



## Colyton Caterpillars Early Education

### Early Years Health and Safety Policy

|                                           |              |
|-------------------------------------------|--------------|
| This policy was agreed by trustees/staff: |              |
| Date of last review:                      | January 2025 |
| Date of next review:                      | July 2025    |
| Reviewed by:                              | K.Clode      |

- Any Hazardous chemicals or substances are kept in a safe place out of reach for children. See control of substances Hazardous to Health regulations 2002 (COSHH)
- Staff are advised on how to lift objects and children in accordance with COSHH – manual handling training annually.
- To provide adequate control of the Health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure all employees 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 and to review and revise this policy as necessary at regular intervals.
- To provide in house training.

#### **Health and safety**

Overall and final responsibility for health and safety is that of COLYTON CATERPILLAR'S COMMITTEE.

Day to day responsibility for ensuring this policy is put into practice is delegated to the SUPERVISING MANAGER.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

| <b><u>Name</u></b> | <b><u>Responsibility</u></b>         |
|--------------------|--------------------------------------|
| Kate Clode         | Risk assessment<br>Health and safety |
| Dawn Bilton        | Fire Marshall                        |

**All employees have to:**

- Co-operate with supervisors and managers on health and safety matters
- 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 an appropriate person.