



# Policy

## Health and Safety

Statutory or Non Statutory	Statutory
Frequency of Review	Every Three Years
Last Review	June 2017
Next Review	June 2020
Website	Yes

## **Canterbury Vision**

*At Canterbury, children and their families are at the heart of an encouraging and challenging environment, where everyone recognises and celebrates differences, actively communicates the importance of learning and believes everyone can achieve.*

## **Section A**

### **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 to provide such information, training and supervision as they need for this purpose. We accept our responsibility for the health and safety of others including users, visitors and contractors who may be affected by our activities. We also adhere to the Health and Safety at work policies and guidance provided by the Local Authority.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the establishment changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

## **Section B**

### **Responsibilities**

- 1) Overall and final responsibility for health and safety in the establishment is that of Executive Head or Head of School. The Business Manager or designated manager will be responsible in the absence of the Executive Head or Head of School.
- 2) The following supervisors are responsible for safety in particular areas:-  
Cleaner (Main kitchen)  
Business Manager/Senior Administrator (Boiler House)  
Business Manager, Unit Leaders and all staff (Outdoor Area)  
Unit leaders and all staff (Nursery Rooms)
- 3) **All employees** have the responsibility to co-operate with the Senior Management Team and Unit Leaders to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Failure to do this will lead to disciplinary action.

### **Risks / Hazards**

Whenever any employee notices a health or safety problem which they are not able to put right, they must straight away

1. Inform the Executive Head or Head of School
2. Record in the Hazard Book (Main Office) and
3. Inform the Senior Administrator (Main Office).

Consultation and communication between management and employees is provided by and through weekly staff briefings, personal and professional development sessions, policies, health and safety policy file, email and notices in the day book.

Carrying out safety inspections and investigating accidents is the responsibility of **all staff, Unit Leaders, and managers**. Monitoring maintenance of premises and equipment is the responsibility of all staff, Unit Leaders, and managers. This means all staff should be aware in all areas at all times of the need for them to act vigilantly and follow the procedures set out above.

### **Repairs / Maintenance**

It is the responsibility of everyone to report a repair. Repairs not dealt with may become a hazard.

1. If you consider the repair to be an immediate danger to health or safety please report verbally to the Business Manager or a member of the Senior Leadership Team.
2. For non-urgent items please record in the Hazard Book.

## Section C

### General Arrangements

#### Accidents / First Aid

First aid boxes are kept in the main reception, in each nursery unit, crèche and also in the staff and main kitchen areas. Trained / qualified and designated first aiders are:-

<u>Name</u>	<u>Location</u>
Vicki Spencer (Lead Person)	Woodland Unit
Rebecca Eley	Resources Team (Main Office)
Caroline Thomson	Meadow Unit

The lead person will hold termly monitoring meetings, ensure that all procedures are being followed and first aid boxes are kept in good order.

All rooms that work with children have a first aid file containing policy and procedures and a record of all accidents (see First Aid Policy). The Executive Head or Head of School will maintain a file of all accidents for adults.

A list of members of staff who hold a current Paediatric First Aid qualification will be held by the Executive Head or Head of School.

#### General Fire Safety

	<u>Who checks?</u>	<u>How often?</u>
Escape routes	Business Manager / All staff	Daily
Fire extinguishers	Business Manager/ Contractor	Yearly
Fire Alarms	Business Manager / Cleaner in Charge	Weekly
Evacuation drill	Business Manager	Half-termly

#### Advice and Consultancy

Advice and consultancy will be provided by the Local Authority from the relevant department

- Safety Advisor (S.S.) Wendy Bland 431751
- Environmental Protection Officer Contact Centre 434366
- Snr. Occupation Health Advisor Wendy Bland 434771  
Sue Gee

Regular checks are made by the local authority on kitchens, large apparatus, and plugs.

#### Training

Senior Leadership will be responsible for collating information about training needs and ensuring training be provided. However Health & Safety training will form part of the induction process and be the ongoing responsibility of all co-ordinators.

#### Special Training (Hazardous jobs may need special training)

**Job**

Lifting equipment and children  
Use of substances hazardous to health  
General Hygiene  
Outreach/Home visiting

**Training required**

Lifting and Handling  
Refer to COSHH manual  
Staff adhere to Hygiene Guidelines  
Lone working policy

**Contractors / Visitors / External room bookings**

The Business Manager and administrative staff will ensure that all contractors, visitors and external room bookings follow procedures below (as appropriate):-

- Sign in on arrival and wear a visitors badge and sign out when leaving - a visitor is anyone other than a member of staff
- Report on arrival at reception. Staff should collect visitors from the main entrance
- Work wherever possible outside contact hours for children/users
- Not work on "live" electrical equipment
- Not leave tools around
- Clear up when work is finished
- Ensure that areas being worked in are inaccessible to staff/users
- Be aware of procedures in event of fire
- Establish any safety procedures appropriate to their presence within the Centre.

**Tutors****Barnardos will ensure that:-**

All tutors will be given a copy of the induction guidelines for Tutors which contains important information about Health and Safety. See Guidelines for Tutors.

**Staff well being**

The centre will ensure that it does all that is possible to promote staff well being – this is promoted through a range of policies and procedures that promote good working practices e.g. staff development policy, sickness policy, confidentiality policy, work life balance audit. All staff have a duty to support staff well being and development, any concerns should be discussed with the Executive Head or Head of School.

## **Section D**

### **Hazards**

#### **Risk Assessment**

Risk assessments should be completed by the most appropriate person for risk being assessed, and copies should be given to Executive Head or Head of School.

A risk assessment should be undertaken where there is a significant change to procedures or advice is not contained within policies and there is deemed to be issues regarding health and safety e.g. visits / visitors, building works, violence (from children or adults), health care.

If the risk remains a health and safety issue, the Health and Safety Department will be notified and guidance taken.

#### **Housekeeping and Premises**

Each member of staff has a responsibility for:-

- The overall cleanliness of the premises and it's contents with special care being given to kitchens, toilets and food preparation areas
- The appropriate disposal of waste, e.g. food waste disposal unit, sluice, sharps containers, wheelie bin
- The correct and safe storage and stacking of items without risk to others, impact on service delivery
- Keeping all walkways, corridors, exit routes, fire exits etc. clear at all times
- Withdrawing from use and reporting defective equipment e.g. faulty equipment, heating/water suppliers, obstructions eg boxes / ladders / tools to management

Any concerns about the above that cannot be dealt with immediately should be reported to the Executive Head or Head of School.

#### **Kitchen**

Health and Safety Inspections conducted by Local Authority

#### **Large Apparatus**

Checked annually by Local Authority

#### **Electrical Equipment**

Each member of staff has a responsibility to remove defective equipment from use and report to management. Only those persons who have attended an Electricity At Work course are allowed to change plugs.

The Centre arranges an annual check of all plugs on electrical equipment. There should be a sticker on every plug indicating the date of testing. If this is not the case, the appliance should not be used until tested. Any brought from home should be submitted to the Resources Manager for electrical testing.

## **Machinery / Equipment**

All staff are responsible for ensuring that any electrical equipment and machinery used is in safe working order. If not, the item should be removed from use and the defect reported to a manager.

<b><u>Equipment</u></b>	<b><u>Who checks?</u></b>	<b><u>How often?</u></b>
Photocopier	Administrative staff / Contractor	As agreed
Videos/Cameras/ CD players	All staff	As needed
Staff kitchen appliances	Business Manager / all staff	As needed
TV/Video/Projectors	Senior Administrator / all staff	As needed
Computer (Staff)	Business Manager / all staff	As needed
Computer (Children)	Unit Leaders / all staff	As needed

Staff should not use machinery unless they have had appropriate induction in its use.

## **Dangerous Substances**

Staff should be aware of the presence of any dangerous substances including gas leaks and report these immediately to the Executive Head or Head of School. Staff should ensure the safe disposal of all items eg broken glass. Staff should dispose of all feminine hygiene waste, blood products etc. in the bins provided in adult toilets. An additional bin will be made available in the Health Consultancy room.

See also Drug and Alcohol Policy / Infection control guidelines

## **Fluids Under Pressure**

Aerosol sprays should be kept in a locked cupboard out of reach of children, they should not be exposed to heat or sunlight. They should be disposed of according to the directions on the container.

## **Section E**

### **All other policies**

#### **The centre will follow guidance in all relevant local authority policies**

- Education and Schools Safety Manual
- Building Custodians Safety Manual
- Managers Safety Handbook

See Local Authority Guidance Folder in Policies and Guidelines

#### **This policy has additional guidance under the following headings:**

- First Aid
- Emergency contact procedures
- Hygiene guidelines re cloths and mops
- Health and Safety guidance for Nursery staff
- Health Concerns / Health Plans
- Fire/Bomb Evacuation
- Sun Policy
- Out break plan
- Work life balance audit
- Daily / weekly/ half termly cleaning schedule
- Emergency plan
- Risk Assessments
- Bomb threat guidance

#### **Other relevant policies guidance**

Sick leave / self certification (Leadership)

Drug and Alcohol (Family and Community)

Visitors into school, access / security (Leadership)

Legionnaires checks (Leadership)

#### **Other relevant Local Authority Policies**

Farm visits

Inclement weather

## **Section F**

### **Reporting Arrangements**

The centre will keep files on the following

- Reporting file
- Accident record for staff
- Accident and dangerous occurrence report forms for staff and pupils
- Incidents
- Violence at work
- Racial harassment
- Union Health and Safety Reports
- First Aid Files (inc. Drug therapy record)
- Health Concerns
- Risk assessments
- Hazard warnings
- COSHH
- Fire manual

**Confirmation the Policy in respect of Canterbury Nursery School and Centre for Children and Families has been discussed by the Governing Body**

Signed by:

Chair of Governors: ..... Date: .....

Executive Head / Head of School: ..... Date .....

Agreed at the Governing Body Meeting on: .....