



# HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

## HEALTH & SAFETY

### Staff Pack

Many serious injuries happen in the workplace in the UK every year. These are often the result of falls and collisions due to unnecessary hazards not being dealt with effectively.

Here at Humpty Dumpty Pre-school we have a legal responsibility to provide a healthy and safe working environment. However, it is also up to you to take care of your own health and safety as well as that of people you work with.

We provide specific training, information, instruction, and supervision to make sure that equipment and working conditions are safe. But we always welcome your suggestions on ways to improve safety standards. Tell the Manager/Deputy Manager immediately if:

- You identify any potential hazards, such as faulty equipment.
- You feel that the health and safety rules and procedures are not clear.
- You are involved in an accident or incident however small.

Any accident or incident must always be entered in the accident/incident book.

Our working environment is only as safe as we make it. Time taken today to think about safety in your work place could prevent an accident happening to you, or to someone else, tomorrow.

### **SECURITY IN THE BUILDING**

Security of premises is very important and you should be aware of it at all times. If you see anyone or anything suspicious in the Centre, ask if you can help or report it directly to your Manager/Deputy Manager. Visitors must report to reception and, in some locations, sign the 'visitors' book on arrival and departure.

### **TAKING CARE OF YOUR BELONGINGS**

The Pre-school accepts no responsibility for personal property brought into or left on the premises in any location. Any belongings should be put safely in your locker.