

# Health and Safety Policy



SCO02153

This is the statement of general policy and arrangements for Ferryfield Playgroup :

Overall and final responsibility for Health and Safety is that of :

Laura Hunter - Chairperson
Lucy O'Connor - Manager

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
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Lucy O'Connor Manager	All staff receive training in Health and Safety, infection control and are aware of all the risk assessments in Playgroup.
To provide adequate training to ensure employees are competent to do their work	Lucy O'Connor Manager	A comprehensive training programme is in place in Playgroup.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Lucy O'Connor Manager	All staff receive training in Health and Safety, COSHH, and RIDDOR and the Manager is available to provide advice and supervision everyday.
To implement emergency procedures / evacuation in case of fire or other significant incident.	All Staff	Staff are aware of the Evacuation Procedures and practice them regularly. Who ever discovers a reason to implement an Evacuation is responsible to implement it.
To maintain safe and healthy working condition, provide and maintain equipment and ensure safe storage / use of substances	Lucy O'Connor Manager	The Manager regularly evaluates the environment and the equipment and implements any conditions necessary to ensure the Health and Safety of the staff and the service users.

Health and Safety law poster is displayed:	In the big playroom.		
First Aid box is located:	In the small playroom, in the larder cupboard		
Accident records are located:	In the big playroom, in the filing cabinet.		
Accidents and ill health at work reported under RIDDOR:	By the Chairperson.		
Signed: (Chairperson)		Date:	
Subject to review, monitoring and revision by:	The Chairperson	Every:	12 months or sooner if work activity changes