



Health and Safety Guidance Policy

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This document is statement of the aims, principles and strategies for ensuring Health and Safety at Birth and Beyond Centres.

Aims

Our aims for Health and Safety are to:-

- Provide a safe and healthy environment for children, teaching and nonteaching staff and all other people who come onto the premises of our centre.
- Ensure that all members of the centre community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

The establishment of a health and safe environment is an essential prerequisite for the work of the centre. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

Responsibilities

All members of the centre community (teaching and non-teaching staff, parents, pupils and governors) work towards the centre's aims by:-

- *Being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- * Being familiar with all instructions and guidance of safety within the centre.
- * Using common sense at all times to take responsible care for their own safety and that of others.
- * Reporting any unidentified hazards to the Manager without delay.

The Management Team (Governors, Manager and Site Manager) work towards the centre's aims by:-

Recognising their corporate responsibility for ensuring that the Health and Safety Policy of the Education Department is implemented in the centre.

Ensuring that safe work practices and procedures are applied within the centre.

Making termly inspections to ensure that a safe and healthy environment is maintained.

Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.

Ensuring that all members of the centre community are aware of their own responsibilities.

Taking responsibility for devising and implementing a centre Health and Safety policy.

Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken

Ensuring that all staff are familiar with the Health and Safety policy Facilitating safety training for staff.

Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.

Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.

The Manager works towards the centre's aims by:-

Taking responsibility for the day-to-day operations of the Health and Safety policy.

Teachers work towards the centre's aims by:-

Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.

Being good role models – vigilant and careful.

Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.

Providing opportunities for children to discuss appropriate health and safety issues.

To make sure risk assessment are carried out before any off-site visits.

Children work towards the centre's aims by:-



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conducting themselves in an orderly manner, in line with these codes.
Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents work towards the centre's aim by:

- Ensuring that children attend centre in good health.
- Providing prompt notes/phone calls to explain all absences.
- Providing support for the discipline within the centre and for the teacher's role.
- Ensuring early contact with centre to discuss matters concerning the health and safety of their children or of others.
- Allowing children to take increasing personal and social responsibility as they progress throughout the centre.
- Accepting responsibility for the conduct of their children at all times.
- Ensuring that the centre has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

The Site Manager is responsible to the Manager for:-

- Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the centre are disposed of in accordance with the LA policy.
- Maintaining a clean and effective boiler area, including the safe storage and delivery of fuels necessary.
- Maintaining a high standard of housekeeping.
- Reporting to the Manager any problem, or imminent danger associated with his responsibilities, as soon as it is practicable to do so.
- Liaising with Health and Safety representative to carry out regular inspections of centre premises.

Procedures

1. For ensuring involvement of all members of the centre community we have:
 - Regular meetings of representatives of teaching and nonteaching staff to review health and safety issues.
2. For providing children with opportunities to discuss health and safety issues we have:
 - A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility.
 - A programme of health education.
3. For accident prevention, reporting and investigation we have:-
 - Risk assessments formulated and regularly reviewed.
 - Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible.
 - Promptness in reporting potential hazards to the Manager and immediate response to such reports.
 - Prompt investigation of all accidents by the Manager in order to establish cause and adopt remedial measures.
4. For First Aid provision we have:
 - Recognised First Aiders in centre
 - Provision of fully stocked first aid boxes in all classrooms and in the centre hall.
 - Notification to parents of any head injury or minor injuries on appropriate slip.
 - Summoning of an ambulance where necessary by any responsible adult and arrange for someone to meet and guide the ambulance. If the centre is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital.
 - A list of first aiders is kept in the centre office, along with their training dates.

Regular checks of equipment, procedures and exits by the Site Manager and equipment monitored yearly by Notts Fire Service.

All fire exits clearly signed.

6. For the use and control of substances hazardous to health we have:-

Storage of such substances clearly labelled, locked in the Site Manager's chemical store, which is not accessible to children.

The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.

COSHH data sheets are displayed for all chemical substances. These are displayed in the chemical store.

7. For electric safety we have:-

Careful siting of equipment to avoid trailing leads.

Annual PAT testing electrical contractors on all portable electrical equipment.

A code of practice for pupils using electrical equipment.

8. For coping with special medical conditions we have:-

Information given to all teaching/nonteaching/supply staff about any special medical conditions of children in centre and about what response may be required in an emergency.

Regular liaison with centre nurse and doctor.

A requirement that all medicines brought to centre must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and lodged with the Manager/Office.

For administering of medication, please see the centre's Medicine Policy and Administering Medicine Form.

9. For ensuring road safety we have:-

Parking restrictions in the road outside centre which parents are regularly urged to obey.

Cycling proficiency sessions for year 6 children.

Regular entry in the Road Safety quiz with the junior children and discussions and role play with the younger children.

10. For ensuring personal hygiene we have:-

Encouragement of a high standard of personal hygiene. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.

Provision of uniforms and dress code

Provision of gloves and apron for kitchen, maintenance and personal care

11. For ensuring playground safety we have:-

Centre rules about playground behaviour designed to maximise playground safety conscientious supervision of playgrounds.

Regular inspection and maintenance of playgrounds.

12. For ensuring safety during physical education we have:-

Asthma sufferers to take their inhalers with them.

All PE equipment regularly checked.

Close supervision and appropriate rules in place.

13. For safety on centre trips, farm visits and outdoor pursuit activities:-

Risk assessment completed for each centre trip- consider staff pupil ratio, issuing of first aid kit, wrist bands, high visibility vests and mobile phone. Every group supported by a member of centre staff.

For further details, see the centre's OffSite Visits policy.