

A9: HEALTH AND SAFETY

This Policy includes the Early Years Foundation Stage and Breakfast, Tea Time and Holiday Clubs and should be read in conjunction with the School's policies on First Aid, School Trips and Educational Visits, Emergency Evacuation, Supervision of Pupils, Administration of Medicines, Health and Hygiene, Road Safety, Risk Assessment, Major Incident and the Fire Risk Assessment Document.

Health and Safety Officers: Mrs Anita Barclay

Mrs Kelly Muttock

Both with responsibility for the Early Years Foundation Stage

POLICY STATEMENT

This policy is written within the framework of the Health and Safety at Work Act 1974 and takes account of the Department for Education advice "Health and Safety Advice on Legal Duties and powers for Local Authorities, head teachers, staff and governing bodies (2013)". The staff of Stretton School are committed to taking all necessary measures to ensure the safety of children, parent and carers, and staff. We will do everything required to minimise the chance of harm coming to anyone and to make sure we comply with all aspects of the law relevant to the setting. Children should be able to experience a wide range of activities and health and safety measures should help them to do this safely, not stop them.

We will ensure that all staff are adequately qualified, trained and experienced to enable them to perform their duties with respect to welfare, health and safety, and provide all the necessary facilities for this to be achieved.

Recruitment and suitability checks will be carried out on all staff in accordance with the Early Years Foundation Stage, and Ofsted. We will regularly consult with the staff in respect of health and safety matters.

All staff will ensure that children are safe at all times. They will make sure the children's activities are carried out in a safe manner and that all equipment is inspected for damage before use.

This is the Health and Safety Policy Statement of Stretton School.

Statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with Stretton School employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;

- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training including in risk assessment;
- To prevent accidents and cases of work-related ill health;
- To provide manual handling training if necessary;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals

Responsibilities

- 1 Overall and final responsibility for health and safety is that of Anita Barclay, Headmistress and Kelly Muttock, Admissions Secretary who have both undergone appropriate training. The school also has a statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- 2 Day-to-day responsibility for ensuring this policy is put into practice is that of Anita Barclay, Headmistress and Kelly Muttock.
- 3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Prep 3	Iain Patterson/Jane Brydon
Prep 2	Robert Coyle
Prep 1	Selina Leeks
Transition	Stacey Riches
Nursery	Wendy Masters
Nippers	Sandra Withey/Jo Barnes

4 All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Environment

- Safety checks on premises, both outdoors and indoors, will be made each day.
- Low level glass will be covered or replaced by safety glass.

- Outdoor space will be securely fenced.
- Equipment will be checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- There will be adequate systems and equipment for the detection and control of fire.
- Fire doors will never be obstructed and fire exits clearly marked.
- A record will be kept of any checks by the Fire Safety Officer and also of fire drills and servicing of fire safety equipment. Any recommendations by the Fire Safety Officer will be carried out.
- Fires/heaters/electric points/wires and leads will be adequately guarded and will have annual checks carried out by an approved electrical company.
- All dangerous materials and substances will be stored out of reach of children, in locked cupboards, including cleaning materials.
- Large equipment will be erected with care and checked regularly.

- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Internal safety gates/barriers will be used as necessary.
- Flammable materials, displays and decorations will be minimised where there is a risk of ignition, for example near heaters or lights.
- Ensure an appropriate Asbestos Survey is carried out (12/8/14).
- Smoking is not permitted anywhere on the school premises.
- Hot drinks or other hot items will not be taken into play areas.

A Risk Assessment Policy is in place and reviewed annually.

Supervision (see separate Supervision Policy)

All children will be supervised by adults at all times and will always be within sight of an adult and will leave the group only with authorised adults. Children will not have unsupervised access to any cupboards storing hazardous materials including matches and if a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises. Any child who is sleeping will be checked regularly.

Adult Safety

All adults in the group both staff and visitors will be aware of and respect the group's safety policies. If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height.

Management

An Accident Book is available for the reporting of any accidents and regular safety monitoring will include checking of the Accident Book as a basis for risk assessment. All adults, including parents, will be aware of the system in operation for children's arrivals and departures and an adult will be at the door during these periods. Adults are not permitted to walk about with hot drinks or place these in reach of children.

Fire drills take place at least once a term and smoking is not permitted anywhere on the premises. The First Aid boxes are correctly stocked at all times and fire extinguishers are regularly checked and staff will know how to use them.

Medicine records are available for the reporting of any medicine administered to children by a member of staff. All staff and parents are aware of the system in operation for administration of drugs and all reports are filed confidentially in the school office.

Special Considerations

Some areas and activities pose particular hazards – staff will be aware of these:

- Children playing with or near water will be continuously supervised.
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.
- Access to dangerous areas such as stairways, will be physically restricted and closely supervised.
- Systems will be in place to ensure that no child can leave the premises unattended.
- Visitors to the premises are required to sign in and out when entering and leaving the setting and must act safely and responsibly while in the group.

Health and Safety Risks Arising from our Work Activities

- 1 Risk Assessments will be undertaken by all staff and filed in the school office.
- 2 The findings of the risk assessments will be reported to Anita Barclay, Jane Brydon and Kelly Muttock.

- 3 Action required to remove/control risks will be approved by Anita Barclay and Kelly Muttock.
- 4 Anita Barclay will be responsible for ensuring the action required is implemented.
- 5 Anita Barclay will check that the implemented actions have removed/reduced the risks.
- 6 Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Responsibilities for Safe Plant and Equipment

Anita Barclay and Kelly Muttock will be responsible for identifying all equipment/plant needing maintenance.

Anita Barclay and Kelly Muttock will be responsible for ensuring effective maintenance procedures are drawn up.

Anita Barclay and Kelly Muttock will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to Anita Barclay and Kelly Muttock.

Safe Handling and Use of Substances

All staff will be responsible for identifying all substances which need a Control of Substances Hazardous for Health assessment (COSHH).

Anita Barclay and Kelly Muttock will be responsible for undertaking COSHH assessments.

Anita Barclay and Kelly Muttock will be responsible for ensuring that all actions identified in the assessments are implemented.

Anita Barclay and Kelly Muttock will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Anita Barclay and Kelly Muttock will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Information, Instruction and Supervision

The Health and Safety Law poster is displayed in various classrooms and communal areas.

Health and safety advice is available from Anita Barclay and Kelly Muttock.

Supervision of young workers/trainees will be arranged, undertaken and monitored by Anita Barclay and Kelly Muttock.

Anita Barclay and Kelly Muttock are responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for Tasks and Training

Training will be identified, arranged and monitored (where necessary) by Anita Barclay, Jane Brydon and Kelly Muttock.

Accidents, First Aid and Work-Related Ill Health

See separate First Aid Policy

Monitoring and Maintenance

To check our working conditions and ensure our safe working practices are being followed, we will

- have all electrical, gas appliances and fire equipment checked annually;
- comply with any requirements of the insurers

Anita Barclay and Kelly Muttock are responsible for investigating accidents.

Emergency Procedures – Fire and Evacuation (See also separate Fire Policy)

Kelly Muttock, Anita Barclay and Anita Barclay are responsible for ensuring the fire risk assessment is undertaken and implemented. A separate document is available outlining the fire drill procedures and records together Fire Maintenance Records and the Fire Risk Assessment.

Fire Drills take place at least once a term.

Fire Alarm is tested weekly by staff.

Fire extinguishers are maintained and checked every 12 months.

Alarms are tested by a registered company every 12 months.

Emergency Procedures – Security of Children

- Gates are kept closed at all times and locked during school hours. Entry via intercom system for any visitors, staff or parents/carers.
- Children are not allowed in the play area at any time without the supervision of a staff member.
- No child will be allowed to leave the premises unless escorted by a parent/carer, guardian or authorised person.

- If a child requires a doctor or hospitalisation, the parents will be contacted immediately. The school is willing to take any child home, to their doctor, or hospital, if the parents are unable to do so. Details of each child's doctor are held by their class teacher – see detailed information in First Aid Policy.
- If a child cannot be found, the premises will be quickly searched by staff members together with the surrounding road/area. The parents and police will be informed immediately – see detailed information in Missing Child Policy.

Consultation arrangements with employers

Consultation arrangements with staff are in place to ensure the maintenance of Health and Safety standards. Regular updates at Staff Training Meetings ensure staff are aware of any changes in legislation or to school procedures.

Selecting and managing contractors

All contractors who work on the premises are required to ensure safe working practices under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. Contractors are required to sign in when on site and will be issued with a visitor's badge. Should a contractor be required to work at the School for a longer period or to work unaccompanied, a Risk Assessment will demonstrate that they will

not be allowed in any part of the school unaccompanied. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headmistress (or their representative) will take such actions as are necessary to prevent persons in their care from a risk or injury. The Headmistress will draw the attention of all staff to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions. In the event of an emergency, any contractors will be led to the Emergency Points by a member of staff and accounted for by checking off details against the visitor records. All staff are advised to challenge persons who do not appear to be familiar with the site, especially if no visitors badge is visible.

Occupational Health and Managing Work-related Stress

Stretton School takes its duties and responsibilities with regard to the welfare of both staff and pupils very seriously. The school will access occupational health services including specialist medical and counselling facilities if so required. Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other. Staff who feel under stress that is more than the normal expected stress of working in the school should report this initially in confidence to the Manager in the room, or the Headmistress. Staff are also expected to report in confidence any concerns they may have about another member of staff's state of health.

Slips and trips

See separate Slips and Trips Policy. All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting member of staff will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by the School Office. Records should be stored for at least three years or if the person injured is a minor.

Vehicle Management

The school does not own any vehicles, but uses the services of a local taxi firm for mini buses (Enterprise Taxis 070 9330 2868). All vehicles have seat belts fitted, age appropriate child seats, and risk assessments are carried out before every journey. Staff always accompany children on any taxi journeys.

Violence to Staff

See separate Parental Behaviour Policy.

Agreed and approved by the School Advisory Board

Date: 25 January 2017

Reviewed: September 2014, January 2015, September 2015,
September 2016 & September 2017

Review Date: September 2018

Health and safety policy

This is the statement of general policy and arrangements for:		Stretton School	
Mrs Anita Barclay and Mrs Kelly Muttock		has overall and final responsibility for health and safety	
Mrs Anita Barclay and Mrs Kelly Muttock		has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Mrs Anita Barclay Mrs Kelly Muttock	See Health and Safety Policy	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Mrs Anita Barclay Mrs Kelly Muttock	See Health and Safety Policy	
Engage and consult with employees on day-to-day health and safety conditions	Mrs Anita Barclay Mrs Kelly Muttock	See Health and Safety Policy	
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Mrs Anita Barclay Mrs Kelly Muttock	See Health and Safety Policy	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Mrs Anita Barclay Mrs Kelly Muttock	See Health and Safety Policy	
Signed: * (Employer)		Date:	

You should review your policy if you think it might no longer be valid, eg if circumstances change.

If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	School Entrance Hallway, Staff Room, Nippers and Prep 1
First-aid box is located:	Various Points throughout the school See First Aid Policy
Accident book is located:	In all Classrooms

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14