



# **Hardmoor Nursery & Early Years Centre Health & Safety Policy**

Policy Statement and Guidelines  
September 2024

***Mission Statement:***

*To provide a happy, secure and stimulating environment in which everyone is included, respected and valued, so that they may grow in self-esteem and develop to their full potential.*

## **United Nations Convention on the Rights of the Child**

**“Everyone has a right to feel safe” Article 19**

**“Everyone has the right to a clean environment so they can stay healthy” Article 24**

*This Policy is provided by the Governing Body of Hardmoor Early Years Centre in pursuance of the Health and Safety at Work Act 1974.*

The purpose of this policy is to acknowledge the Centre's legal responsibilities and to explain the objectives of the school for the health and safety of its children, staff and visitors, and to specify the arrangements for ensuring these objectives are met.

This policy does not replace the Local Authority's Health and Safety Policy, but should be read alongside it. This statement deals with those aspects of health and safety over which the Governors have responsibility, and also covers health and safety associated with the building structure, fixed equipment and service for which other officers in the authority also have responsibilities.

This document is issued to all staff working at Hardmoor Early Years Centre, who should read and understand its content, and assume responsibility for carrying out its recommendations.

The policy and procedures will be reviewed regularly in line with any relevant legislative changes, or significant changes to Hardmoor Early Years Centre, or the activities carried out within it.

## **STATEMENT OF HEALTH AND SAFETY POLICY BY THE GOVERNORS AND HEADTEACHER.**

The Governors and Executive Headteacher/Head of Centre of Hardmoor Early Years Centre recognise their responsibility in so far as is reasonably practicable to provide a safe and healthy working environment for all pupils, staff and visitors.

The Governors and Executive Headteacher/Head of Centre will take all reasonable steps within their power to meet their responsibility and will pay particular attention to the requirements of the Health and Safety at Work Act 1974.

The Governors and Executive Headteacher/Head of Centre expect all staff to display a positive attitude to, and interest in, health and safety matters. All members of staff are required to have as a personal objective the achievement of a safe and healthy working environment and **must** take responsibility for ensuring good practice and behaviour by pupils in their charge.

The Centre will, as appropriate, consult the Health and Safety Officer for Education in order to implement its Health and Safety objectives effectively.

In fulfilling their responsibilities, the Governing Body and Executive Headteacher/Head of Centre will seek to ensure, so far as is reasonably practicable, the following:

- Safe working procedures among staff and children.
- The safety of equipment and workplace facilities.
- The safe use, handling, storage, disposal and transport of articles and substances in Centre.
- The provision of sufficient information, instruction, training and supervision to enable staff, children and visitors to contribute positively to their own Health and Safety.
- The formulation of effective procedures for use in case of fire and other emergencies and for evacuating the Centre premises.
- The provision of safe access throughout all areas of the Centre.

## **RESPONSIBILITIES**

### **The Executive Headteacher/Head of Centre**

- Have overall day-to-day responsibility for co-ordinating and implementing the Health and Safety Policy and arrangements in the Centre.

- Will ensure that all management staff receives adequate information to enable them to carry out their own Health and Safety duties.
- Will ensure that all relevant safety guidance is available and that adequate training and supervision is given to enable staff to carry out their tasks safely and in accordance with this policy.
- Will maintain contact with outside agencies able to offer advice.
- Will report all known hazards immediately to the authority and stop any practice or the use of any plant, tools, equipment, machinery etc considered to be unsafe until satisfied as to their safety.
- Will ensure that the Centre building and associated areas are subject to a formal inspection regularly in conjunction with the site manager and local leadership board.
- Will ensure that the Centre's legal obligations with regard to risk assessments are complied with.
- Will arrange for the keeping of an up to date list of safety representatives and will be available to consult with same on safety issues.
- Will inform the Governors of the safety procedures of the centre.

### **Senior Managers**

- Are accountable to the Executive Headteacher/Head of Centre for the day-to-day supervision of the areas and activities they supervise. They must advise the Executive Headteacher/Head of Centre of any circumstances preventing them from carrying out their Health and Safety responsibilities.
- Will ensure that staff they supervise understand and accept their personal responsibilities and carry these out.
- Will liaise with the Executive Headteacher/Head of Centre to determine the Health and Safety training needs of themselves and the staff they supervise.
- Will ensure the implementation of the Policy in the area they supervise and assist the Executive Headteacher/Head of Centre in monitoring its effectiveness involving their areas of responsibility.
- Will ensure that the details of all accidents/dangerous occurrences, emanating in the area of activity they are responsible for are properly recorded and investigated and brought to the attention of the Executive Headteacher/Head of Centre.

### **Base Leaders, Teachers and Practitioner Staff**

- Will exercise effective supervision of the children and know the emergency procedures in respect of fire, bomb scare and first aid to carry them out.
- Are expected to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- To call for protective clothing, guards, special safe working procedures etc. where necessary.

The safety of children in the bases, and other working areas (e.g. school hall, woodlands, gardens, etc) is the responsibility of the base leader. Teachers and practitioners are responsible for the safety of children when they are in their charge. If, for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a base for practical work, a teacher/practitioner considers s/he cannot accept this responsibility, s/he should discuss the matter with the Executive Headteacher/Head of Centre before allowing practical work to take place.

Children must be taught safe procedures when handling and using tools and moving equipment.

The working environment of each base is to be planned with safety in mind and to be particularly mindful of children with special needs/ disabilities such as physical and sensory impairment. Unused chairs should be kept tucked under the tables and children must be encouraged to pick up any items which they have dropped on the floor. Trailing electrical leads must be secured at all times. Hot drinks must not be consumed in the bases or anywhere near children.

### **Base Leaders**

Base Leaders are responsible for Health and Safety issues in their base and maintenance of accurate records for the children in that base (store securely in base H & S file)

### **Support Staff**

All staff must ensure they are aware of the procedures to be followed in the event of emergency, accident or illness.

All staff must ensure, as far as is reasonably practicable, the safety of the children in their care. Staff should therefore establish safe procedures within their working area to minimise risks to themselves and to children.

### **Admin**

Will on behalf of the Executive Headteacher/Head of Centre take primary responsibility for office safety in the centre.

- Will maintain efficient records of accidents/incident occurring on the school premises and ensure that the centre's statutory responsibilities are met.

### **Site Manager**

Liaising as necessary with other relevant staff, the Site Manager will take primary responsibility for:

- Ensuring that all communal areas, particularly those associated with fire escape routes, are kept free from obstruction.
- Ensuring that all fire escape doors are properly identified and accessible when the centre is in use.
- Ensuring that all fire appliances are properly maintained and correctly displayed.
- Ensuring that all safety doors, e.g. Site Manager's room, boiler room are secured against unauthorised entry.
- Ensuring, as far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition.
- Ensuring that the appropriate lights are switched on and off as necessary at night, and that the intruder alarm is fully activated during out of centre hours.
- Ensuring that snow, ice and leaves are cleared in order to maintain safe access to the centre building.
- Reporting to the Executive Headteacher/Head of Centre any circumstances preventing him from carrying out his Health and Safety responsibilities.

### **Cleaning Staff**

Cleaning staff are responsible for ensuring that all cleaning substances are returned to their proper storage space following use. The cleaners must follow safe cleaning practices as instructed by the site manager in accordance with the guidelines laid down in the COSHH assessments.

### **Obligations of All Staff**

- All staff have a duty to assist in the implementation of good Health and Safety practice.
- The Health and Safety At Work Act 1974, section 7 places a duty on **all** to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- Section 8 requires that no person shall intentionally or recklessly interfere with, or misuse, anything provided in the interest of Health, Safety or Welfare in pursuance of any relevant statutory provision.

- Know the special safety measures and arrangements to be adopted in their own working areas and ensure they are applied.
- Observe standards of dress consistent with safety and /or hygiene.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the emergency procedures in respect of fire, bomb scare and First Aid.
- Use a step ladder (with training) when putting up displays at height.
- Staff involved in preparing / serving food must keep their nails short and clean.
- Wear uniform whilst on school site and sign in / out.
- Co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.
- Take primary responsibility for the safety of any non-employees who may be visiting them on the Centre premises for official reasons, e.g. a parent.

#### **Centre Cook**

- Responsible for ensuring the Kitchen is kept clean and organised, including record keeping in line with food Hygiene Standards city catering policies and procedures.
- The cook must ensure risk assessments are up to date and highlight any further risks to the Head of Centre.

#### **Contractors**

- Contractors engaged by the centre will be required to make prior arrangements with the Site Manager, as is reasonably practicable, who will advise them as regards access and timing.
- On arrival, contractors will report to the Site Manager, or Executive Headteacher/Head of Centre if he is not available, and agree with them on procedures to be carried out during works, including those for sign posting, fencing and storage of materials and vehicles.
- The Site Manager will report as necessary on works in progress to the Executive Headteacher/Head of Centre, who will satisfy herself that so far as is reasonably practicable, the safety of employees, pupils and visitors will not be affected.

Contractors should be made aware of the centre's policies and should satisfy the centre that they are working in a safe and proper manner in accordance with all statutory and advisory standards. For work arranged by the centre (and not through the LA) this requirement could be incorporated into a standard contract. For work ordered by the LA, the centre should satisfy itself that the LA has checked on the contractor's working procedures. All contractors are required to view the centre's asbestos survey and sign to verify that they have viewed it.

### **ARRANGEMENTS AND ORGANISATION FOR MANAGING HEALTH AND SAFETY IN THE CENTRE**

#### **Accidents, Injury and Incident Reporting**

Accident, injuries and incidents are recorded in accordance with the LA's Code of Practice. For accidents/incidents on centre premises or arising from authority activities, which cause injury to employees, other workers, children or members of the public the following procedure must be followed:

- Ensure to complete an Injury/Accident form which can be obtained from the office. This must be completed on the day of the accident/incident.

In the case of any injuries/ incidents concerning children, parents are notified either:

- Immediately by phone according to the severity of the accident.
- By receipt of incident report slip stating action taken.
- At the end of the centre day by the Base Leader.

### **First Aid**

First Aid boxes are provided at the Reception, all bases, Cleaning cupboard, Centre Kitchen, Hall, Polly tunnel and Garage. Any incident requiring first aid treatment should be recorded using the accident reporting procedure.

All items used in the treatment of first aid such as tissues, gloves, wipes, paper towels etc. must be disposed of safely to ensure pupils, cleaners etc. do not come into contact with it. All items used when giving first aid treatment should be disposed of in the yellow body waste bins by an adult. Any items that have bodily waste on should be put in a disposable plastic bag and tied, then put in the yellow body waste bag. These bins should have a yellow plastic bin liner inside to mark that it may hold bodily waste items. The cleaners will then dispose of the bags with usual centre waste.

In all cases of cuts and grazes where there is blood, gloves **must** be worn. Avoid using plasters if possible. If plasters are used, check whether child is allergic to plasters. If bleeding persists, inform the Executive Headteacher/Head of Centre who will arrange to contact parents and/or escort child to hospital. All head/limb injuries must be recorded and parents contacted where possible. Monitor the child closely until he/she is collected. Parents should be persuaded to consult a doctor if the child is sick or seems unable to control his/her limbs (there may be a case of delayed concussion).

A travelling First Aid kit must always be taken on any Off-Site visits. This should include a yellow bin liner and small disposable plastic bags for any first aid waste.

The centre has a list of First Aid trained staff as displayed at Hardmoor Early Years Centre

**First Aiders at Work**            Ian Burrell

**Paediatric First Aid**            Base leaders and practitioner staff

### **Transport to Hospital**

If an ambulance is required, the emergency '999' service should be used. If the parent has not arrived in time to escort the child, a staff member must accompany them.

Wherever possible, no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about his/her fitness to do so.

### **Medicine in the Centre**

See medication policy

### **Allergies**

Parents and staff are asked to inform the centre of any severe allergies. Photographs of pupils with allergies are displayed in the hall and each base indicating which type of allergy and emergency procedure.

### **Medical Suitability for Work and Medical Arrangements**

Pre-employment medical surveillance is undertaken for all new staff by means of a confidential questionnaire administered by the Occupational Health Service. Confidential medical details are held in the strictest confidence and will only be disclosed to the centre with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a member of staff becomes pregnant or suffers from an ill health condition, including work-related stress, which is likely to affect their work,

they should notify the Executive Headteacher/Head of Centre as soon as possible to enable any special precautions to be implemented.

### **Risk Assessments**

Health and Safety Law requires that risk assessments are undertaken for all work activities. Risk Assessments need to be kept up to date and should be reviewed annually. If any significant changes are made to an activity, then the assessment must be reviewed immediately following this change. All Risk Assessments must be authorised by the Executive Headteacher/Head of Centre.

All members of staff are made aware of the risk assessments. A copy of all Risk Assessments is kept in Head of Centre office and on the HEYC network.

A PEEP (Personal Emergency Evacuation Plan) must be in place for all pupils / adults who might have difficulties in evacuating the building.

### **Off-Site Activities**

All off-site activities must be approved by the Executive Headteacher/Head of Centre in advance. All off-site activities **must** have a risk assessment undertaken, specifying all health and safety arrangements and level of supervision.

### **Health and Safety Training and Communication**

Staff will be provided with adequate Health and Safety training appropriate for their responsibilities. Health and Safety procedures and regulations are also part of the induction programme for new staff including agency staff. All Health and Safety bulletins are shared with staff and relevant information displayed on the Health and Safety notice board in the staff room.

Detailed Health and Safety information can be accessed on the Intranet under Health and Safety in form of SWPs (Safe Working Practices).

### **Fire Safety and Fire Procedures**

The fire evacuation procedure is displayed in all bases. New members of staff will be instructed in the fire procedure and their responsibilities.

Fire evacuation drills are held once a term and evacuation time is recorded. Hazards are identified and acted upon as appropriate. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance.

*See separate Fire Safety Policy and Arrangements for full guidance and procedures.*

*See separate School Emergency and Evacuation Plan*

### **Manual Handling**

The Manual Handling Operations Regulations place duties on all employees with regard to the manual handling of loads. The Regulations require that manual handling operations must be avoided where possible, if a risk of injury exists. Detailed training will be provided to those who are involved in significant manual handling.

### **Electrical Safety**

The safety and maintenance of the centre electrical installation is of great importance to ensure the health and safety of children and staff. The fixed electrical installation is subject to an electrical inspection and test. All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket, is subject to an annual electrical inspection and test by PAT (Portable Appliance Testing). Mains powered electrical equipment belonging to staff or children must not be used on centre premises unless it has been electrically inspected and tested.

### **Contractors**

Contractors working on the premises are required to comply with the relevant provisions. It is the responsibility of any officer arranging for contractors to work on site, to ensure that the contractor is competent to carry out the task safely and is aware of any special safety requirements that may affect themselves or others. Where staff become aware of dangers caused by contractors, these should immediately be reported to the Executive Headteacher/Head of Centre or Site Manager.

### **Control of Hazardous Substances (COSHH)**

All substances used in centre must be subjected to a COSHH (Control of Substances Harmful to Health) assessment. COSHH assessments are available centrally through the Health and Safety unit and are also saved on Centre Network.

**Car Parking**

The centre car park is closed between the hours of 8.30am and 4.30pm during term time. Staff and parents are welcome to use the car park outside of these hours. Staff are encouraged to use the car park throughout the day, safer operating instructions are in place for use of the manual gate. The Centre is awaiting the installation of a new gate.

**Visitors**

All visitors to the school, including contractors and supply teachers, are required to sign in and wear the visitor badge throughout their stay in the centre.

**Smoking**

In line with statutory requirements, the centre building is a no smoking area. Our No Smoking policy also extends to the centre site and includes e-cigarettes.

**Dogs**

Dogs must not be brought onto the centre site with the exception of guide dogs/Therapy dogs.