



Beechtree Steiner Initiative

Health and Safety Policy Statement & Procedures

Policy Statement

The Board of Trustees notes the provisions of the Health and Safety at Work, etc Act 1974 (s.2(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety. This includes a responsibility to take all reasonably practicable steps to secure the health and safety of children, staff and others using the Beechtree premises or participating in Beechtree-sponsored activities, both on the Beechtree site and away from it.

The aim of the Board of Trustees is to provide a safe and healthy working, playing and learning environment for staff, volunteers, children, parents and carers and visitors.

The premises provide the working environment for many groups of individuals and plays host to some others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the Board of Trustees, assisted by the Early Years Co-ordinator to ensure this is the case.

The organisation will take all such steps as are reasonably practicable to fulfil its responsibilities, paying particular attention to regulations concerning:

- a. Management of health and safety, especially via risk assessment
- b. Control of substances hazardous to health
- c. First-aid equipment, facilities and staff
- d. Reporting of Injuries, Diseases and Dangerous Occurrences
- e. Fire precautions
- f. Maintenance of electrical systems
- g. Personal protective equipment
- h. Use of display screen equipment

- i. Manual handling operations
- j. Asbestos and legionella
- k. Working at heights
- l. Noise

Duties of the Employer

For the purposes of these duties, the Board of Trustees is the employer.

1. In the discharge of its duty the Board of Trustees, in consultation with the EYC and other appropriate members of staff, will:
 - a. Make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other relevant health and safety legislation and codes of practice, in particular the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242)
 - b. Ensure that there is an effective and enforceable policy for the provision of health and safety
 - c. Periodically assess the effectiveness of this policy and ensure that any necessary changes are made
 - d. Identify and evaluate all risks relating to accidents, health and Beechtree-sponsored activities
 - e. Identify and evaluate risk control measures through its risk assessment procedure in order to select the most appropriate means of minimising risk to all users of the premises and site
2. In particular the Trustees undertake to provide:
 - a. Safe means of entry and exit to the premises and site
 - b. Plant, equipment and systems of work which are safe
 - c. Safe arrangements for the handling, storage and transport of articles and substances
 - d. Safe and healthy working conditions which take account of all:
 - i. statutory requirements
 - ii. codes of practice whether statutory or advisory
 - iii. guidance whether statutory or advisory
 - e. Appropriate supervision, training and instruction
 - f. Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
 - g. Adequate welfare facilities.

3. So far as is reasonably practicable arrangements will be made for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:
 - a. This policy
 - b. Instruction and training, with particular reference to the risk assessment process, to be given so that they may carry out their duties in a safe manner without placing themselves or others at risk
 - c. All other relevant health and safety matters

Duties of the Responsible Person

At Beechtree there will be a (closely assisted by the Nominated Trustee) Responsible Person who has the following duties. Some of the following duties (but not the responsibility for ensuring that they are properly carried out) may be delegated to other appropriate members of staff, subject to the approval of the Board of Trustees.

1. As well as the general duties which all members of staff have (see below), the Responsible Person has responsibility for the day-to-day maintenance and development of safe working practices and conditions for all people using the premises.
2. The Responsible Person is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
3. In particular, the Responsible Person will:
 - a. Be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other relevant health and safety legislation and codes of practice or guidance
 - b. Ensure, at all times, the health, safety and welfare of those using the premises or taking part in school-sponsored activities
 - c. Ensure safe working conditions
 - d. Ensure safe working practices and procedures including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled
 - e. Consult with members of staff, including safety representatives, on health and safety issues
 - f. Arrange systems of risk assessment to allow the identification of potential hazards
 - g. Carry out or arrange periodic reviews and safety audits by competent persons
 - h. Identify the training needs of staff and ensure that all members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters

- i. Encourage all people using the premises and site to promote health and safety and comply with requirements and policies, taking action on non-compliance as required
- j. Ensure that any defects in the premises or its plant, equipment or facilities that relate to or may affect health and safety are made safe without delay
- k. Encourage all employees to report any incidents, hazards or defects and suggest ways and means of reducing risks
- l. Collate accident and incident information and, when necessary, carry out accident and incident investigations
- m. Monitor incidents and trends

Duties of Supervisory Staff

1. All supervisory staff (i.e. those members of staff with a direct responsibility for the work of others) will make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
2. In addition to the general duties that all members of staff have, they will have overall day-to-day responsibility for the implementation and operation of the health and safety policy within their areas of responsibility.
3. They will take a direct interest in the health and safety policy and in helping others to comply with its requirements.
4. As part of their day-to-day responsibilities they will ensure that:
 - a. Safe methods of working exist and are implemented throughout their area of responsibility
 - b. Health and safety regulations, rules, procedures and codes of practice are being applied effectively
 - c. Staff, children, volunteers and others under their jurisdiction are instructed in safe working practices
 - d. New employees are given instruction in safe working practices, including fire arrangements
 - e. Regular risk assessments and safety inspections are made of their area of responsibility as required by the EYC or as necessary
 - f. Positive, corrective action is taken where necessary to ensure the health and safety of all premises users
 - g. All plant, machinery and equipment is adequately guarded and in good and safe working order
 - h. Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available

- i. Toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- j. They monitor the standard of health and safety throughout their area of responsibility and encourage the highest possible standards of health and safety
- k. They report, as appropriate, any health and safety concerns to the EYC
- l. Note that teachers are responsible for writing and overseeing the implementation of the risk assessments that affect the kindergarten environment and ensuring that the daily sweep is carried out

Duties of All Staff

1. All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
2. In particular all members of staff will:
 - a. Be familiar with the safety policy
 - b. Ensure health and safety regulations, rules, routines and procedures are being applied effectively
 - c. Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
 - d. Report any defects in the premises, plant, equipment and facilities which they observe
 - e. Take an active interest in promoting health and safety and suggest ways of reducing risks

Hirers, Contractors and Others

1. When the premises are used for purposes not under the direction of the EYC then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.
2. The EYC or the Works Co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
3. When the premises are hired to persons outside the employ of the Board of Trustees, it will be a condition for all hirers, contractors and others using the premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without the prior consent of the Board of Trustees:
 - a. Introduce equipment for use on the premises
 - b. Alter fixed installations
 - c. Remove fire and safety notices or equipment

- d. Take any action that may create hazards for persons using the premises or the staff or children of the Beechtree site
4. All contractors who work on the Beechtree site are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3–4 of the Health and Safety at Work, etc Act 1974.

Staff Consultative Arrangements

The Board of Trustees, through the EYC, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups (e.g. Trustees meetings, staff meetings, parent consultation/working groups). Representation on this committee will cover all appropriate areas of work or special hazards. As a group, any nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and should decide amongst themselves which individuals should sit on the committee.

Emergency Plans

1. The Responsible Person and Nominated Trustee will ensure that an emergency plan is prepared to cover all foreseeable major incidents that could put at risk people using the premises or entering or leaving the site. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
 - a. Save life
 - b. Prevent injury
 - c. Minimise loss

This sequence will determine the priorities of the emergency plan.

2. The plan will be regularly rehearsed by staff.

Further details of specific procedures including the listed items of the opening Policy Statement

Risk assessment

A comprehensive risk assessment process is in place for use as appropriate by all members of staff, and appears as an appendix to this document.

The Board of Trustees will initiate a training programme for all staff.

First-aid equipment, medicines, facilities and staff

- a. At least one member of staff on site must have an up to date paediatric first aid certificate

- b. First Aid Kits: available in Kindergarten Room and Parent and Child kitchen. Contents must conform to current regulations as minimum. Contents must be checked and re-stocked half-termly by a nominated person. All first aid kits will be kept out of reach of children. There is also a portable kit for offsite trips kept in the rucksack in the adult toilet.
- c. Accident forms: located with the Register in the Kindergarten. Out of hours, it is kept in the staff office.
- d. Medicine Administering Record Sheets: located in the blue file in the kindergarten.
- e. A list is kept in the kindergarten of children with any known medical conditions and allergies.
- f. Medicines are stored in their original containers, clearly labelled and inaccessible to children.
- g. Prescription medicines are not administered unless they have been prescribed to that child by a doctor.
- h. The parent gives prior written permission to administer any medication.
- i. A staff member will be designated for administering medicine. They are responsible for maintaining written records of any medicines administered to children during kg hours. Parents sign the Medicine administering record sheet every day that medicine is administered.
- j. If the administration of prescription medicines requires technical/medical knowledge then individual training is provided for the staff from a qualified health professional. Training is specific to the individual child concerned.
- k. If a staff member is taking medication it must not impair their ability to do their work and must be stored in the locked staff office away from children.

Accidents and Sickness

- a. In the event of an accident:
 - Keep calm
 - Child must first be assessed and treated, made comfortable, be reassured
 - Emergency services called if required
- b. Parent/Guardian must be contacted if the child is badly injured or has to be removed to hospital.
- c. Accident /incident forms – blank ones located with the Register. **MUST BE FILLED IN FOR ALL ACCIDENTS/INCIDENTS.** Parents must be notified when the child is collected and the form signed and a copy made for parents. All accident/incident forms must be kept until the children involved are minimum of 21 years of age (stored securely on premises)

- d. Risk Assessments and Safety improvements will be reviewed and updated to prevent the accident from happening again. This will be recorded with the accident and incident books.
- e. Child's condition must be monitored throughout the session. Parent/ Guardian contacted and the child sent home if condition warrants.
- f. In the case of a head injury a letter will be sent home and parents will be phoned and this call recorded on the form
- g. All staff must have access to child's records, kept in the small office. These must be kept up to date and all records must go with child if they are taken to the doctor or hospital.
- h. Latex or rubber gloves must be worn when mopping up urine, faeces, blood spillages, and vomit. Gloves to be found with first aid box.
- i. In the event that a child ingests a non-food substance, the parent should be contacted by telephone immediately and a letters sent home with the child detailing what the substance was and what action has been taken.
- j. A child who is obviously sick at the start of the Kindergarten session should not be accepted into kindergarten.
- k. If a child is unwell they will not be brought to the Kindergarten and 48 hours will be allowed to pass after a prolonged or repeated high temperature, diarrhoea or vomiting have abated before coming back to the Kindergarten.
- l. Parents must inform staff of a child not attending Kindergarten due to illness. If they do not do so, they will be sent a reminder letter of the importance of this.
- m. If a child has a serious contagious illness or condition e.g. chicken pox, measles, conjunctivitis, they will not be brought to the Kindergarten until the illness has cleared, according to Doctor's recommendations.
- n. Parents are to phone the teacher as soon as they are aware of the illness so that all parents/guardians can be informed.
- o. We ask that the sibling(s) of the child at risk of contagion and infection, from the serious illness/condition, are not brought to the Kindergarten. They may return until the period of contagion has passed, according to Doctor's recommendations.
- p. Parents are asked to consult their doctor or NHS Direct (0845 4647) on recommendations of incubation and contagion periods of serious illnesses.

Accidents involving staff

In the event of an accident:

- Keep calm
- Staff member must first be assessed and treated, made comfortable, be reassured. Condition must be monitored throughout the session.

- Emergency services called if required. Details of staff member's Doctor and other relevant records e.g. allergies, to be kept in Staff Welfare File in the Staff office and to accompany staff member to hospital.
- If a member of staff cannot continue to work due to an accident or illness cover must be arranged.
- Accidents must be entered into the Staff and visitors Accident Book which is kept in the office.
- All medicines administered to be entered into Medicine Administering records.
- Risk Assessments and control measures must be reviewed and updated to prevent the accident from happening again.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) certain types of injuries and incidents arising from work activities have to be reported to the local enforcing authority. Depending on the severity and potential for harm it is necessary to notify the enforcing authority immediately by the quickest means.

Please see section below and relevant section in appendix.

Reporting of Injuries, Diseases and Dangerous Occurrences

The EYC, as Responsible Person, must comply with the requirements of the regulations, and if unable to do so must ensure that a named deputy is always available, usually a teacher

Information concerning RIDDOR appears as an appendix to this document.

Reports may be filed on-line at <http://www.hse.gov.uk/riddor/report.htm>

Control of substances hazardous to health (COSHH)

Storage and Use of Hazardous and Non Hazardous Substances:

- All substances must be stored and dispensed in their original packaging and must not be transferred to any container other than one carrying the original product labelling and information
- All products not for use by children must be stored well out of their reach, and in an area not accessible to them
- All users are required to make reference to the product information supplied by the manufacturer (usually printed on the packaging) and comply with any instructions given

COSHH guidelines are designed to protect people from hazardous substances used at work by:

- assessing the risk of harm to people

- controlling exposure to the substance
- making sure the control measures are suitable
- introducing health surveillance procedures, as necessary
- providing information, instruction, training and supervision

The above procedure will be carried out at the direction of the EYC assisted by appropriate members of staff/volunteers, using the guidelines in “Working with substances hazardous to health – a brief guide to COSHH”, included in the appendix to this document.

The following areas will be risk assessed/controlled using guidance and advice found in the appropriate Health and Safety Executive’s leaflets (reproduced in appendix), as follows:

Fire precautions

“Controlling fire and explosion risks in the workplace - A brief guide to the Dangerous Substances and Explosive Atmospheres Regulations”

Maintenance of electrical systems

“Maintaining portable electric equipment in low-risk environments”

Personal protective equipment

“Personal protective equipment (PPE) at work - A brief guide”

Use of display screen equipment

“Working with display screen equipment (DSE) - A brief guide”

Working at heights

“Working at height - A brief guide”

Manual handling operations

All staff will be required to satisfactorily complete an on-line manual handling assessed training package

Asbestos, legionella, and gas appliances

Risks will be assessed and controls implemented in direct consultation with the landlord, who has a direct responsibility for these items.

Kindergarten equipment

- a) All members of staff moving equipment to be aware of lifting and moving procedures when moving equipment.

- b) Equipment to be cleaned and checked as it is put out and put away. All adults also to be vigilant about the standard of equipment so it can be removed either to be repaired or disposed of.
- c) Children may not bring their own toys into the group. If a toy from home comes to kindergarten it is kept on the home shelf
- d) All members of staff to put personal property out of the reach of children in the locked Staff Office.
- e) Risk assessments are to be carried out for all equipment and activities and festivals undertaken in the Kindergartens.

Staff ratios

- a) Staff ratios as set out by EYFS/ SWSF guidance documents to be adhered to at all times
- b) No child to be left without supervision of a member of staff.
- c) There will be at least two members of staff present at all times during a kindergarten session unless emergency cover has to be arranged.
- d) Members of staff will always accompany children to the toilet, unless child is able to go independently and no other users are in building.
- e) If going on a walk/outing, at least one extra volunteer/ parent/guardian will accompany the staff and children.

Arrivals and exits in Kindergartens

- a) Main access doors to the Building to be locked at all time
- b) Access by intercom to the building, and for Beechtree families by key code to the garden. Visitors have a separate side door with access by door bell
- c) All visitors requested to provide ID and to sign Visitors Book if they are staying and to wear a visitor's badge.
- d) The kindergarten cloakroom is separated from the reception area by a gate which is kept locked when any children are in the kindergarten room.
- e) Members of staff will keep a register of all children in attendance each day, Times of arrival/departure staff and visitors each day will be recorded.
- f) Access to the gardens will be carefully monitored and supervised.
- g) No child will be allowed to leave with adult other than parent/guardian unless members of staff have been notified beforehand and parent has signed form. See Policy for Late Pick-up for further details.
- h) Child will be "handed" to parent/ carer at the end of the session, to ensure child leaves premises safely.

Food Safety and Hygiene

- a) The Responsible Person is also the named person who overviews Food Hygiene.
- b) High standards of personal hygiene shall be maintained by all staff who are preparing, cooking and serving food.
- c) All kindergarten staff will have a food hygiene certificate
- d) Guidelines on food preparation are clearly visible in the Kindergarten Kitchen

Housekeeping

Good housekeeping is a fundamental part of the health and safety policy in which everyone must play a part. This includes Staff, Volunteers and Parents.

This involves;

- a) Maintaining clean working areas, play area and toilet facilities
- b) Proper storage of materials and equipment
- c) Keeping corridors, paths and communal areas free from tripping, slipping and falling hazards and clutter.
- d) There is a colour code of cloths and sponges to use for cleaning displayed on the wall. Cloths and sponges to be renewed as necessary

General

- a) No smoking policy throughout the building and Beechtree garden area
- b) No children are allowed in any kitchen area unsupervised. The door/gates to kitchens are kept locked.
- c) Children are encouraged to learn about personal hygiene and hygiene and safety in food preparation through the daily routine.
- d) The Responsible Person will act as Safety Officer and if they are not on site this becomes the responsibility of the teachers.
- e) A health and safety daily sweep is carried out each day by the staff who are on site and a tick box form is completed. Any actions needed as a result of this are recorded on the form and when this action is completed, this will be signed again. Daily sweep forms will be reviewed every four weeks by the Responsible Person.
- f) An overall risk assessment of the entire premises is carried out every year

Compliance, Monitoring and Revision

The Responsible Person and the Nominated Trustee will meet once a month (during term time) to monitor both compliance with and the effectiveness of the provisions of this document, and make such revisions as are deemed necessary.

They will also meet once a year to make a full revision as appropriate, notwithstanding any changes or additions to legislation which will be enacted as soon as possible.

All staff will be actively encouraged to participate in this process by reporting any perceived inadequacies, omissions, conflicts or any other short-comings.

Acknowledgement is made of the reproduction of free downloads of Health and Safety Executive advice and guidance pamphlets and leaflets.

This document approved and adopted by the Trustees on _____

Signed (Chair) _____