

Date Reviewed:	September 2019
Review Date:	September 2020



Agreed by: Directors:	
Date:	
Name:	Signature:

Health and Safety Policy

September 2019

General Statement of Intent and Commitment

The Directors acknowledge that:

1. Suffolk County Council has the prime responsibility for health and safety within the buildings of our settings and the Managers and Directors have specific responsibilities to manage health, safety and welfare at the setting level.

They have responsibilities

- To support the published policies and aims of the county council, and
 - To promote continuous improvement in the health and safety performance of the setting.
 - To learn from experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control
2. The Managers, as Local Health and Safety Coordinator have the principal duty in the setting for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council and the HSE.
 3. The Directors work with the Governors of Highfield Nursery school and the Head Teacher to ensure that the Managers are assisted in implementing this policy and advice and guidance of Suffolk County Council and that it fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the setting is managed.

This duty extends to ensuring that:

- **working conditions and environment**
- **substances used**
- **equipment provided, and**
- **working methods adopted**

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

4. The Managers and Directors working with the School Health and Safety Committee have responsibility to monitor and review the implementation of this policy annually. Andrew Morrison (Governor) is the chair of the Health and Safety Committee.

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This document is made available to all staff in the setting annually (page 18)

Organisation

The managers have **responsibility** for day-to-day management of health and safety issues and are known as the **Local Health and Safety Responsible Person**.

All staff should have regard to their own Health and Safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that hazards can be dealt with quickly.

Directors and Managers are responsible for the following areas of Health and Safety

Task	Job title of person responsible
H&S Policy review	Directors/managers
Health and safety committee and/or governor committees representative	Managers
Communication and information management	Directors
Critical Incident Management	Managers /Directors
H&S Induction Training	Managers
Programmed updating training	Managers
Personal safety procedures	Managers
Planned checks (procedures)	Managers
Planned checks (equipment)	Managers
Task	Job title of person responsible
Planned checks (premises)	Caretaker or Manager
Incident reporting/investigation	Managers
Fire procedures including personal emergency evacuation plans	Managers
Locally organised premises maintenance, repair and improvement	Managers
First Aid (training and equipment)	Managers
Vehicle control and pedestrian safety	Managers
Educational visits coordinator	Managers/Deputy
Stress and Wellbeing	Managers

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Child Protection Co-ordinator	Managers/Deputy
Supporting pupils with medical needs	SENDCo/managers
Premises Security	Managers
Contractors on site	Managers
Lettings in liaison with school (Early Years @ Highfield)	Head teacher of School (early Years @ Highfield only)

Purpose of Our Health and Safety and Wellbeing policy

This policy sets out our arrangements for Health and Safety and Well-being at Highfield Children Centre Company settings and should be read in conjunction with our “Keeping Children Safe Mindmap” (held in the Safeguarding file). We have a risk assessment policy and we have a risk statement included on our dispositional curriculum policy and share this with all parents at our induction evening. This is also on the website.

Health and Safety Management – a systematic approach (taken from the SCC guidance)

We provide a systematic approach to Health and Safety and Well-being by taking account of time, resources and staffing. We recognise the need to do this in order to provide a **system** which gives a reasonable assurance that hazards don't present unacceptable risks.

We believe:

- The **benefit** (not just the risk) of activities in our settings should be taken into full account during planning;
- Children should be able to take risks in a safe environment and by the removal of all the hazards that could affect educational activities;
- Children benefit from understanding and experiencing risk;
- Children benefit by being involved in managing their own risks during in setting activities;
- Children benefit by learning outside the environment;
- We should not try to eliminate hazards, but to manage the risk so that the benefit of activities can be realised;
- Activities can involve an understood level of risk which is managed and acceptable;
- Staff must be competent so they have the confidence to identify and manage risk using proportionate controls;
- Managers must be competent and have the confidence in the management of risk, supporting and encouraging staff and being able to balance the expectations and potential concerns of staff and parents.

Hazard and Risk (taken from the Suffolk County council guidance on risk and Health and Safety January 2017)

*A **hazard** is anything with the potential to cause harm.*

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***Risk** is a measure of the likelihood of an injury, together with consideration of the severity.*

*When a person is undertaking an assessment of risk they should consider the most likely type of injury that could result from an activity. They would consider a risk to be **unacceptable** if the injury is too severe **and** too likely, bearing in mind the benefit that the activity provides. The controls in place to manage the risk should be proportionate and, if they are, the risk would be **acceptable**.*

Our Health and Safety arrangements

Health and Safety Policy Review

- This policy is reviewed and updated every year. We have two main policies; Health And Safety and also Health and Safety Care of Children
- Views from the staff and Directors are incorporated
- Health and Safety issues are included in the SEF
- All staff have access to a copy of the policy and sign up to them at their annual review.
- Individual curriculum policy documents identify subject specific health and safety matters which are considered when the policies are reviewed as part of a rolling programme at staff meetings
- Risk assessments are reviewed annually by the staff team as part of our annual cycle of review and are kept electronically

Health, Safety and Welfare Committee /staff walk around group

- Managers attend Safety and Premises committee meetings alongside Governors of the school to ensure health and safety reviews are considered.
- The proceedings of the meetings are formally recorded and action points brought forward for review
- The Managers termly report to Directors includes matters relating to Health and Safety
- The Directors with the Managers and Governor's Committee will routinely consider whether particular incidents indicate a wider pattern requiring attention. Where further attention appears justified, appropriate action will be taken

Communication and Information Management:

- Curriculum specific advice and information is communicated via staff briefings
- A hard copy is in the meetings folder
- Health and Safety matters are routinely on the agenda of staff briefings, minutes of which are kept in the meetings folder and are available for all staff to read. Health and Safety meetings are held at the first staff meeting of each term with Managers of the settings.

Critical Incident Management and temporary staffing absences

- The county's guidelines are followed and staff aware of their responsibilities and the procedures. Please see our Critical Incident policy which is renewed annually
- The Manager in coordination with the Directors and Headteacher (Early Years) will assess critical incidents on a case by case basis to initiate an appropriate response. Adequate cover for key staff is in place to maintain first

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aid provision (all staff), medical need (adequate staff trained for children with care plans) and security (office staff and key holders present at all times of the day)

Health and Safety Induction Training

- All staff receive induction training including training that is matched to their specific work and responsibilities
- A Health, Safety and Wellbeing induction checklist is completed and a signed copy is kept on the staff member's personnel file

Routine Updating Training

- Records kept include a list of staff having completed each of the following
 - First Aid
 - Safeguarding
- Initial and refresher Health and Safety training for staff is considered collectively across the setting
- Records are maintained for all Health and Safety training attended by staff

Personal Safety Procedure

- Our Security policy contains advice for staff on dealing with threatening and aggressive behaviour. All such incidents must be reported and will be investigated
- All staff wear name badges. All visitors and people entering the building are directed to use the main entrance, sign in at reception and are issued with a badge. All other access points are locked during the day
- The key holders are the Headteacher, Deputy Headteacher, Children's Centre Manager and Daycare Managers. Manager and Deputy at Whitehouse.
- Arrangements have been put in place to ensure the safety of lone workers. Please see the Lone Working Policy
- Finger guards are fitted on all doors

Planned Safety Checks

Procedures

Health and Safety monitoring in the settings are carried out collectively by:

- Managers. Directors, Governors Premises, Health and Safety Committee termly
 - Annual inspections by Vertas and SCC Property Advisor
 - Caretaking and cleaning staff
- Staff have the responsibility to carry out visual checks before they use equipment and report hazards to the Manger or Caretaker

Equipment

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The following equipment is subject to risk assessment and maintenance checks:

- All indoor and outdoor equipment
- The water system(s)- hygiene, temperature and legionnaires disease checks
- Catering equipment, including ventilators. Records for the kitchen equipment are maintained by catering staff (Early Years @ Highfield) Whitehouse staff carry these out.
- Ladders, stepladders and mobile scaffold/access equipment
- Door closers and catches – Managers and staff
- Printing and reprographics machines
- Routine inspection of electrical equipment (PAT). Children are not allowed to plug in portable electrical equipment. Staff and hirers are not permitted to bring their own equipment into the setting unless it has a current PAT test

Premises

- The whole site is inspected daily by the staff this will be completed before children come in at 8.00 in addition all daily spot checks will be completed and recorded.
- Fire exits and routes, fire and security alarm systems are checked and recorded daily by the caretaker at early Years @ Highfield as part of the school opening and closing procedure. However, Whitehouse staff will do this as a daily check.
- An annual site security check is carried out as per our Security Policy

Incident Reporting/Investigation

- The Incident Report Form (IRF) and associated guidance are in use in the setting and updated information on use of IRF has been provided by SCC's responsible person, Nina Bickerton, 2016. Incidents are reported to Ofsted as per current reporting regulations
- Staff fill in the IRF if needed; internal systems are used in each area for incidents not requiring the completion of an IRF
- The Headteacher/Manager (Whitehouse), or a designated and competent member of staff, signs and checks every Incident Report form
- Every incident is subject to investigation as appropriate with a view to preventing recurrence. The setting reviews relevant risk assessments after any incident or near miss. Reports are given termly to the Premises, Health and Safety committee
 - Accident books and recording forms are reviewed month, Risk Assessments annual review.

Coordination of Risk Assessment Work.

The following risk assessments are the ones that we have identified that need to be carried out in order to set up agreed setting procedure. They will only be reviewed if the circumstances change or the procedure is considered to not be working properly.

- Lone working situations, including custodian security checks and locking up
- Display screen equipment/workstations
- Manual handling
- Level of supervision in playgrounds and for play equipment
- Working at height

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- Christmas Bazaar, Nativity Plays, Family Events

The following risk assessments will be carried out on an individual basis

- Identified individual children
- Educational visits and trips
- New and expectant mothers
- Risk assessments relative to an injured child i.e. broken limb are kept in the class register whilst current and then filed after recovery

Please see a copy of all our Risk Assessments completed in the folder

Fire Procedures

- The fire risk assessment is reviewed whenever significant changes to the premises or the use of the premises are planned and, in any event, at least annually
- Notices detailing the evacuation procedure and assembly point are placed around the setting, with one in every room
- Specific plans for evacuation of less able-bodied people are devised in consultation with staff as required. (Personal Evacuation Plans (PEP)) and are kept in the fire log
- An evacuation practice is carried out once per term
- There is a check to ensure all fire extinguishers have been examined during annual maintenance checks
- Staff are trained in the use of fire fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire and to enable them to escape in an emergency. A record of this training is kept in the staff training log
- All display fabrics are treated with fire retardant spray. The spray is stored in a locked cupboard
- The caretaker conducts the weekly alarm test or other tests (such as the emergency lighting checks and any automated fire brigade notification systems) Early Years. At Whitehouse this is carried out by the Manager or deputy.
- The details of the alarm and other tests, evacuation drills and fire precautions training are recorded in the Fire and Electrical log book.
- The staff check daily all fire exits and doors. Records are kept in the office

Locally Organised Premises Maintenance, Repair and Improvement

- The Landlords Consent Form 13 procedure is followed
- All relevant staff and governors know the asbestos procedures and have been advised about the asbestos survey report. The property advisor advises the setting on any changes and how to notify these to SCC following inspection. The property advisor carries out the asbestos review
- Highfield Nursery School procures services (such as cleaning, catering and grounds maintenance) ensures that service specifications are adequate and that contractors (or the school's own employees) work to appropriate standards – Early Years @ Highfield.

First Aid – Training and equipment

- First aid equipment is located throughout the setting.

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- Managers ensure staff monitor stock levels and ensures replenishment of first aid kits
- The Managers keep records of training and dates
- Staff report minor injuries via the injuries book and more serious cases via the IRF
- Children with individual care plans have specific procedures for alerting emergency services. These plans are shared with relevant staff and training given where appropriate
- First aid arrangements for visits and trips are considered in each case

Vehicle Control and Pedestrian Safety

- We encourage all staff, parents and visitors to use the designated car park. Whitehouse parents have limited parking areas but we encourage parking appropriately and considerately within the area of the setting.

Visits and Outings

- The manager is the EVC and ensures that staff are adequately trained and competent to carry out visits and trips.

Stress and Wellbeing

Highfield Children Centre Company takes positive action to manage stress and wellbeing issues. The company has bought into a wellbeing scheme and employee assistance programme. Its benefits are brought to the attention of all staff. Please refer to the Emotional Health and Wellbeing policy.

- Stress and workload management issues are discussed and recorded during performance review discussions as necessary. If a member of staff informs the manager that they are suffering from work related stress, then a personal risk assessment will be undertaken and wherever possible, the Company will work with the member of staff to alleviate the factors causing stress and encourage the use of the employee assistance programme
- The Wellbeing co-ordinators are the Managers. For Managers this will be a co-Manager or Director.
- Display Screen Equipment self-assessments are carried out annually as part of the staff supervision cycle if necessary

Safeguarding Procedures

- Highfield Children Centre Company has adopted the LA model policy and follows all Suffolk Safeguarding Children Board's guidance. The EYFS provides the statutory framework for Safeguarding as does Working Together to Safeguard Children 2016 and Keeping Children Safe in Education 2018. Our safeguarding procedures are outlined in our safeguarding "Keeping Children Safe Mind map"

Supporting children with Medical Needs

- Our Settings follow the EYFS statutory framework. We have procedures for supporting children with medical needs
- We have robust arrangements for the administration of medicines and for the management of medicines within the setting Please refer to our Health and Safety Care of Children policy

Premises Security and Visitor Safety

- There are suitable arrangements in place to ensure adequate supervision exists when visitors (including parents and children who are not children of the setting and contractors) are present on site
- All visitors, including contractors, are required to sign in given a yellow badge and a visitor information leaflet

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- Contractors are briefed on procedures to follow whilst on the premises and are requested to sign the asbestos register
- All staff are informed of areas to avoid for the duration of the work
- The Manager takes responsibility for monitoring the contractor's safety performance in order to prevent danger to people other than the contractor's staff

Lettings (Early Years)

The company in liaison with the School enters into a written agreement with the lessee, which includes information to advise lessees about any necessary health, safety, fire evacuation, access to first aid, access to telephones or security information relating to the premises and any equipment that may be used. Please see the school Lettings Policy