

Health & Safety Policy Ladybirds Kinder Class

Organisation: Pre-school (based in main church hall)

Policy applies to: Staff, volunteers, students on work experience, and visitors

Named responsible person: Mrs Atkinson

1. Statement of Intent

The organisation is committed to providing a **safe and healthy environment** for all children, staff, volunteers, visitors, and students on work experience.

We recognise our legal duty of care and take appropriate steps to protect **young people**, including providing supervision, instruction, and training.

2. Responsibilities

- **Mrs Atkinson** is responsible for the overall management of health and safety within the setting
- Staff are responsible for implementing health and safety procedures on a daily basis
- Students on work experience must follow instructions, observe safety rules, and report concerns immediately

3. Health & Safety Arrangements

- A health & safety **induction** is provided to all students on arrival
- Students report to **Mrs Atkinson** and work alongside the Ladybirds team
- Students are supervised at all times and are not left alone with children
- Tasks allocated to students are appropriate to their age and experience

4. Premises and Equipment

- The main church hall is maintained in a clean and safe condition
- Equipment and play resources are checked regularly
- Outdoor play in the wooded area is supervised by staff

5. Accidents, Incidents, and Emergencies

- First aid provision is available on site
- All accidents or near misses must be reported to a member of staff immediately
- Fire evacuation procedures are displayed and explained during induction

6. Safeguarding and Young People

- Safeguarding arrangements are in place and explained during induction
- Clear reporting lines are established for concerns
- Students follow the organisation's safeguarding procedures at all times

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7. Review

This Health & Safety Policy is **reviewed regularly** and updated as required, including when students or young people undertake work experience.

Declaration

This Health & Safety Policy sets out the organisation's **general approach** to managing health and safety, including **who is responsible, how arrangements are managed, and how young people are supported.**

