

Guidance on Health and Safety

Principal Statement

Everyone working for Step by Step must cooperate with the nursery's safety organisation and arrangements.

Key Principles

THE MANAGER HAS THE FOLLOWING RESPONSIBILITIES FOR THE SAFETY AND MUST:

- Ensure that their staff and any agency staff, volunteers work safely; and are satisfactorily completing their safety responsibilities.
- Ensure that any place of work and work environment under their control is safe and without risk to health and that the security and fire precautions are assessed and managed.
- Provide appropriate information, instruction, training and supervision for all their staff, volunteers etc to ensure their continued competence to work safely.
- Ensure that risk assessments are carried out and documented, and that their staff understand and implement the resulting control measures and safe working practices.

ALL STAFF MUST:

- Take reasonable care for their own health and safety, and that of colleagues, children and others who may be affected by their work / actions.
- Report to their manager any work conditions or practices which they consider unsafe or unhealthy and / or which they cannot rectify.
- Obey safety instructions, use specified protective equipment, and carry out safe working practices specified by their managers and detailed in the Safety Codes of Practice.
- Not willfully mis-use anything provided in the interests of health, safety and welfare.
- Rectify and / or report hazards and report safety incidents.

The Controller of the premises at St Elisabeth's will co-ordinate the safety arrangements at the premises for visitors, contractors, security, fire safety, first aid, asbestos, periodic workplace inspections, etc and ensure any necessary remedial action is implemented.

The Controllers of Premises are as follows:

ST ELISABETH'S CHURCH, EASTBOURNE:[Mandy Mulford,church manager]

For further information, staff should refer to the Safety Code of Practice I the Health, Safety and Welfare Policy and Guidance.