The Management Team must:

Complete risk assessments explaining risks and control measures; consult with employees regarding safety; provide relevant health and safety training; provide appropriate personal protective equipment (PPE); provide toilets, washing facilities and drinking water; adequate first aid facilities; report major injuries and fatalities at work to the HSE (0345 300 9923); report other injuries, diseases and dangerous incidents online (www.hse.gov.uk); have employers liability insurance and display the current certificate; work with others to improve health and safety in the workplace.

Employees, volunteers, students, visitors, families and children must:

Follow training and procedures and instructions about safe practice as given by the Management Team; take reasonable care of personal (and others') health and safety; co-operate with the Management Team on matters of health and safety; raise concerns about aspects of health and safety with the Team Leader if there is a belief that current procedures put anyone's health and safety at serious risk.



Specific ways to manage health and safety are covered in more detail in following policies:

- Risk
- Deployment
- Fire safety
- Adult health
- Child sickness
- Food hygiene

Additional ways all employees must act to ensure safety are:

- Follow advice raised through annual PAT of all electrical items
- No smoking on site
- Keep all resources stored safely and appropriately
- Keep the setting tidy with things put in their storage spaces
- Contribute to spot cleaning of the setting