

Little Bears Preschool – Shebbear

Chair of CIO – Mrs Victoria Tonkin

Setting Manager – Mrs Jane Elston

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

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

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	The CIO Chair: Mrs Victoria Tonkin	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier, if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work	Manager Mrs Jane Elston	Staff and subcontractors given necessary health and safety induction and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in working remotely.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Mrs Jane Elston / Manager Mrs Vicky Tappin / Deputy Manager	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.

To implement emergency procedures - evacuation in case of fire or other significant incident.	Mrs Jane Elston / Manager Mrs Vicky Tappin / Deputy Manager Mrs Jill Jennings / Assistant	Escape routes well signed and kept clear at all times. Evacuation plans are tested on a regular basis and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage / use of substances	Mrs Jane Elston / Manager Mrs Vicky Tappin / Deputy Manager Mrs Jill Jennings / Assistant	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances. (See www.coshhessentials.org.uk .)
To ensure Educational Visits and Outings are properly supervised and provide adequate control of health and safety risks arising from such excursions.	Mrs Jane Elston (Manager) Mrs Vicky Tappin (Deputy Manager)	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk Assessments sought from the venue and all actions implemented.

Health and safety law poster is displayed:	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	First Aid Box: Under children's sink Accident/ Incident Forms: Behind cupboard door in plastic wall information bookcase. In pre-school entrance in plastic wall information bookcase.

Signed: (Employer)	CIO Chair		Date:	
Subject to review, monitoring and revision by:	The Governing Body	Every:	12	months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: www.hse.gov.uk/riddor