

<p style="text-align: center;">Caverstede Early Years Centre</p> <p style="text-align: center;">Health and Safety policy</p> <p style="text-align: center;">Statutory policy To be reviewed annually</p>	
Last Reviewed: 2016	Review Due: 2017

Statement of Intent

The Governing Body regards the promotion of health and safety at work to be of the utmost importance for all Centre Team Members, children and their families and visitors at Caverstede Early Years Centre.

It is the Centre policy to ensure that every reasonable step be taken to prevent injury and ill health to Centre Team Members by protecting individuals from hazards at work. This also includes children and their families and visitors to the Centre whether it is as part of their job or involvement in other activities.

This is approached by:

- assessing and controlling the risk as part of the day-to-day management of the Centre activity
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that Centre Team Members are able to perform their duties safely and efficiently
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the Centre and out-of-Centre activities
- periodic review of the safety policy as Centre activities and the associated risks change

All Centre Team Members employed within the Centre have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All Centre Team Members within the Centre have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with the safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- reporting to the health and safety representative (or member of the Health & Safety Team, or Core Team) any incident which has lead, or could have lead to damage or injury
- complete all necessary health and safety documents as advised
- assist in any investigations with regards to accidents, dangerous occurrences or near misses

In line with the Safety Organisation, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the Centre.

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Head of Centre

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Chair of Governors

Health and Safety Organisation

Objectives

The objectives of Caverstede Early Years Centre health and safety policy are:

- to promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice
- to ensure that places and methods of work are safe and healthy through the health and safety arrangements, which are adopted from time to time as appropriate to changing circumstances
- to protect Centre Team Members, children and their families, visitors and contractors and their employees from any foreseeable hazards
- to ensure adequate training, instruction, supervision and information is given to all Centre Team Members in order that they may work in safety so far as is reasonable and practicable
- to ensure a safe and healthy working environment for all Centre Team Members and that there are sufficient facilities and arrangements for their welfare
- to ensure that awareness with regard to all aspects of safety is fostered by all Centre Team Members
- to ensure all Centre Team members are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to health and safety
- to ensure that full and effective consultation on all matters is encouraged

Responsibilities

The responsibilities of individuals within Caverstede Early Years Centre are as follows:

- **Governing Body.** The ultimate responsibility for all aspects of health and safety at work within Caverstede Early Years Centre rests with the Governors through the safety organisation
- **Head of Centre.** The Head of Centre is responsible for the effective implementation of the safety policy and encouraging staff, through regular training and monitoring, to implement health and safety arrangements
- **Line Managers.** All line managers are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility they are to liaise with the Health and Safety representative so that the associated risks are assessed and any precautions deemed necessary are implemented. Line managers are responsible for applying safety procedures on a day-to-day basis. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff under their control are instructed to their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area/s of responsibility, taking prompt and remedial action where necessary
- **Centre Team Members.** All staff have a responsibility to ensure that they act with all reasonable care and regard to the health and safety of themselves, other members of the Centre, children and their families, visitors and contractors. They are required to co-operate with line managers, safety representative and the Head of Centre, and adhere to safety guidance given, in helping to maintain standards of health and safety within the Centre.
- **Health & Safety Team** – The health and safety team as a whole, or through individual members, have a responsibility to make such proposals as they see fit with regard to methods of achieving improvements in all aspects of health and safety.
- **Governing Body Health and Safety Committee.** The committee as a whole are to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory
- **Contractors.** It is the responsibility of contractors and their employees to read and comply with the Centre health and safety policy and the Managing Contractors Policy

Risk Assessments

Responsibility for assessing and controlling the risk rests with all Centre Team Members within the Centre. However, risk assessments will be carried out and documented by the Health and Safety representative.

Health and Safety Team

The health and safety team is to comprise of:

- Head of Centre
- Health and Safety Representative - Chair
- 4 team members from all areas of the Centre

Anyone can attend the meeting if they wish to raise an issue in respect of Health and Safety. The team will meet as deemed necessary but not less than 4 times annually

Health and Safety Committee

The Health and Safety Committee is to comprise of:

- Head of Centre
- Governors x 3
- Health and Safety Representative

The Committee will meet once per half term

Terms of Reference of the health and safety committee

Under Section 2 (7) of the Health and Safety at Work Act 1974, the health and safety committee have the function, in consultation with the staff and children they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and children. Specific functions will include:

- The study of accidental and notifiable disease statistics and trends, so that reports can be made to the Governing Body on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- Consideration of reports and factual information provided by inspectors of the enforcing authority
- Consideration of reports which the health and safety team may wish to submit
- Examination of risk assessment reports
- Monitoring the effectiveness of safety procedures and safe systems of work
- Monitoring the effectiveness of the safety content of staff training
- Monitoring the adequacy of safety and health communication and publicity in the Centre

Health and Safety Arrangements

Introduction

The health and safety arrangements set out below are for the information, guidance and compliance of all Centre Team Members at Caverstede Early Years Centre

Health and safety are integral parts of management

- They are the key consideration which should under-pin and facilitate educational, care and financial activity.
- Under the Health and Safety at Work Act 1974, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of the Head of Centre and all line managers to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of the risk. These can be summarised as:

- Providing and maintaining safe equipment and systems at work
- Making arrangements to ensure the safe use, handling, storage and transport of materials, medicines, substances and other articles
- Providing the necessary information, instruction, training and supervision to ensure all staff are aware of their responsibilities for health and safety
- Providing safe places of work with safe access to and egress from them
- Providing a safe and healthy working environment
- Providing a system for rapidly identifying and remedying hazards
- Where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

All Centre Team Members have a statutory duty to co-operate in fulfilling the objectives of the Governing Body and a personal responsibility to take care to ensure that their actions do not cause injury to themselves or others

Centre Team Members are required to observe special rules and safe methods that apply to their own work and to report any hazard discovered by them to their line manager/ health and safety representative

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Specific arrangements for health and safety

Accident reporting

- All accidents are to be recorded on the accident logs, child or adult, which are held in their place of work.
- All work related accidents i.e. caused by site defects, and accidents resulting in a visit to hospital are to be recorded on the PCC online reporting system
- Any accident or injury is to be reported to the Health and Safety representative by the person involved in the accident, or by their line manager, or by class teacher in the case of a child.
- The health and safety team is to ensure that the health and safety committee, and the Governing Body, are informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR, 2013)

Accident investigation

- All significant accidents or incidents which are considered to be dangerous 'near miss' situations are to be reported to line managers. They in turn report the incident to the Health and Safety representative.
- The representative is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures can be taken to prevent a recurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- PCC may also conduct their own investigation if a member of staff or child is injured.

Reporting Procedures

- Any practice or condition that is likely to have an adverse effect on health and safety of Centre Team Members, or damage to equipment or property, is to be reported to line managers. Such reports are to be recorded.

Out of Centre activities

- All Centre Team Members that arrange or actively participate in a educational visits or out of centre activities must follow the procedures outlined in the 'Educational Visits Policy'; 'Home Visiting Policy'.

Safe working procedures

- All line managers, in conjunction with the a member of the Health & Safety Team, must ensure that safe working procedures are developed through:
 - Assessing the tasks
 - Identifying the hazards
 - Defining a safe method
 - Implementing the system
 - Monitoring the system
- Once developed, safe-working procedures must be used to protect all staff from dangers to their health and safety
- Staff are to familiarise themselves with and be fully conversant with procedures

Defective tools and equipment

- All defects found in tools and any equipment must be reported immediately to line managers, who in turn will report the details to a member of the Health & Safety Team
- The equipment concerned must be withdrawn from service, clearly marked and isolated in an area where it cannot be used until it has been repaired.

Means of access

- When using access equipment such as ladders, the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- Always use correct routes of access – do not use short cuts as these can result in an accident.
- Do not block an access route to or egress route from the Centre

Good housekeeping

- Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety.
- Accidents can be prevented by following the guidelines listed below:
 - Keep corridors and passageways unobstructed
 - Ensure shelves in storerooms are stacked neatly and not overloaded
 - Keep floors clean
 - Do not obstruct emergency exits

Electrical equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment
- Where 13 amp sockets are in use, only one plug per socket is permitted
- The protective outer sleeve of electric cables is to be firmly secured within the plug. Where connecting live wires are visible, a qualified person should re-wire the plug correctly
- Electrical equipment that is known to be, or suspected of being faulty, must not be used
- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until it has been repaired

Use of harmful substances

- When using harmful substances all staff must ensure that they take adequate precautions to prevent injury to health
- No new chemical substances or materials are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 2002) assessment has been carried out. A Safety Data Sheet is to be held in the area of use.
- Work involving lead or asbestos is not to be carried out under any circumstances

Skin infections and hand care

- To reduce the risk of skin diseases, always avoid unnecessary contact skin with oils and chemicals. Always wear gloves and protective clothing where necessary.
- Always change clothing if it has become contaminated with chemicals, flammable liquids or oils

Smoking

- Smoking is not permitted anywhere on the Centre site.

Emergency services

- Fire, police or ambulance can be contacted by dialling 9 for an outside line then 999 and asking for the service required.
- The Centre has members of staff who are qualified first-aiders: there are always at least 2 qualified "First Aid at Work" within the Centre team and the majority of staff working with children are qualified in "Paediatric First Aid"

Fire prevention

- Fire evacuation notices are posted in all areas of the Centre.
- Centre Team Members are responsible for knowing the location of fire points, fire exits and the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention – all staff should be conversant with the fire potential of materials and substances that they use and should exercise correct use.
- Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation.

Visitors

- It is the duty of all Centre Team Members to ensure the health and safety of all visitors to the Centre.
- Visitors should not be allowed to enter work areas unaccompanied, unless authorised to do so i.e. health professionals
- Visitors have a duty to ensure that they take care and look after themselves whilst in the centre

Contractors

- Contractors working within the Centre are required to comply with the working rules as issued by the Centre. Any breach of these rules is to be reported to the site representative.
(Reference Managing Contractors Policy)

Legionellosis

- The primary aim is to prevent the build-up of the Legionella organisms in water systems and to prevent inhalation of infected water droplets. Control measures are in place: monthly temperature checks carried out by PCC. Records are kept detailing all water treatments, disinfection and maintenance.

Showers:

- All showers to be turned on and left running for 5 minutes weekly
- All showers are to be cleaned monthly, or after one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.

Water storage tanks

- Water storage tanks are to be covered and water stored at 60c and checked every 6 months.

Water fountains

- Water should be run through daily before use by children

Water feature

- Water feature to be run for 1 hour every morning to prevent sitting water
- When in use, weekly testing and dosing carried by a specialist company

Manual and people handling

- Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.
- Staff are not to lift or carry people unless training has been undertaken and risk assessments carried out.

Low Risk Waste

- A contract is held with PHS Ltd to collect and remove all low risk waste from the site.

Medicines

- Refer to 'Medicines Policy'.

Additional arrangements will be added as they are developed out of risk assessments carried out in accordance with this policy.