

HEALTH AND SAFETY POLICY

Date: January 2021

GENERAL STATEMENT OF POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and a safe environment for the children to be cared for, and learn in. We provide information, training and supervision to meet this purpose. We wish to develop and promote a strong health and safety culture within the school for the benefit of all staff, children and parents.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out within this policy and sufficient resources will be made available to honour our commitment.

The policy will be kept up to date and will be revised annually, or in the event of changes in the school, or an incident. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

LEGAL FRAMEWORK

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS)
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

AIMS AND OBJECTIVES

The aim of this policy statement is to ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this we will actively work towards the following objectives:

- follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation
- establish and maintain a safe and healthy environment throughout the school
- ensure that activities undertaken outside the school are properly risk assessed
- establish and maintain safe working practices amongst staff and children
- ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the school, to avoid hazards and contribute positively to their own health and safety, and to ensure that staff have access to regular health and safety training as and when necessary
- make arrangements for ensuring safety and the reduction of risks to health in connection with the use, handling, storage and transport of articles and substances
- formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the school

- maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments
- maintain a safe environment for those with disabilities and ensure all areas of the school are accessible (wherever practicable)
- provide a safe environment for students or trainees to learn in
- encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate responses by the management
- ensure that the required resources are made available to ensure the above steps can be carried out.

RESPONSIBILITIES

Overall and final responsibility for health and safety is that of Mr. Sohan Kular, Bursar and Proprietor.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the appropriate designated members of staff.

All employees have the responsibility to cooperate with senior staff and the manager to achieve a healthy and safe school and to take reasonable care of themselves and others. Neglect of health and safety regulations will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem, which they are not able to put right, they must immediately report to the appropriate person. Parents and visitors are requested to report any concerns they may have to their child's class teacher or any other member of staff who will then take up the responsibility.

Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees, this will include health and safety matters.

HEALTH AND SAFETY TRAINING

Training for staff is carried out during their induction and also updated as required. Staff may undergo accredited training or in-house training.

There is always a member of staff who holds the Full First Aid At Work Certificate.

First Aid training is offered to all staff as part of a rolling programme.

All staff receive Safeguarding training both on line and in house.

All staff receive in house Fire Safety training.

Manual Handling is in house as is Risk Assessment training.

HEALTH AND SAFETY ARRANGEMENTS

- all staff are responsible for the general health and safety in the school
- risk assessments are conducted on all areas of the school, including class rooms, activities, outdoor areas, resources and equipment
- all outings away from the school (however short) have a prior risk assessment - more details are included in our outings policy
- all equipment and areas will be checked thoroughly by staff before children access the area. These checks are recorded and initialled by the staff responsible. Any unsafe area will be rectified by this member of staff to ensure the safety of children. If this cannot be achieved the manager must be notified immediately.
- we provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and basic care needs, e.g. easy to access toilet area and fresh drinking water
- the school will adhere to COSHH guidelines to ensure all children, staff, parents and visitors are safe around any chemicals we may use on the premises
- all staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety

- we have a clear accident and first aid policy to follow in the case of any person in the school suffering injury from an accident or incident
- we have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the school. This is to be shared with all staff, students, parents and visitors to the school
- all health and safety matters are reviewed informally on an ongoing basis and formally on an annual basis or when something material changes
- staff and parents are able to contribute to any policy through the suggestion box and during the regular meetings held at school

We believe the risks in the school environment should be minimised and to maintain the safety of children, staff and parents/carers we consider it necessary to:

- ensure the entrances and exits from the building, including fire exits remain clear at all times
- regularly check the premises room by room for structural defects, anything which may cause slips or trips, worn fixtures and fittings or electrical equipment, and take the necessary remedial action
- ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially children
- ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate
- prohibit smoking on the school premises
- prohibit any contractor working on the premises without prior discussion with the officer in charge to negate any risks to the staff or children
- prohibit running inside the premises
- risk assess all electrical sockets and take appropriate measures to reduce risks where necessary, and ensure no trailing wires are left around the school
- ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- wear protective clothing when cooking or serving food
- prohibit certain foods, e.g. peanuts are not allowed in the school
- familiarise all staff and visitors with the position of the First Aid boxes and ensure all know who the appointed First Aiders are
- ensure children are supervised at all times
- ensure no student is left unsupervised at any time

All employees within the school have a responsibility to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means, for their own protection and that of others who may be affected by their actions;
- reporting any incident to the Headteacher, which has led, or could lead to damage or injury;
- assisting in any investigations with regards to accidents, dangerous occurrences or near misses.

RESPONSIBILITIES OF INDIVIDUALS WITHIN THE SHOOOL

THE DUTIES OF THE GOVERNING BODY

So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements

- to periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;

- to bring to the attention of relevant bodies any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

THE DUTIES OF THE HEADTEACHER

As well as the duties that all members of staff have the Headteacher is responsible for the effective implementation of the health and safety policy and encouraging staff, through regular monitoring, to implement health and safety arrangements.

The Headteacher must ensure that all new members of staff and pupils are instructed on their own individual responsibility with regard to the Health and Safety at Work Act 1974.

THE DUTIES OF ALL MEMBERS OF STAFF

All staff are expected to familiarise themselves with the health and safety aspects of their work. Staff have a responsibility to:

- take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work;
- follow agreed working practices and safety procedures;
- report any accident, near miss and incidents of violence, including verbal abuse or any hazard to the Health and Safety Co-ordinator;
- ensure health and safety equipment is not misused or interfered with.

THE DUTIES OF PUPILS

Pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves and other school stakeholders and to adhere to safety guidance given.

THE DUTIES OF CONTRACTORS

All contractors on the school premises are required to undertake work in a safe manner in compliance with health and safety law and approved guidance. Contractors must notify the Headteacher of any situation in which the health and safety of others is or may be significantly compromised by their activities. All contractors must be DBS checked.

THE DUTIES OF PARENT HELPERS / VOLUNTEERS

Parent helpers or volunteers must only engage in work or activities that they are competent to do. All parents / volunteers must work within the school health and safety policies and report any situation that compromises the health and safety of others to the Headteacher. All parent helpers / volunteers must hold a current DBS.

RISK ASSESSMENTS

Responsibility for assessing and controlling risks rests with all personnel within school. Risk assessment and training will be performed in consultation with the Headteacher.

SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

Accident Reporting: Any accident or injury is to be recorded in the accident record book (either the pupil accident book or staff accident file). The Headteacher must ensure all incidents of a serious nature and any dangerous occurrences are reporting under current legislation (RIDDOR 1999).

Accident investigation: All significant accidents or incidents and 'near miss' incidents are to be reported to the Headteacher and Bursar who will record and evaluate all occurrences for patterns and recurrences.

All contractors must ensure that accidents involving their personnel are reported to the Headteacher as well as their own reporting chain.

Emergency Procedures: The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents, which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything is possible is done to:

- save life;
- prevent injury;
- minimise loss;

This sequence will determine the priorities of the emergency plan.

First Aid: The school will endeavour to maintain an adequate number of staff trained in first aid techniques as is required to give them a basic minimum level of competence. A record will be made of each occasion that first aid treatment is given either on school premises or as part of a school related activity. Supplies of first aid materials will be held in the medical room and other appropriate locations throughout the school. A list of qualified first aiders is recorded in the first aid area and on the Health and Safety Poster.

Electrical Equipment: All electrical equipment will be visually inspected prior to use for broken plugs, frayed wires etc. Electrical equipment that is identified or is suspected as being faulty must be removed from use. Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment. No electrical equipment, belonging to members of staff, hirers of school premises or volunteers, may be brought into school without having undergone a PAT test.

Use of harmful substances: COSHH (Control of Substances Hazardous to Health Regulations 1994) Procedures must be followed. No new materials or chemical substances are to be brought to use unless a COSHH Assessment has been carried out and the level of risk is acceptable. A Safety Data sheet must be obtained from the supplier.

Smoking: Smoking is not permitted anywhere on the school premises.

Visitors: It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school. All visitors must report to Reception and sign in and wear a school visitors' badge if they are not regular visitors to the school. Visitors should be escorted by a staff member until they leave the premises. Employees should assess the risk of challenging unauthorised visitors and where appropriate two members of staff should be involved or the police be contacted for support.

Manual Handling of Loads: Personnel must follow safe Manual Handling Procedures

Personal Safety: The school includes Personal Safety as one of the themes in the Personal, Health and Social Education (PHSE) Programme for pupils. In this work skills and knowledge are covered to enable pupils to be aware of ways in which they can help themselves to keep safe.

Monitoring and Review

This policy will be monitored by the Headteacher, who will ensure that this policy is reviewed and updated at least annually.