



## **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.

### **Deputy Manager/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 permanent staff are qualified first aiders. Bank staff may be first aid trained but will always be with another staff member who is first aid trained.**

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

**The Accident/Illness book and Head injury book are kept in the locked hall cupboard out of session hours. During sessions they are 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: Spring 2027

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

Staff Signatures:

Date: