

3.0 St Gregorys Childcare Trust Health & Safety Policy

Aims

It is the policy of the St. Gregory's Child Care Trust to comply with the requirements of the Health & Safety at Work Act and other relevant legislation in order to provide a safe and healthy environment in all the child care groups. It is the responsibility of everyone on the premises to do everything reasonably practical to prevent injury and to be mindful of the health and safety of everyone who may be affected by their activities.

Actions: In order to achieve this:

The trustees will:

- * ensure that health and safety and security requirements are being adequately addressed.
- * annually review this policy to ensure that it is current, relevant and effective.
- * provide the necessary information, training and supervision to ensure H&S for children and staff

The management committee will:

- * maintain and implement a code of health and safety practice
- * ensure that relevant legal requirements are implemented
- * ensure that the premises and equipment are safe for staff and children
- * arrange an annual health and safety assessment with representatives from the staff and trustees.
- * arrange to implement the health and safety measures identified as necessary by the assessment.
- * record the significant findings of the assessment and the measures taken to reduce or eliminate risks
- * take timely action on all reported health and safety issues.
- * arrange adequate security to prevent harm to staff and children and damage to property.
- * disseminate appropriate health and safety literature to relevant people.
- * provide information, instruction, training and supervision necessary for the health and safety of children and staff.
- * set up emergency procedures
- * provide adequate welfare facilities
- * provide adequate first aid facilities and training for all staff
- * ensure that appropriate safety signs are provided and maintained
- * report certain injuries, diseases and dangerous occurrences to the appropriate Health Protection Unit and OFSTED
- * appoint a competent person to assist with health and safety responsibilities and consult the staff or their safety representative about this appointment.
- * carry out risk assessments before all trips.

The staff will:

- * abide by the procedures of H&S practice and security arrangements and teach the children to do likewise.
- * ensure they themselves understand the requirements of applicable legislation.
- * report any accidents, near misses or hazards to the leader or manager.
- * co-operate with the manager in creating a safe and healthy environment.
- * always act with regard to their own safety and that of others

Parents and visitors will:

- * co-operate with the safety and security arrangements
- * inform the manager of any activities which could affect the health and safety of staff and children

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