

**Health and Safety Policy**

**Our policy is to provide and maintain safe and healthy environment, working and play conditions, equipment and systems for all our employees and the children in their care.**

We shall provide such information and training as is needed for this purpose. We also accept responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we make to implement the policy are set out below.

The policy shall be kept up to date, particularly as the group changes in nature, size and location. To ensure this, the policy and the way that it is implemented shall be reviewed each year or earlier if required.

Responsibilities: Natalie Scanlan, Manager has overall and final responsibility for the Health and Safety of the group and for this policy being carried out at both our premises.

The appointed first aider shall be displayed on the notice board in each venue. Further assistance can be requested from any member of staff who has received first aid training.

Patricia McMillan and Irene wilson will be in charge of ensuring the first aid box is kept up to date.

**Health and Safety Policy Continued…**

All accidents must be recorded on an accident/incident form which are kept in the cupboard at each venue. All accident records will be kept permanently in the group archives.

Housekeeping and premises: Table top surfaces shall be cleaned prior to and after use, floors vacuumed, swept and mopped as required. Waste disposal either in bins or down toilet (as appropriate).

All equipment shall be safely stacked/stored in the appropriate cupboards and children shall not have unaccompanied access to these storage areas.

Chairs shall NOT be stacked more than ten high and should be stored facing a wall.

Equipment (including electrical equipment) shall be monitored during term times for wear and tear and repaired/replaced as required.

All equipment shall be checked thoroughly at the end of each term.

All soft toys/pillows/cushions shall be regularly laundered or dry cleaned or as required.

Children shall NOT be allowed unaccompanied into the kitchen.

**Signed:** Natalie Scanlan **Date: 16/10/2018 Review Date: 16/10/2019**