

Yarburgh Community Preschool

Committee Role Description – Health & Safety



The following is a list of responsibilities of the Health & Safety role grouped into specific areas.

Committee

Yarburgh Community Preschool is voluntarily run by parents of children currently attending. Without the committee the group cannot legally run and we encourage all parents to join. The committee meet once a month during term time and discuss every aspect of the running of the school.

- Attend committee meetings
- Attend appropriate PSLA training courses for the role
- Monthly responsibilities
 - Test and record operation of smoke alarms
 - Check panic bars and emergency lights
- Termly responsibilities
 - Carry out and record results of surprise fire drill
 - Check and record emergency lights will run for 3 hours on battery back up with power turned off
- Annual responsibilities
 - Check risk assessments are current (any new activities must be risk assessed by staff) and tour building and garden to check for new hazards.
 - Ensure fire risk assessments are up to date and check fire alarm system (essential for validating insurance)
 - Arrange annual PAT (Portable Appliance Testing)
- Ongoing responsibilities
 - Ensure up to date paperwork is available on all chemicals/cleaning products (YCP Staff to inform of new products used and prepare COSHH reports for you)
 - Liaise with the Trust to resolve building and garden defects
 - Assist staff and committee in arranging maintenance works to be carried out.
 - Arrange garden maintenance days when required
 - The Manager will report any update in Health and Safety legislation, liaise with staff and committee if updated procedures are needed.
- Recruit and support other committee members
- Uphold the Ofsted national standards in respect of the registered person
- Help plan and support fundraising events

All Health and Safety paperwork is kept on site, including risk assessments and PAT testing dates.