** CAPEL PRE-SCHOOL** Reg Charity No: 271366

Capel Village Hall, Falmouth Place, Five Oak Green, Tonbridge, Kent TN12 6RD 01892 833363

email: admin@capelpreschoolfiveoakgreen.com website: [www.capelpreschoolfiveoakgreen.com](http://www.capelpreschoolfiveoakgreen.com)

**HEALTH AND SAFETY**

It is important that all staff, students and parent helpers follow these health and safety steps to ensure a safe environment for all children and staff.

* Do not lift heavy items alone
* Do not move tables and other heavy items when children are present
* Do not carry children around
* Always pack cupboard properly and safely
* Always wear sensible clothes and footwear
* Always wear gloves for cleaning up, always carry gloves
* Know where first aid box is kept, and who are the first aiders
* Always use steps (in cupboard) to remove high objects
* Never leave scissors or other potentially dangerous objects lying within reach of children
* Never leave table clearners or any other detergents within reach of children
* Never run
* Know where all the fire exits are
* Never block fire exits, there must always be a clear run
* Take part in all fire and lockdown drills
* Report all dangerous and broken toys and equipment
* Sit or stand at milk bar with all hot drinks
* Read and adhere to all policies

Please sign and date:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy adopted Autumn 2019

Date to be reviewed: Will be reviewed bi-annually or earlier if necessary

Signed on behalf of management committee

Alison Smith

Name of signatory ALISON SMITH

Role of signatory (e.g. chair) Administrator

This policy will be reviewed in Summer 2021