



## **Elstead & Villages Sure Start Children's Centre** **Health and Safety Policy**

### **Introduction**

The policy of Elstead & Villages Children's Centre regarding Health and Safety is that, at all times, priority is given to all matters relating to the well-being of everyone who works in, and visits, the centre. This policy is designed to supplement information given in the policies of the host venue, which include The Surrey Health and Safety Manual. It should also be read in conjunction with Equalities, Special Educational Needs (SEN), Safeguarding, Child Protection, Behaviour and Educational Visits policies, the Staff Handbook, the Fire and Evacuation Record Book, the Schedule for Statutory Testing.

### **Aims**

At Elstead & Villages Children's Centre we aim to recognise and accept our responsibilities by:

- establishing and maintaining a safe and healthy environment throughout the school
- establishing and maintaining safe working procedures by staff, pupils and visitors to the school
- ensuring safe use and maintenance of equipment
- complying with health and safety procedures recommended by Surrey County Council and updates given in the Surrey Bulletins and from the Health and Safety Executive.

### **Principles for managing Health and Safety**

It is important that:

- hazards are identified and arrangements made to reduce risks to acceptable levels
- risk assessments are written and communicated to all appropriate persons
- analysis of accidents and incidents lead to safer procedures
- risks are assessed against agreed Health and Safety standards
- there is a schedule of regular maintenance and inspection
- governors, staff, children and visitors are aware of their responsibilities with regard to Health and Safety issues in the centre
- appropriate training is given to staff and governors to enable them to fulfil their responsibilities
- a named governor reports to the Governing Body on the monitoring and management of Health and Safety issues.

### **The role of the Governing Body**

*The Governing Body approves the H&S Policy of the school and the centre and monitors its successful implementation. The Governing Body further ensures, as administrators*

*of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. H&S issues are managed by the Resources Committee which meets at least once every term. Minutes of the Resources Committee are copied to all Governors.*

### **Responsibilities**

#### **The Governing Body will:**

- regard the health and safety of children, staff and visitors to the school as their first priority
- appoint a named representative to monitor Health and Safety procedures in school
- keep themselves informed about current Health and Safety matters and regulations
- ensure adequate budgetary provision to meet health and safety requirements
- report to the Director of Education and the Diocese any circumstances whereby critical Health and Safety issues are compromised
- ensure that the Headteacher is competent and aware of current Health and Safety requirements
- monitor the success of the policy
- keep the policy under review and issue revisions where necessary.

#### **The Headteacher will:**

- establish the organisation of procedures to achieve the aims of this policy
- establish procedures to monitor the effectiveness of this policy
- initiate actions to revise the policy and procedures to achieve acceptable standards of Health and Safety
- delegate specific duties to staff as part of their role
- ensure that staff are in a fit state to carry out their responsibilities
- ensure an adequate schedule of maintenance is in place
- keep up-to-date with Health and Safety requirements and undertake, or arrange for, any training necessary to ensure compliance with this policy
- promote a positive Health and Safety culture within the school
- ensure that all staff have sufficient information at their induction, further training as required and supervision to fulfil their role safely
- seek advice and assistance from specialists where appropriate
- take responsibility for managing any serious or imminent danger
- carry out and keep a record of the termly fire drill, revising practices where necessary
- monitor attendance and procedures for reporting absence
- monitor behaviour and report significant issues to governors
- ensure that significant accidents and illnesses are reported to Surrey or the relevant authority.

### **Risk Assessments**

A health and safety review of the school is reviewed annually and is attached to this policy. Risk assessments specific to St James Primary and its activities are assessed by appropriate school staff and shared with appropriate persons. Copies are kept in the Risk Assessment file to be found in the office and, where appropriate, in the Staff Handbook. Significant findings and control arrangements are reported to the Resources Committee and minuted.

## **Training**

All staff will be given:

- induction training in the requirements of this policy
- update training in response to significant changes
- training in specific skills needed to execute this policy
- refresher training where monitoring establishes the need.

## **Monitoring**

The implementation and effectiveness of this policy will be monitored by the people and methods detailed below.

### **The governors will assess:**

- issues raised via the standing Health and Safety item in Resources Committee meetings
- reports from the Resources Committee
- information gained via routine visits and communications with the Headteacher, staff, children and parents
- the termly Health and Safety inspections by persons nominated by the Resources Committee.

### **The Headteacher will monitor:**

- the duties delegated to other staff
- that individuals in the school are operating in a safe manner
- that risk assessments are current and appropriate
- that actions agreed in reports have been carried out to acceptable standards and ensure that omissions and inadequacies are remedied
- that statutory testing procedures are carried out as specified in the schedule
- that the school is clean and tidy
- the health and safety training needs of all staff.

### **All Staff will monitor:**

- the safety of areas of their work
- the safety of equipment in use in the school
- the safe practices and behaviour of children and visitors to school.

## **Review**

The staff and Resources Committee will revise the policy in response to:

- inadequacies revealed by monitoring
- changes in acceptable standards communicated by Surrey Education Services or other authorised agencies
- any internal or external changes.

Any revisions will be notified to all those affected by the Headteacher.

The policy will be reviewed by the whole Governing Body and agreed by the Resources Committee every three years in line with our policy review timetable.

## **Health and Safety Procedures**

### **Health information about children**

Parents are required to share with the children's centre health information about their child (contagious illness, allergies, asthma etc) which may be relevant within a session.

Children remain the responsibility of their parent/carer at all times and the care and monitoring of their health remains their responsibility.

### **First Aid**

First Aid supplies are maintained and ordered by the centre staff. There will be a Paediatric First Aid trained member of staff at any session children attend.

Staff attending injuries will wear gloves when bodily fluids are present to prevent any spread of infection. Bodily waste will be disposed of in a separate waste bin identified by the yellow plastic liner.

The relevant authorities will be informed in cases of reportable diseases. Serious injuries to children and staff will be recorded on the Accident Form, and copies will be sent to Surrey County Council and the Health and Safety Executive. The statutory poster giving health information to staff is completed and displayed in the staff room.

The children's centre manager will analyse accident report records and report recommendations to the Resources Committee. Serious accidents requiring hospital treatment will be recorded on the appropriate form and copies will be sent to Surrey.

### **Medicines**

Medicines may be dispensed only by a parent to their own child.

### **Early Years and Children with special needs (SEN)**

Particular care will be taken to support parents with young children who are new to the centre and whom have yet to become aware of practice with regard to Health and Safety issues. Parents of children with SEN may require additional supervision or special arrangements to help them keep themselves and other children safe. At least one member of staff in the setting will have Paediatric First Aid training.

### ***Special Education Needs and Disability Act (SENDA)***

*The school has initiated an action plan to begin to meet the requirements of the Disability Act. This is monitored by the governors as part of their policy schedule.*

### **Child Protection**

If staff suspect that a child has sustained a non-accidental injury or is being abused emotionally or through neglect, they must inform the Child Protection Liaison Officer. The first concern must be for the welfare of the child. See the Child Protection policy. This policy is revisited annually by all staff.

### **Safeguarding**

The Headteacher, children's centre manager and a governor must receive safeguarding training and at least one must be present for all staff interviews. Advertisements, interviews and appointment procedures must follow Surrey personnel guidance for safeguarding. All staff, governors and regular volunteers are DBS checked and the school maintains an up to date single list. All staff will review the Child protection policy every year with formal training every three years. Staff new to the centre will have formal safeguarding training as early as possible in their first term.

### **Volunteer helpers**

The children's centre is very fortunate in having a large number of volunteer helpers. All regular helpers are DBS checked and are required to attend Working Together training at the earliest opportunity. See Volunteers Policy.

### **External trips**

The children's centre recognises the importance of educational visits in enhancing and supporting children's learning. During these trips children remain the responsibility of their parent/carer at all times however there will be a comprehensive risk assessment undertaken in advance to ensure the highlighting of risks present and how to minimise those risks.

### **Health information about staff**

Staff are also required to give relevant medical information and contact numbers should they become ill whilst at the centre. The governors recognise that pressure of work can trigger illness and that stress and illness can be related. Staff accidents/injuries must be recorded on the accident forms, copies of which must be sent to Surrey. The governors buy into the Surrey Staff Well-being Scheme and all staff are given details of this service on appointment.

### **Lone working (see policy)**

See also **Home Visiting Policy**.

### **Violence to staff**

The governors will take seriously any physical or verbal abuse to staff. Staff should consider carefully in some cases whether or not they see parents on their own.

### **Manual handling**

Staff should not move or carry heavy loads unless they have received appropriate training. There is a trolley in the boiler room for transporting bulky or heavy objects.

### **Slipping, tripping and falling**

Staff must be on guard for dangers to themselves, children or visitors with regard to slipping, falling or tripping. Uneven or wet floor surfaces must be noted and action taken to alert others or remove the danger. Warning cones are kept in the disabled toilet. Suitable footwear must be worn at all times (no open toe sandals or flip flops).

### **Visual Display Units (VDU)**

Procedures for the protection of VDU users are detailed in the schools Health and Safety Manual. Users are staff who work with computers for continuous spells of an hour or more at a time and they should undergo an ergonomic assessment. Women who are pregnant, or planning to be pregnant, and are worried about the effects of using VDUs will be given the opportunity to discuss their concerns with Personnel at Four S who are more informed about the issue.

### **No smoking**

The school operates a strict no smoking policy. Smoking is not permitted in the building or in the grounds at any time. This includes Parent Teacher Association (PTA) events and lettings.

### **Emergency closures**

There is an Emergency Procedure for contacting parents if the school or children's centre has to be closed at short notice before the children are on site. The system cascades the information initially through the Headteacher and Chairman of Governors via other staff and volunteer parents. County Sound/Eagle Radio and the Local Education Officer will be informed. All staff and volunteer parents have a copy of the procedure

and the necessary phone numbers, which are updated as required. Information about closures will be updated on the website.

In an emergency where the children have to be evacuated from the site at short notice, parents are asked to sign themselves and their children out with a member of staff and leave the site.

### **Fire precautions**

Fire drills are held each term; they are recorded in the Fire and Evacuation Record Book and reported to governors. The exit is straight out of the front door with a muster station. Evacuation routes are displayed in all areas, with further instructions. There is a schedule for testing the fire alarms and fire fighting equipment which is recorded in the Fire and Evacuation Record Book.

Fire exits must be kept clear at all times.

### **Children's Centre security**

Children remain the responsibility of their parent/carer at all times whilst at the children's centre or in its play area.

The front door to the centre is operated on a "push button" security system and must not be propped open at any time. The two gates out of the play area should be bolted at all times.

All visitors to the centre are required to sign in and out and staff are expected to challenge any unknown person in the centre or the school not wearing a badge or identification.

Dogs are not permitted on to the site unless as part of a planned educational activity; guide dogs excepted.

### **Site inspections**

The caretaker and Headteacher will carry out an informal visual check of the site each day. Staff and visitors are also expected to report any hazards directly to the Headteacher or the caretaker, as they are aware of them.

Two people nominated by the Resources Committee inspect the site inside and outside every term. The Health and Safety governor will normally be part of the team, but the Headteacher, caretaker or any member of staff can be involved. It is useful for different people to be involved because 'new eyes' may notice different aspects of Health and Safety issues. The inspection is recorded and the results reported to the Resources Committee.

### **Extremes of temperature/weather conditions**

The temperature in the centre during working hours must be reasonable. The Workplace Regulations of 1992 stipulate minimum temperatures for school premises:

- 18 C for classrooms/offices
- 15 C where occupants are lightly clad but engaging in physical activity
- Where temperatures fall below this the centre will be closed.

In very hot temperatures, children must be given opportunities to drink plenty of fluids to avoid dehydration. Children will not be exposed to the sun for long periods without appropriate protection. Shade will be provided outside, sun cream should be worn by the children and they are encouraged to wear hats.

### **Maintenance of the school**

The governors accept that the cleanliness of the school and children's centre impacts on the health and safety of the staff and children. The caretaker follows the cleaning and

maintenance schedule, bringing any Health and Safety issues to the attention of the Headteacher. Rubbish is removed from the building on a daily basis.

Following a detailed survey, a five-year maintenance plan has been produced. The governors manage the process of maintenance within their budget.

### **Asbestos**

A full survey of the school has revealed several areas containing asbestos. A management plan is in place and staff are aware of the locations and working procedures. Staff are required to sign the register to show that they have been informed of the dangers of asbestos. Contractors are also obliged to see the asbestos report and sign the register before carrying out any work in the school. There is no asbestos in the children's centre.

### **Contractors on site**

Contractors on site are required to sign the Asbestos Register and wear a badge identifying themselves as visitors to the school/centre. Contractors must work safely at all times, particularly if the children are on site. They must ensure that their tools and their work area are secure. The Headteacher, centre manager and/or caretaker must be assured that all contractors work in a safe manner to protect themselves and those in school/centre. They must be dressed appropriately and be aware of that they may not smoke on site or play loud music.

### **COSHH (Control Of Substances Hazardous to Health)**

Risk assessments for all identified chemicals and substances have been made. Most are used by the caretaker for cleaning the school and are stored securely. The use of any new substance marked as hazardous should be reported to the caretaker. A file is kept in the caretaker's cupboard with the substances showing details of each substance. All cleaning products in the children's centre are locked in the cupboard in the toilet.

### **Statutory testing arrangements**

The school building consultants DHP have produced a schedule of testing arrangements which range from the daily ones carried out by the caretaker to annual tests carried out by expert contractors. See DHP Statutory Testing File.

### **Inspection of Electrical Equipment**

There is a schedule for the annual testing of electrical equipment (PAT Testing). This is a rolling programme carried out by the caretaker. Staff may not bring personal electrical equipment into the centre unless it has been tested by the caretaker.

### **Windows**

Windows and glazed doors can be a safety hazard and are included in the termly site inspection. All new windows must contain safety glass to comply with current regulations.