



EYE OPPORTUNITY GROUP
26 CASTLETON WAY, EYE, SUFFOLK IP23 7BH
Tel: 01379 870975

email: eyeopportunitygroup@btconnect.com

Registered Charity Number 287907

HEALTH AND SAFETY POLICY

1. General Statement of Policy

Our policy is to provide and maintain a safe and healthy working environment, including conditions of work, equipment and systems of work for all our employees and to provide such information, training, instruction and supervision as required for their work activity.

We also accept our responsibility for the health and safety of other people who may be affected by our activities.

2. Revision History

This policy and related guidance will be monitored by the Management Committee on a regular basis for compliance and will be reviewed annually.

Date approved or amended	Signed
5 July 2018	Rosie Mack
11 September 2023	Laura Chapman

3. EOG's Health and Safety Officers

- Our Healthy and Safety Officer (a member of staff) who co-ordinates health and safety issues at EOG is:

Sanchia Brandreth – Manager

- When the setting is open, but the Health and Safety Officer is not available, the Play Leader, **Jane Last**, will be responsible for health and safety matters.
- Our Health and Safety Officer on the Trustee Board who oversees this work is:

Laura Chapman – Chairperson

4. Responsibility for Safety in the Building

The building is divided into an upstairs area for staff use, a downstairs area which the children access, and a garden, which the children also access. The following individuals are responsible for overseeing these areas as below:

Area	Person Responsible
Upstairs area	Sanchia Brandreth
Downstairs area	Jane Last
Garden	Jane Last

5. Responsibility of Employees

Whenever an employee notices a health and safety problem which they are not able to put right, they must immediately inform the responsible person, as named above. This should be done verbally, unless it is a less urgent issue, in which case the employee could send the relevant party an email.

6. Accidents and First Aid

The **First Aid Box** is located in the kitchen, on the wall to the right of the back door

Jane Last is the appointed person responsible for monitoring the contents of the First Aid Box.

The **Chairperson of the Trustee Board**, is responsible for reporting injuries, diseases and dangerous occurrences on RIDDOR form (F2508).

The **Accident Book** is located in the snack room, on the shelf.

The following members of staff are qualified first aiders:

- Jane Last
- Gill Mossop
- Jayne Havis

7. General Fire Safety

In case of emergency, including fire, the EOG Fire Safety Evacuation Procedure should be followed.

Jane Last is responsible for maintaining access to emergency exits. This is monitored daily when the setting is open, and the emergency lighting is checked on a monthly basis.

The landlord of the premises, **NHS Property Services**, is responsible for the provision and maintenance of fire extinguishers and the fire blanket which is located in the kitchen area.

Jane Last and **Sanchia Brandreth** are responsible for checking the fire alarms. The fire alarms are tested on a weekly basis. Fire alarm tests are recorded in the log book.

8. Advice and Consultancy

Local Inspector's office & telephone number: Babergh and Mid Suffolk District Councils, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX, Tel: 0300 1234000

9. Training

Sanchia Brandreth is responsible for training. The following training relevant to health and safety is provided to all staff members and volunteers in setting:

- written and verbal information relating to health and safety procedures is provided at staff inductions and regularly refreshed at staff meetings, including emergency evacuation procedures
- paediatric first aid training
- safeguarding children training

10. Rules for visitors

Contractors and visitors to the premises must follow the setting's rules, as outlined below:

- Visitors must sign in when they visit the premises and sign out when they leave
- No smoking or vaping on the premises, including in the garden
- No hot drinks in the play areas
- Maintenance work only to be carried out when there are no children in the setting, or in the areas in which children are not currently playing.

11. Housekeeping

Cleanliness: Staff and volunteers in setting are to follow good hygiene practices at all times. When preparing food, food safety procedures must be followed.

Waste Disposal: Nappies are to be disposed of in nappy wrapper bin, which will be emptied at the end of each session if it has been used. Sanitary products are to be disposed of in the sanitary bin, which will be emptied as necessary. In line with Suffolk County Council's waste disposal requirements, these items must be double bagged before they are placed into the black waste disposal bin.

Safe Stacking and Storage: Staff and volunteers to take reasonable precautions to ensure safe stacking and storage. Storage areas are kept locked during session times to prevent children accessing them. Children are only allowed access to storage areas with Play Leader's approval, and then must always be accompanied by an adult.

Trip Hazards: Staff to be aware of toys on the floor and Rifton chair to be placed where it will not cause a trip hazard.

Other:

- Exit doors to be locked with bolts that are out of reach of children during session times.
- Safety gate to the kitchen to be secured whenever children are on the premises.
- Safety gate to the upstairs staff offices must be secured whenever children are on the premises.
- Hot drinks must only be drunk in the snack room out of reach of children.

12. Electrical Equipment

Staff to conduct visual inspection of electrical equipment, including wires, plugs and any loose connections half-termly. Visual inspection of electrical equipment is also carried out in daily checks.

Independent contractor to check electrical appliances every five years.

Socket adapters not allowed: extension leads to be used where necessary.

13. Outdoor Equipment

The outdoor equipment will be checked by **Jane Last**, or her deputy, when the outdoor area is set up prior to each play session.

14. Young Workers Policy

We recognise that young workers may need extra supervision due to their age and we will co-operate with their educational establishment in ensuring safe working practices.

NOTE: PLEASE ALSO REFER TO EOG RISK ASSESSMENTS