

Health and safety policy

This is the statement of general policy and arrangements for: <input type="text" value="Boscastle Play School"/>		
Steve Coom has overall and final responsibility for health and safety		
Lyn Lockyear has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Felicity Price – play assistant Lyn Lockyear - Manager	Ensure all information is up to date, follow HSE directive, have regular staff meetings
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Felicity Price – play assistant Lyn Lockyear - Manager	Ensure all information is up to date, follow HSE directive, have regular staff meetings, ensure training is up to date
Engage and consult with employees on day-to-day health and safety conditions	Felicity Price – play assistant Lyn Lockyear - Manager	Ensure all information is up to date, follow HSE directive, have regular staff meetings
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Lyn Lockyear - Manager	Follow fire and evacuation policy Ensure all information is up to date, follow HSE directive, have regular staff meetings
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Felicity Price – play assistant Lyn Lockyear - Manager	Daily sweep of all equipment, inside and outside areas and ensure all substances are stored correctly. Ensure all information is up to date, follow HSE directive, have regular staff meetings

Signed: * (Employer)	<input type="text"/>	Date:	<input type="text" value=""/>
----------------------	----------------------	-------	-------------------------------

You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Hand washing area (outside the adult toilet)
First-aid box is located:	Kitchen (next to the cooker)
Accident book is located:	In reception

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: **Boscastle Play School**

Date of risk assessment: **28.02.15**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills. Arrange for loose carpet tile on second floor to be repaired/replaced.	All staff, supervisor to monitor Manager	From now on From now on	Ongoing Ongoing
Tripping hazard	Children could catch bare feet on raised nails.	If noticed, management to be notified and nails knocked in.	Place on weekly checklist.	LT	28.02.15	28.02.15
Slips & trips	Staff, children and visitors could slip when walking down steps; especially when wet.	Regular cleaning, sensible footwear, no carrying children.	Review use of texturized paint and/or hi-viz grip strips on all steps.	Committee		
Slips & trips	Toys on floor	General awareness, ensure cleared before moving larger objects.	Team awareness, have a spotter team carrying items that obscure view.	All	From now on	Ongoing
Burns	Staff using kitchen hob – potential burns from spillages.	Handles to be placed away from body. Hot drinks only consumed in the kitchen area and not to be placed on divider/side board.	Training of news staff/visitors on workplace procedures. Only have a maximum of 2 people in the kitchen.	Lara to check induction. Procedure change and place signage in kitchen - Lyn.		
Working at height	Staff putting up displays. Potential of children being hurt if they get in the way or get under ladders.	Done out of hours; always 2 members of staff.	Steps with side handles to be purchased.	Committee (MDP)	10.02.15	28.02.15
Manual Handling	Staff – lifting sand bags, children, moving climbing frame etc	Using trolley, multiple person lifts on climbing frame.	Additional training & manual handling posters to be updated	Committee.	From now on	Ongoing
Trapping fingers	Staff & children may get fingers trapped in door.	Wedges in use and door always left open.	Review of soft close mechanism and/or use of latch to keep door open all the time.	Committee.		
Access blocked	Children, staff if boxes fall or get in way in an emergency exit situation.	Lynn “rationalizing” equipment in boxes to create clear walkways.	Review requirement for new storage space.	Committee		

Kitchen gate not secure?	Children may access risk of burns, slipping, ingestion of kitchen chemicals	Ensuring gate locked and watching kids at all times	Review additional gate lock put child lock on cupboards	Committee	August 2015	
Trip hazard/fire exit blocked	Doors blocked by kitchen					
Trip hazard/fire exit blocked	Door leading to Wendy House blocked	Sign on door when not in use	Either too much stuff or not enough correct storage space – to be reviewed.			
First aid box and clutter next to cooker	Clutter could be knocked on to cooker- Fire hazard. Delay in accessing First Aid box.		Reduce clutter put up shelf for first aid box	LYN		
Boxes stacked too high on drying rack	Potential for them to topple over and injure staff parent or child		Reduce clutter get a new shelf unit	LYN		
Hi-viz jackets for staff						

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14