

Staff Safety Policy

It is the policy of the Committee, so far as reasonably practicable, to:

- Establish and maintain a safe environment for staff whilst they are working at Fingringhoe Village Hall for Roman River Pre –School.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and equipment.
- Ensure the provision of sufficient safety information.
- Maintain all areas under the control of the Committee and Pre-School Manager in a condition that is safe.
- Define a procedure for use of fire and for evacuating the hall.
- Define a procedure to be followed in case of accident.

It is the responsibility of the Committee and Pre-School Manager to implement this policy within the Pre-School. In particular, they will:

- Monitor the effectiveness of the safety policy and the safe working practices described and shall revise and amend it as necessary.
- Arrange for periodic practice evaluation drills (normally at least once every half term) to take place.
- Make arrangements for implementing the accident reporting procedure and draw this to the attention of all staff at the Pre-School.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
- Report to the Village Hall Management Committee any defect in the state of repair of the building or surround which is being identified as unsafe.

It is the responsibility of Pre-School staff to:

- Take reasonable care for the safety of themselves and of any person who might be affected by their acts or omissions at work.
- Not interfere with or misuse anything provided in the interest of health, safety and welfare.
- Make themselves aware of the Pre-School Safety Policy and Procedures.
- Ensure all equipment is in good condition and report any defects to the Manager.
- Use protective clothing provided (ie. disposable gloves during nappy changing, disposable aprons during food preparation).
- Ensure equipment is stored safely.
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Manager.
- Ensure the emergency contact number is always correct.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN SAFETY ARRANGEMENTS, THEY MUST DRAW THESE TO THE ATTENTION OF THE MANAGER AND COMMITTEE.

The person who has overall and final responsibility for ensuring the Safety Policy is implemented is the Chairperson of Roman River Pre-School.

Roman River Pre-School's Health and Safety Officer is Jo Connell.

The Pre-School Manager will ensure there is always at least one member of staff with First Aid Training on the premises.

Staff who have received paediatric First Aid Training are:

Jo Connell, Linzi White (Full First Aid), Kayleigh Ditchman, Donna Holder, Fearn Short, Laura Jacob, Corinna Smith (Forest School First Aid and PFA)

A list of staff trained in First Aid is on the First Aid box and poster in the Village Hall.

Risk Assessment

Identified safety hazards are detailed in Roman River Pre-School's Risk Assessments which shall be reviewed annually.

Procedure for Recording and Dealing with Accidents

- Treat the casualty appropriately – seek medical aid if required
- Note the incident in the Accident/Incident Book located in the First Aid Box
- Inform Manager
- Inform parent/carer who must

Procedure for Evacuation of the Hall

- Alarm is sounded/whistle blown
- Staff escort children to far end of car park/safe area via main entrance if possible or other fire exits if not.
- Manager or Person on snack collects main register and Yellow bag (including mobile phone)
- Indoor staff member checks all rooms within Village Hall as children are evacuating the building to ensure all rooms are clear
- All go too far end of car park/safe area for register check
- Call fire brigade

Consultation regarding safety matters can take place during regular committee meetings and any staff member wishing to discuss safety issues may ask for this to be placed on the next Committee meeting agenda. Urgent safety issues should be taken directly to the Pre-School Committee Chairperson.

All staff will receive a copy of the Roman River Pre-School Safety Policy. A copy will also be available to volunteer helpers.