**GENERAL HEALTH AND SAFETY POLICY**

**Introduction**

Stepping Stones is a childcare setting providing childcare for up to 48 children per session, aged 2-11 years. It operates during term time only for sessional care and out of school clubs, and holiday clubs out of term time. As an employer Stepping Stones complies with the Health & Safety at Work Act 1974.

Our General Responsibilities as the Employer is:

* to provide adequate control of the health and safety risks arising from our work activities
* to consult with our employees on matters affecting their health and safety;
* to provide and maintain safe plant and equipment;
* to ensure safe handling and use of substances;
* to provide information, instruction and supervision for employees;
* to ensure all employees are competent to do their tasks, and to give them adequate training;
* to prevent accidents and cases of work-related ill health;
* to maintain safe and healthy working conditions; and
* to review and revise this policy as necessary at regular intervals.

The designated person responsible for maintaining Health and Safety at Stepping Stones is:

***Kim Buckingham, Centre Manager***

**Employee Responsibility**

As an employee you also have responsibilities to Health and Safety. All employees have to:

* co-operate with supervisors and managers on health and safety matters;
* not interfere with anything provided to safeguard their health and safety;
* take reasonable care of their own health and safety; and
* report all health and safety concerns to the Centre Manager or in her absence the Business Manager

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| Overall and final responsibility for health and safety is that of: | | The Voluntary Managed Committee | |
| Day-to-day responsibility for ensuring this policy is put into practice is delegated to: | | Kim Buckingham, Centre Manager, supported by Teresa Jackson, Business Manager | |
| GENERAL POLICY | RESPONSIBILITY OF: Name/Title | | ACTION/ARRANGEMENTS (customise to meet your own situation) |
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. | Kim Buckingham, Centre Manager | | Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.) |
| To provide adequate training to ensure employees are competent to do their work. | Kim Buckingham, Centre Manager | | Staff given necessary health and safety induction and provided with appropriate training, and personal protective equipment to wear, such as gloves and aprons. |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health. | Kim Buckingham, Centre Manager  Teresa Jackson, Business Manager  All staff | | Staff routinely consulted on health and safety matters as they arise but also formally consulted at team meetings where health and safety performance will be reviewed. |
| To implement emergency procedures – evacuation in case of fire or other significant incident. | Kim Buckingham, Centre Manager,  Kim Martin, Deputy Manager, Teresa Jackson, Business Manager | | Escape routes well signed and kept clear at all times. Evacuation plans are tested each term and updated as necessary.  Visitors are signed in and out of the visitors book and are shown our procedures for evacuation. |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances. | Kim Buckingham, Centre Manager,  Kim Martin, Deputy Manager, Teresa Jackson, Business Manager | | Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.  Staff trained in safe handling/use of substances where necessary. |

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| The HSE Executive Health and Safety Poster is displayed: | **IN THE KITCHEN** | | | |
| First-aid box and accident book are located:  Accidents and ill health at work reported under RIDDOR:  (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Tel: 0845 300 9923 | IN THE KITCHEN, RED ROOM, GREEN ROOM. First Aiders are detailed on the appropriate signs. | | | |
| Signed: (Employer) |  | Date: |  | |
| Subject to review, monitoring and revision by: | Kim Buckingham | Every: | 12 | months or sooner if work activity changes |