

Health and Safety Policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:


kidsunlimited

Lee Pearson – Managing Director

Rob McNamara - Operational Director
and Michelle Nicholson – Compliance Manager

PDF Created with deskPDF - PDF Writer - Trial :: http://www.docudesk.com

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Lee Pearson Managing Director	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Michelle Nicholson Hannah Worsley – Training Development Manager	Staff and subcontractors given necessary health and safety induction and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Michelle Nicholson Rob McNamara All Staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Nursery Managers	Escape routes well signed and kept clear at all times. Alarm points and evacuation routes checked regularly. Evacuation plans are monthly.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Michelle Nicholson – Compliance Manager Nursery Managers	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects

Health and safety law poster is displayed:	In every nursery staff area		
First-aid box and accident book are located:	In every nursery reception and further first aid boxes at various points throughout the nursery.		
Accidents and ill health at work reported under RIDDOR:	Nursery Managers inform Compliance Manager who reports anything relevant through to RIDDOR		
Signed: (Employer)		Date:	1 st December 2009
Subject to review, monitoring and revision by:	Michelle Nicholson	Every:	12 months or sooner if work activity changes