



HEALTH AND SAFETY POLICY

Our policy is to provide and maintain safe and healthy environment, working and play conditions, equipment, and systems for all our employees and the children in our care.

We shall provide such information and training as is needed for this purpose. We also accept responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the arrangements which we make to implement the policy are set out below.

- The policy shall be kept up to date, particularly as the group changes in nature and size to ensure this it will be reviewed each year or earlier if required.
- Responsibilities: Mucky Kidz Health and safety office will oversee, update and maintain equipment at all times.
- The appointed first aiders shall be displayed on the notice board in the reception area. Further assistance can be requested from any member of staff who has received first aid training.
- The health and safety officer has overall responsibility for the upkeep of the first aid boxes.
- All accidents must be recorded in an accident/incident book, which are situated in each room. All accident records will be kept permanently in the group archives.
- All staff are required to assist in the general cleaning of our setting, following our opening and locking up check list. The Manager will oversee all tasks have been completed to its highest standard.
- All equipment shall be safely stacked/stored in the appropriate storage cupboards and children shall not have unaccompanied access to these storage areas.
- Chairs shall NOT be stacked more than ten high and should be stored facing a wall.
- Equipment (including electrical equipment) shall be monitored during term times for wear and tear and repaired/replaced as required.
- All equipment shall be checked thoroughly at the end of each term.
- All soft toys/pillows/cushions shall be regularly laundered/dry cleaned or as required.
- Children shall NOT be allowed in any area where stated STAFF ONLY.