

Greenbank Pre School Health and Safety Policy

Greenbank Pre School

Edinburgh Greenbank Parish Church of Scotland
Braidburn Terrace
Edinburgh EH10 6ES

SPPA Registration No: 0923

Charity No SCO11325

Health and Safety Policy

In setting out a Health and Safety policy for Greenbank Pre School it has to be borne in mind that the Pre School operates under the auspices for Greenbank Parish Church in whose premises the Pre School is located. The Church has a separate and exhaustive Health and Safety policy in its own right.

The general policy of Greenbank Pre School in relation to Health and Safety is:

- to provide adequate control of the health and safety risks arising from the pre school activities
- to consult with the staff on matters affecting their health and safety;
- to provide and maintain safe equipment;
- to provide information, instruction and supervision for staff;
- to ensure all staff 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.

To implement this policy, the overall responsibility for health and safety rests with the management committee while day to day responsibility rests with the teacher in charge of the Pre School. All staff are required to co-operate with the management committee and the teacher in charge on health and safety matters. This includes ensuring that they do 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 teacher in charge or any member of the committee.

Risk assessments will be undertaken by the teacher in charge and are kept in the designated file for this purpose.

Plant (central heating boilers and radiators, water heaters etc) in the Pre School are owned by Greenbank Parish Church and are subject to separate health and safety policies held by the church. Pre school staff will report any concerns regarding the plant or other items owned by and maintained by the church to the church officer or the Property convener.

The teacher in charge of the Pre School is responsible for ensuring that all equipment used is safe and suitable for use. Any injuries sustained by children or staff may require to be reported to Care Inspectorate (www.careinspectorate.com) and the Health and Safety Executive - see www.hse.gov.uk/riddor for the most recent guidance.

The teacher in charge is responsible for implementing emergency evacuation procedures and in this respect it should be noted that:

- Greenbank Church has a Fire Safety Policy and Fire Emergency Plan
 - The church's handyman checks escape routes every month
 - the fire extinguishers are inspected/maintained every year
 - the fire alarms are tested by the church's administrator or handyman at least monthly
- emergency evacuation is also tested every term for both morning and afternoon groups.

All staff and committee members will have a working knowledge of this policy.

Date: October 2018

Name Joan Ritchie

Will be reviewed by: October 2021

