**Health, Safety and Welfare**

 We will ensure that a consistently high standard is maintained, full risk assessments are performed and in particular, Abacus will:

• Provide and maintain toys, equipment and safe systems of work/play

• Provide such information, instruction and training as is necessary to ensure the health, safety and welfare of employees and children

• Ensure that the requirements of all relevant statutory provisions are met

• Communicate with parents/carers and employees where necessary, providing information regarding relevant health matters within the Pre-School

• Ensure that there is access to a telephone on the premises and that an adequate First Aid kit is available at all times

• Report all accidents to parents/carers, and more severe accidents to Ofsted

• Inform parents of a place of safety to which the children will be taken in the event of the building being evacuated (see Emergency Procedures)

The Management Committee recognises their duty as employers to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of all its employees and other persons, including children and voluntary workers, while attending the Pre-School.

Employees, for their part, will:

• Take responsibility for their safety and the safety of others

• Co-operate in keeping all work-areas tidy, ensure the building is a smoke-free zone and ensure corridors are free from unnecessary obstructions and hazards

• Co-operate in training and in other health, safety and welfare matters to enable the Pre-School to comply with all statutory regulations

• Report in writing any hazard or illness that may affect the health, safety or welfare of anyone using the Pre-School

• Make sure that all staff are aware of any hazards associated with their work and understand the risk assessment

• Record any accident/incident on the accident book, including date, time, place and brief description of the incident/accident, mentioning the location on the body and any treatment given. Parents/carers will be informed of all accidents. Staff to ensure accident form and any copies to be given to parents are signed and our copy correctly filed. Parents will always receive a copy of the accident form.

• Ensure Emergency contact details for staff, and volunteers are kept up-to-date within the Children’s Emergency Contact Folder and notify the Business Administrator to update the Emergency Plan Staff Contacts for the Pre-School

Date reviewed: May 2019

Next Review Date: May 2020