



## HEALTH AND SAFETY POLICY

At Rida Early Years, we recognise the importance of establishing a safe and healthy environment and that it is a statutory requirement.

The purpose of this policy is to fulfil our obligations, both statutory and Islamic and help further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff, visitors and other users of the premises.

We want to assure parents that every measure is taken to keep children safe. We believe that achieving and maintaining high standards of safety and prevention of accidents and hazards requires every member of the setting community to contribute, be aware of and accept their respective responsibilities.

Our policy deals with those aspects over which the management have control and covers safety associated with the building structure, plant and fixed equipment.

### Aim

The setting will take all reasonable practicable steps to ensure the health and safety at work of its employees, pupils and other users of the setting premises. The aim of the policy is to:

- Provide a safe working/teaching environment;
- Ensure that there are safe systems of work;
- Ensure all equipment is safe;
- Provide adequate information, instruction, training and supervision to ensure health and safety at work;
- Ensure that there are adequate first aid facilities;
- Ensure safe storage of all inherently dangerous materials and substances;
- Have in place effective procedures for the evacuation of the building in an event of an emergency.

### Responsibilities

The maintenance of a healthy and safe setting is the shared responsibility of the whole setting community. More specifically the **Directors and Manager** will:

- Decide policy;
- Give strategic guidance;
- Monitor and review health and safety issues at the premises;
- Ensure adequate resources for health and safety are available;
- Be responsible for the day-to-day implementation of setting safety organisation;
- Develop a culture of safety throughout the setting;

- Report pertinent issues;
- Report accidents and incidents of violence;
- Liaise with outside agencies able to offer expert advice;
- Ensure that all staff fulfils their duties to co-operate with the policy;
- Formulate and co-ordinate safety procedures;
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis,
- Ensure relevant staff has access to appropriate training;
- Meet with the Caretaker and Manager on a weekly basis to manage site issues;
- Report to the Caretaker and Admin staff any defects and hazards that are brought to their notice;
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
  - a) Provide plant, equipment and systems of work, which are safe and without risks to health.
  - b) Plan for ensuring safety and absence of risks to health relating to the use, handling, storage and transport of articles and substances.
  - c) Develop safety awareness and provide adequate training, information, instruction and supervision to enable all staff employed in the setting and pupils to perform their work safely and efficiently.
  - d) Promote the development and maintenance of sound safety, health and welfare practices.
  - e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and from the premises.
  - f) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
  - g) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the setting, for the safe use of machinery, equipment and substances.
  - h) Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the setting.

**All Staff will:**

- Ensure that they have read the Health and Safety Policy;
- Fully support all health and safety arrangements;
- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Ensure, as far as is reasonably practicable, that their classroom or office is safe;
- Use equipment safely;
- Ensure, as far as is reasonably practicable, that pupils use equipment safely;
- Report situations which may present a serious or imminent danger to the SMT, Caretaker or Admin staff;

- Report any defects and hazards to the caretaker through recording in his file in the Setting Office;
- Report any concerns of abuse to pupils to the Designated Safeguarding Lead;
- Complete an 'Accident / Injury form, available from in the Setting Office, in the event of a significant accident or incident of violence;
- Complete a health plan and disseminate to all relevant staff of any pupils with medical needs or who may need specific handling;
- Ensure the health and safety of pupils or staff; Supply staff are asked to familiarise themselves with this.

The **Caretaker** will:

- Ensure that s/he is familiar with the setting's Health and Safety Policy;
- Conduct a termly health and safety survey with the Manager;
- Conduct a half-termly site check with the Manager;
- Meet with the Manager and Admin staff on a weekly basis to manage site issues;
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Manager and Admin Staff any defects and hazards that are brought to his notice;
- Ensure that everything received from suppliers (for direct setting use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use;
- Test and record the fire bells and fire doors weekly;
- Inform the Manager whenever contractors are due to enter the setting to undertake maintenance, service or works contracts;
- Maintain a record of hazardous substances used for cleaning and similar purposes.

The **Admin Staff** will:

- Report to the Manager and Caretaker any defects and hazards that are brought to her notice;
- Liaise with the Caretaker when organising health and safety works;
- Report to the Manager or the finance team on any financial implications for health and safety issues;
- Meet with the Manager and caretaker on a weekly basis to manage site issues;
- Ensure persons booking the setting for a letting will be sent a copy of the Health and Safety Policy.

**Subject Leaders** will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

The **Lunch Supervisors with the Admin staff** will:

- Report any health and safety concerns at lunchtime to the Manager;
- Organise first aid cover at lunchtime;
- Send out medical alert questionnaires to parents in September and compile a setting list to be held by staff. Supply staff are asked to familiarise themselves with the form;
- Ensure 'Accident / Injury' forms are completed for any serious incidents.

**Pupils** are expected to:

- Exercise personal responsibility for the safety of themselves and classmates;
- Observe standards of dress consistent with safety and/or hygiene;
- Follow the safety rules of the setting and in particular the instructions of teaching staff given in an emergency;
- Use and not willfully misuse, neglect or interfere with things provided for their safety.

**Parents** are expected to:

- Support the setting in any health and safety matters reported to them on newsletters.

## **ARRANGEMENTS**

### **Accidents and Injury Reporting**

- Any pupil complaining of illness or who has been injured is sent to the Medical room for the qualified First Aiders to inspect and, where appropriate, treat;
- All incidents, ailments and treatment are reported in the accident book;
- More serious accidents or incidents of violence are recorded on 'Record of concern' forms obtainable from the setting office;
- Parents are contacted if there are any doubts over the health or welfare of a pupil;
- In the event of a serious incident an ambulance is called, and a member of staff shall accompany the pupil to hospital;
- Parents shall be informed and asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company;
- If a staff member is concerned about the welfare of a pupil, they should contact the setting office immediately. If an injury has been sustained, the pupil should not be moved;
- Staff shall complete the accident book for employees if they sustain an injury at work. The book can be obtained from the setting office. An injured member of staff or other supervising adult shall not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned shall seek medical advice without delay

## **Administration of Medicines**

- Our trained First Aiders administer medicines for chronic or long-term conditions;
- Medicines are stored in a locked cupboard. Staff record the time medication is given and sign the record sheet;
- Parents give written consent to authorise First Aiders to administer prescribed medication, parents maintain responsibility to bring medication to and from setting as required;
- Medication for asthma is stored in an unlocked cupboard in the Setting Office. Pupils are supervised by a First Aider when taking their asthma medication.

## **First Aid Provision**

- The Manager is responsible for ensuring that there is an adequate number of qualified First Aiders;
- Their names are displayed in all classrooms, passages, and setting office;
- First Aid is administered in the setting office;
- First Aid boxes are in the medical room, office, and classrooms;
- Portable First Aid kits are taken on educational visits and are available from the Setting Office.
- A qualified First Aider always attends any educational visit;
- An appointed staff member shall ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff are trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.

## **Head Injuries**

- A slip is sent home for head injuries outlining the injury and symptoms to look out for;
- First Aiders contact parents by phone if they have concerns about the injury.

## **Head Lice**

- If eggs are noticed in a pupil's hair a letter is sent home informing the pupil's parents;
- A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class;
- If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to collect him/her from class.

## **HIV**

- No person must treat a pupil who is bleeding, without protective gloves;
- Protective gloves are stored in the Medical Office;
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.

## **Control of Hazardous Substances**

- The Site Manager completes a COSHH assessment sheet for substances in setting, compiling and maintaining a list giving details of these substances.

## **Cooking**

- Cookers shall not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher;
- Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

## **Educational Visits**

- The Manager, has responsibility for ensuring staff have adhered to the setting's 'Educational Visits and Outing' policy when organising a visit. All staff have a copy.

## **Electrical Testing**

- All items of portable electrical apparatus and equipment in use at the setting are inspected and checked annually or as otherwise agreed and will be marked to show the date of the test.

## **Evacuation of the Building**

- Fire exits are clearly labelled;
- Plans showing exit routes are displayed by the door of each classroom;
- Fire bells and fire doors are tested weekly by the Caretaker;
- A fire drill is practised once a term;
- Fire extinguishers and smoke alarms are checked regularly and serviced annually.

## **Manual Handling**

- Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

## **Movement around Setting**

- Pupils should walk around setting in single file and stand in single file when waiting;
- No pupils should remain unsupervised in classrooms.

## **On Site Vehicle Movements**

- Car parking is separate to the setting grounds;
- Contractors come onto the premises when loading/unloading equipment and park outside the main entrance on the playground. They can only gain access by contacting a member of staff to open the gate for them;
- If the vehicle is present during playtime, it is supervised by a member of staff and remains stationary until all pupils are clear of the playground.

## **PE Equipment**

- PE equipment is checked annually and repaired or removed as appropriate.

## **Pregnant Workers and Nursing Mothers**

- The Manager shall carry out a risk assessment and appropriate action shall be taken to ensure that exposure to significant risks are managed.

## **Safe Stacking and Storage**

- Equipment shall be stored at an appropriate level and position relative to its height, weight and bulk.

## **Security**

- All Staff shall ensure that the main gate is shut at all times except for when it is manned at the beginning and the end of the day;
- The list of staff and admin with access control is maintained by the Safeguarding Lead;
- Visitors and Parents must buzz the intercom on the main gate to request entry;
- Staff shall view before allowing access to the premises.

## **Site Inspections**

- The Caretaker inspects the site as part of his / her daily routine;
- Urgent matters are referred to the manager or Administration Officer and actioned ASAP;
- The Manager or Caretaker carry out an inspection of the site on a half-termly basis;
- The Manager or Caretaker conduct a termly health and safety survey and report back to the Directors;
- The Manager conducts Risk Assessments on an annual basis or as and when necessary;
- All significant matters are reported to the Director.

## **Slips, Trips and Falls**

- It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Manager, Admin or Caretaker;
- Classrooms are equipped with cable mats on overhead projector cables to prevent trips.

## **Supervision of Pupils**

- Staff and other supervising adults shall maintain good order and discipline, safeguarding their health and safety always;
- No pupil shall be left unsupervised;
- Staff shall be in class when pupils come into class in the morning;
- Staff shall be punctual in collecting pupils from the playground;
- The same duty of care applies when staff supervise pupils in after setting or lunch clubs;
- If a member of staff knows that s/he is unable to undertake a duty s/he shall organise cover;
- Other staff on duty shall inform supply teachers of their duties regarding supervision;
- If a parent fails to collect a pupil after setting staff shall make every effort to contact the parent. If a parent or emergency contact person cannot be contacted, the Child Protection officer will need to be notified.

## **Transporting Pupils**

- Parental consent is taken before transporting any pupils to any setting visits or off site activity.

## **Working at Height**

- Staff and other supervising adults shall use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose;
- Stepladders are in the boiler room.

## **RISK ASSESSMENT PROCEDURE**

- Think of possible hazards. A hazard is anything that has the potential to cause harm e.g. a physical condition which can make the setting unsafe, such as a slippery floor; unsafe acts e.g. rushing, horseplay, taking shortcuts. Unsafe omissions such as the failure to follow safe systems or wear protective equipment can also be termed hazards;
- Decide who might be affected and how;
- Evaluate the level of risk and consider preventive measures. Risk is the likelihood, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be;
- Discuss with setting staff/parents/carers/and child as appropriate;
- Formulate into a written plan;
- Put measures into practice;
- Review and revise as necessary.

## **Hazard Identification:**

- Identify all the hazards relevant to the activity;
- Specific hazards should be assessed on a separate risk assessment form and cross referenced with this document. Possible hazards may include, manual handling operations, display screen equipment, lifting and handling of pupils, hazardous substances and some locations beyond the setting;
- Other hazards to consider include slipping/tripping hazards, electricity, noise, dust, temperature extremes, fire/explosion, portable tools, machinery, pressure systems, compressed gases, work at height, confined areas, lone-working, out-of-hours working, irregular or unusual activities such as maintenance or repair work.



### **Risk Evaluation:**

- Evaluate the risks (low / medium / high) to which individuals might be exposed. This will be a subjective evaluation but shall be used to give an indication of the priority with which the risks need to be addressed;
- Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient;
- Where the risk to individuals is thought to be medium or high, additional control measures shall be considered.

### **Risk Control:**

Decide what controls are necessary to reduce the risk to individuals. The steps to controlling the risks are as follows: -

- Avoid the hazard - can the hazard be avoided or altered to reduce the likelihood or risk?
- Substitute or replace the hazard;
- Procedural controls – can the procedure be altered to avoid or reduce the risk?
- Can the individual be removed / distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- Child management – make sure you and your staff are aware of each child's needs;
- Setting management – such as the monitoring of exits and entrances;
- Additional staff – can an additional person be utilised to avoid or reduce the risk?
- Personal Protective Equipment - consider the value of using such things as gloves, over garments or a hat;
- Emergency procedures – have contingencies in the event of things going wrong such as an accident, incident or fire;
- Health surveillance – are your staff or pupils physically able or sufficiently fit to engage in the planned activity.

### **Recording the Findings:**

- Record the significant hazards and conclusions using the appropriate risk assessment form.

### **Assessment Review:**

The assessment must be reviewed periodically to ensure it remains relevant and effective. In addition, the assessment must be reviewed if there are any significant changes to the activity such as different children or staff, new procedures, substances or equipment.

### **Setting Visits:**

The setting has a policy on setting visits which is read by all members of staff.

