



## **Health and Safety Policy – Appendix 1**

### **Tandridge Village Pre-School Management Committee Members**

- Ensure that a contemporary Health and Safety Policy is in place and implemented.

### **Manager**

- Take charge in an emergency until relieved by the emergency services.
- Act as a principal contact with the emergency services.

### **Supervisor/ Assistant supervisor**

- Assume duties of Manager/ supervisor in their absence.

### **All Staff**

- Ensure that all children, helpers, visitors, etc. are familiar with fire, accident and all emergency procedures.
- Supervise emergency evacuation of the premises.
- Check that work areas, equipment and procedures are safe before commencement of an activity.
- Ensure adequate supervision of activities under their control.
- Report any problems to their manager.
- **All level 2 and 3 staff are qualified first aiders.**

**The first aid box can be found in the kitchen.**

**The Accident book is kept with the Health and Safety folder located in the hall cupboard out of session hours. During sessions it is on the going home table found near the kitchen hatch.**

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This policy will be reviewed:

Autumn 2020

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: