



## **MAIN HEALTH AND SAFETY POLICY**

### **(IN SUPPORT OF THE EMPLOYEE SAFETY HANDBOOK)**

#### **Statement of Intent**

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

#### **Aim**

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

#### **Methods**

The member of staff responsible for health and safety is the Centre Manager and Business Manager, along with the Directors. He/she is competent to carry out these responsibilities. He/she regularly updates his/her knowledge and understanding. We display the necessary health and safety poster in the setting.

#### **Employees Responsibilities**

Health and Safety Legislation imposes a legal duty on everyone to take care of themselves and to work in a safe manner. This document lays down specific duties and responsibilities for personnel at Stepping Stones to ensure conformance with legislation.

All employees must:

- Behave sensibly to assure their own Health and Safety and that of others around them.
- Comply with all Health and Safety instructions.
- Ensure that the children under their care are properly supervised to avoid accident or injury.
- Ensure that any children affected by their actions are not exposed to unacceptable risk.
- Keep housekeeping standards high in their work area.
- Use and not damage any safety equipment and personal protective equipment.
- Co-operate with inspections, surveillance and introduction of new working practices.
- Report any accident on the incident form.



- Report any situation where it is believed Health and Safety may be compromised.
- Understand any information given for Health and Safety purposes.
- Not attend the setting within 48 hours of the last attack of vomiting or diarrhoea.

#### **The Manager is responsible for:**

- Providing, as far as reasonable and practical, a work environment that is safe and free from excessive risks to health.
- Ensuring that adequate training, supervision and information is available to all employees regarding Health and Safety.
- Ensuring that there are safe means of access and way out from all places of work.
- Ensuring that staff members carry out their responsibilities properly with regard to the Health and Safety of all employees, visitors and children.
- Notifying Ofsted of any injuries that have occurred regarding children, staff, parents and visitors

#### **Children**

Children do not have the knowledge or understanding to take care of themselves and in particular they do not have experience to manage risks around them. The Early Years Team, students and volunteers will supervise the children and manage their time and the activities undertaken whilst they are with us to minimise the risks they are exposed to.

As part of this, the children's individual abilities will be taken into account when arranging setting programmes to take account of their capabilities and any disabilities or special needs that may require additional assistance to manage the risks that they may be exposed to.

#### **Training**

Under the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999, employers have a statutory duty to ensure that all employees receive training and regular updating on skills and procedures related to their work.

Stepping Stones will make its staff aware of its policies and procedures relating to Health and Safety and help employees to develop within their role.

All employees will be made aware of:

- First Aid Procedures



- Fire and Emergency procedures
- Site Safety Rules
- General Safety procedures e.g. personal protective equipment, safe handling of cleaning fluids, safe manual handling.

Records will be kept of all such training given.

### **Assessment of Risks**

In order that risks within the setting and any activities undertaken as part of the setting programme are controlled, risk assessments will be carried out.

Assessments will be reviewed from time to time and additional assessments carried out where activities, equipment, visits, facilities etc change or alter from those already assessed, or in the event of accidents, or other unsatisfactory situation occurring.

Within the confines of the setting and its premises, routine checks will be carried out, and will be noted for rectification.

Any visits, reports or notices from enforcement agencies must be notified to the Centre Manager/Business Manager immediately and copies of any necessary paperwork and documentation will be kept in the Health and Safety records.

A log of the checks, and any problems raised, will be maintained.

The Health and Safety records will be kept available for inspection at the request of any Enforcement Agency.

### **Control and Use of Harmful Substances (COSHH)**

Cleaning materials and substances (e.g. decorating paint) will be sourced, as far as possible, so that they are not inherently hazardous and thus pose a low risk to anyone using them or exposed to them.

This includes materials for use within the day to day timetable as well as for hygiene, maintenance and repair matters.

- When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, personnel must ensure that adequate precautions are taken to prevent ill health.



- No new materials or chemical substances are to be brought into use unless a CoSHH assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the Manager.
- Staff must not attempt to use harmful substances unless suitably trained to do so.
- Harmful substances are to be stored in the secure storage unit when not in use.

## **PPE**

Personal Protective Equipment (PPE) will be available as necessary in accordance with the Personal Protective Regulations 1992.

PPE will be supplied where there is no other practical means of protection and will be suitable for its intended purpose. Examples of likely PPE include gloves and aprons.

To be effective any PPE must be in good condition and be replaced when necessary.

Contractors will provide their own PPE.

The manager will arrange for supplies of any PPE that is required at the premises.

## **Manual Handling**

As far as is reasonably possible, manual handling will be minimised. Where this is not possible assessments will be carried out to control and minimise risks. However, working with young children will necessitate some lifting. Where possible, staff should sit with a child or hold the child on a lap, rather than actually picking them up. Two or more members of staff may be required to lift a child, both for the safety of the child and that of the people lifting him/her.

In accordance with The Manual Handling Operations Regulations 1992, the setting will ensure that:

- Employees are trained in safe manual lifting methods
- Manual lifting is not the only solution available

## **Fire and Emergency**

As far as is reasonable and practical the setting will take steps to minimise the probability of causes of fire. To this end all members of staff must take care to dispose of rubbish, maintain tidiness and control sources of heat and any flammable materials on the premises.



However, in the event of a fire or other emergency requiring evacuation a practiced drill will be put into operation.

Fire drill will take place every term without notice. Fire Extinguishers are available on the premises and must only be used for emergencies. Extinguishers should only be used where the operator is not exposed to unnecessary risk.

Fire extinguishers are tested by a properly authorised firm once a year

Fire Exits must remain clear at all times, fire extinguishers must not be tampered with and waste must be disposed of regularly.

### **Visitors**

**Personal Protective equipment** will be issued to visitors and used where necessary for their Health and Safety.

**Emergency procedures** will be outlined to visitors and in the event of an emergency a responsible person must escort the visitor(s) to safety in accordance with the Fire and Emergency Procedures.

**Accidents and near miss incidents** involving visitors will be dealt with by First Aiders as normal.

**Any Special arrangements** needed by visitors should be clarified before arrival wherever possible.

The Centre Manager has overall responsibility for visitors to the setting. In the absence of the Manager, the Business Manager will enforce policy.

### **First Aid Provision**

First Aiders will be trained to deal with accidents, emergencies and illness that may occur at the setting. The First Aiders will be trained and hold certificates to support it.

Sufficient first aid cover will be available at all times and the names of the First Aiders will be displayed for staff information. Where First Aid is insufficient or no First Aider is available, an injured person should be taken to hospital for treatment or if needed an ambulance should be called.



**First Aid** equipment is available for use as required and is sufficient for the likely needs of the setting. No creams, lotions or medication are held unless medications forms are signed by the parent. A First Aider will be nominated to ensure that first aid supplies are maintained.

**Accidents** are recorded, no matter how minor, on an incident form and the record must be kept on the child's file. There is a separate adult accident book. the Adult Book is in the filing cabinet in the office.

Accidents requiring the injured pupil/person to be away from the setting or his or her normal duties for more than three days, or certain injuries listed under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, must be reported to The Health and Safety Executive. Similarly, certain conditions must be reported in this way.

HSE Form F2508 must be used for this purpose and returned to the reporting centre at Cwmbran. Alternatively an electronic form is obtainable from [www.hse.gov.uk](http://www.hse.gov.uk)

To meet these requirements the following arrangements must be followed:

- First Aid personnel must inform the Manager when their certificate becomes due for renewal.
- First Aid personnel must be identified to staff and pupils where appropriate
- Location of First Aid equipment must be known to staff.
- Changes in First Aid personnel will be notified to staff.
- First Aiders must check there is adequate equipment for their likely needs.
- All First Aid equipment and supplies must be "in date" when used.
- First Aid provision will be available at all times.
- Professional assistance must be called when required.
- All accidents must be recorded in the incident form.
- Gloves must be worn when handling blood or other body fluids.

In the event of a pupil injury requiring more than First Aid treatment the child's parents will be contacted whilst a member of staff may be authorised to accompany the pupil to Hospital if available.

***Procedure:***



In the event of a child having to go to hospital, an ambulance will be called. The most senior member of staff / most qualified will remain at setting with the children. All the children should be kept together in one room if necessary with the register and the telephone from the office. If there is only one member of staff left with the children then they must make a request for emergency staff cover to the Centre Manager. If no cover is available the remaining member of staff will call parents nearby to ask for help for the remainder of the session. If no help is available the member of staff will call the parents of the children at the setting and request that they be collected as soon as possible.

### **Housekeeping and Hygiene**

In order to minimise hazards and reduce fire risks the setting and extended premises must be kept neat and tidy.

Good housekeeping standards require sufficient storage space and regular waste disposal, and include maintaining swept and vacuumed floors, cleared spills etc. To achieve this staff should ensure that:

- Articles are not left on the floor or in walkways
- Passages are not obstructed
- There are no trailing leads or cables
- All articles are stored in their correct places
- Waste does not accumulate and is disposed of promptly
- Problems preventing good housekeeping standards are reported to the Manager

Good housekeeping standards also enable good hygiene standards for prevention of infection and build up of germs on toys and equipment, both inside and outside.

Nappy changing etc must be carried out with regard to the associated risks from contamination. Members of staff must maintain good standards of personal hygiene both for themselves and any children in their care, to prevent the spread of bacteria and cross infection from one person to another.

### **Stress**

The workplace, and in particular looking after and teaching young children can be stressful. This in itself is not a problem where the levels of stress do not provoke feelings of not coping. The levels of stress can be increased where children have Special Needs that affect the workings of the classrooms and affect other pupils directly.



Sources of stress can include bullying in the work place and dealing with parents and colleagues, but there are many factors that can contribute to stress.

Stepping Stones will endeavour to minimise stress levels by maintaining an Open Door Policy whereby members of staff may raise any concerns or worries, in confidence, with the Centre Manager.

The Centre Manager will monitor staffing levels and any Special Needs amongst the pupils at regular intervals and will plan the likely requirements before the start of each academic year in order that excessive stress will be avoided.

The Centre Manager will always manage difficult situations that may arise between the setting, individual staff and parents.

It is also recognised that influences away from the working environment can create stress problems that staff may not be able to manage fully whilst at work. Such problems should be raised with the Centre Manager so that the problem may be dealt with sympathetically and, where possible, adjustments made on a temporary basis to assist the member of staff.

### **Display Screen Equipment (DSE)**

The use of computers and allied equipment such as telephones, printers, desk, chair etc and the immediate surrounding work area must not lead to health risks.

Within The Health and Safety (Display Screen Equipment) Regulations 1992 there are definitions for “Display screen equipment”, “User”, and “Workstation”.

To protect staff that use DSE they must be able to plan their work and take regular breaks. Training will be given to enable comfortable and safe working to minimise any risks associated with this type of work.

Risk Assessments will be carried out for each work station and any deficiencies found will be corrected.

A person who uses DSE as a major part of their working day is entitled to an eye and eyesight test paid for by the setting. Any corrective equipment that these tests may prescribe for work needs will be provided. The Setting will supply basis corrective equipment under these circumstances.

Eye and eyesight tests will be arranged by The Business Manager at an optician of her choice.

### **Maintenance**





The setting will take all reasonable precautions to protect the safety and welfare of personnel carrying out maintenance tasks, and anyone affected by their activities. The Centre Manager will make checks so that personnel employed to carry out maintenance tasks are competent to do the work required.

When maintenance and repair work is to be done, consideration will be given to the following, with assessments checked to determine any risks not already considered:

- The isolation of the area requiring maintenance, as appropriate
- The method and timing of maintenance
- The effect of the maintenance on the surrounding work area
- The control procedures to be undertaken by the person carrying out the work
- The Means of reporting problems
- The Employment of specialised contractors

Maintenance work will invariably require the employment of outside contractors.

#### **Contractors:**

Where outside personnel are employed to carry out work at the setting, the Centre Manager/Business Manager will co-ordinate and monitor the activities of the personnel to manage the risks presented to employees, children and other visitors.

Only personnel who have proved able to carry out the required work will be permitted to carry out maintenance etc services at the setting. The Centre Manager will check that they operate to an acceptable standard prior to beginning work, and evidence of Health and Safety standards will be required.

Anyone not working to an acceptable standard or exposing others to unacceptable risks may be stopped from working at the setting.

Equipment will not be loaned to Contractors by the setting, except in exceptional circumstances. Responsibility for setting's premises remains with the Directors and the Management, but whilst on site, Contractors are responsible for the area in which they are working for all matters relating to Health and Safety. They should isolate the area so that they do not affect the work of the setting or it affect the work of the contractor. Where this is not possible the Contractor and the Centre Manager must agree on how the work is to proceed.

#### **Electrical work:**



Electrical defects must be repaired, and the equipment or supply not used until remedial action has been done.

Everyone must pay particular attention to the condition of plugs and flexes, and the correct fuse ratings should be used to avoid electrical accidents. RCDs will be checked prior to use.

- Only authorised and fully qualified personnel appointed by the Manager are to install, repair or attempt to repair electrical equipment or circuits.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately.
- All electrical equipment must be tested annually by a qualified engineer.
- All electrical equipment is to be inspected annually.
- Only electrical equipment supplied by Stepping Stones may be used on setting premises unless specifically authorised by the Manager.

### **Tools, Ladders and Other Equipment**

Any tools supplied by the setting and used by staff, whether power driven or hand operated, must be suitable for their intended purpose and in good condition so that users are not exposed to unnecessary risk.

Only hand tools supplied, may be used.

When using tools check that:

- The right tool is used for the job
- Tools are in good condition
- Tools are not misused
- Defects are/have been reported to the Centre Manager, and that you know how to do the job being undertaken
- Suitable PPE is provided for use when required

Ladders will only be used by maintenance staff, only suitable steps will be used by Setting staff.

When using sees and ladders check that:

- The equipment is suitable for the job



- Measures are taken to control any significant risks
- Ladders/steps are well constructed and of a suitable material for their use (e.g. non metallic for use near electrical cables)
- The ladder/steps are in good conditions
- Ladders are stored correctly and safely
- Any defects or problems are reported to the manger or the Centre Manager.

### **Children On Outings**

We will ensure that children will be kept safe while on outings. We will assess the risks or hazards which may arise for the children, and identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment will include consideration of adult to child ratios. The risk assessment will not necessarily be in writing.