



## Health and Safety Policy

### STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH, SAFETY, WELFARE AND SECURITY

This is a Statement of Organisation and Arrangements for Bright Stars Nursery and Before/After school club.

The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety welfare and security of all persons using Bright Stars premises and in particular to ensure that:

1. all staff make themselves fully aware of relevant Health and Safety issues, regulations, practices and Bright Stars procedures for all areas of activity;
2. staff work collectively to secure safe environments and procedures;
3. a suitable management system has been developed to make sure that arrangements for health and safety are monitored and a regular report submitted so that issues and incidents, enabling high standards of safety to be achieved, maintained and improved;
4. training needs are identified and appropriate training is offered to staff.

### **ORGANISATION**

#### **RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH HEALTH, SAFETY AND WELFARE**

Below are those with special responsibilities and their duties in the school.

#### **BRIGHT STARS DIRECTORS WILL**

1. approve a clear written policy statement which is regularly reviewed;
  2. ensure that measures are in place to monitor the effectiveness of the policy;
  3. ensure that where required, objective support and advice is obtained on health and safety issues from the Education Department, the Health and Safety Executive and other professional bodies' officers and advisers.
- BRIGHT STARS DIRECTORS**

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Director Heidi Price who will:

1. be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice.
2. co-ordinate the implementation of health, safety and welfare procedures in school;
3. make clear any duties in respect of health and safety which are delegated to members of staff;
4. ensure that there are effective communications networks both within the school and with outside organisations, to enable effective dissemination of health and safety information and action on concerns, through all meetings with staff.
5. put in place procedures to monitor the effectiveness of Bright Stars' management of health and safety and its policy;
6. liaise with the Health and Safety Executive (HSE) Inspectors and other enforcement agencies;
7. arrange for the reporting and subsequently investigation of all serious incidents and accidents according to the RIDDOR procedures, ensuring that appropriate remedial measures are taken to prevent reoccurrence;
8. ensure that contact with agencies able to offer expert advice, such as officers of the LA, City Council and HSE, is maintained;
9. arrange for risk assessments of the premises and working practices to be undertaken, recorded, added to, and reviewed as necessary (e.g when a situation changes, or new equipment is acquired)
10. ensure that the appropriate emergency procedures and first aid provision are in place in school, see Appendix 1.

## **ALL EMPLOYEES**

Under the Health and Safety at Work Act 1974 (published 2009) it is the duty of every employee, while at work:

- to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and
- to co-operate with the employer so far as it is necessary, to enable the employer or any other person to perform or comply with any duty or requirement imposed by or under any of the relevant statutory provisions
- not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Thus all employees should:

1. know the health and safety organisation and arrangements to be adopted in their own working areas and ensure they are applied;
2. observe standards of dress consistent with safety and/or hygiene;
3. exercise good standards of housekeeping and cleanliness;
4. report all accidents, defects and dangerous occurrences.

## **STAFF WITH SPECIAL RESPONSIBILITY**

The following staff have special responsibility:

Bright Stars Director Heidi Price - Health & Safety Officer

Bright Stars Managers Jo Lindsey, Donna Carpenter and Carole Stephens.

Mrs Tracey Bowden – responsible for First Aid Box Replenishment (to check half-termly) All staff are First Aid trained.

Heidi Price will be responsible for:

1. delegation of risk assessment to certain areas of nursery and before/after school club
2. the local arrangements to ensure the effective control of risks within the specific areas under their control.
3. the local arrangements for the purchase, inspection and maintenance of equipment and its specification
4. Bright Stars Managers are responsible for:
  - the coordination of Bright Stars' health and safety policy in their own department or area of work, directly responsible to the Directors of Bright Stars for the application of the health and safety procedures and arrangements;
  - establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g chemicals, hot water, sharp tools, etc; and on the activities and equipment for which they are responsible.
  - resolving health, safety and welfare problems referred to them by members of their staff or referring to the Directors any problems they are unable to resolve within the resources available to them.
5. Bright Stars Director Heidi Price will;
  - will ensure that risk assessments are carried out when necessary, and on a regular basis within the overall programme for Bright Stars, on the activities and equipment for which they are responsible;

- and, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
- 6. Director Heidi Price will obtain relevant advice and guidance on health and safety matters.
- 7. Marc Heard (Yealmpstone Farm Primary School) Caretaker locks building at beginning/end of day, sets alarm, locks gates. During the holiday period, this is done by trained managers.

In addition the responsible person(s) will

- (i) familiarise themselves with the necessary rules, advice and literature to ensure that they are able to perform the above duties;
- (ii) ensure that, in planning and providing new/improved accommodation, full regard is taken to security in the planning and design stages.

### **SPECIAL OBLIGATIONS OF BRIGHT STARS MANAGERS**

In addition to the general responsibilities of employees, outlined above, Bright Stars Managers are expected to:

1. raise any health and safety concerns outside their control related to the nursery or after/before school club area with their immediate line manager; Heidi Price
2. exercise effective supervision of children and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
3. know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
4. give clear instructions and warnings to children as often as necessary;
5. follow safe working procedures personally;
6. require the use of protective clothing and guards where necessary;
7. avoid introducing any personal items of equipment or substances that may cause a physical risk in their use.

### **CHILDREN ATTENDING BEFORE / AFTER SCHOOL CLUB**

Children in before and after school club will be reminded that they are expected to:

1. exercise personal responsibility for the health and safety of themselves and others;
2. observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate safety guidelines;
3. observe all the health and safety rules of Bright Stars and, in particular, the instructions of staff given in an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for their health and safety;

All pupils and parents will be made aware of the contents of this section of the policy through the Bright Stars section of Yealmpstone Farm Primary school's website.

## **CONTRACTORS**

1. Contractors must abide by Bright Stars' Health and Safety Policy and not endanger children, staff or other visitors to the site.
2. The administrator will be responsible for the coordination of contractors' activities on site, bearing in mind the guidance given in the *aide memoire* on small building works.
3. The administrator must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, children and visitors to the premises. This might be achieved by the posting of suitable notices by the Directors, or by the contractor, in consultation with the Administrator.
4. All contractors must report to the Heidi Price/Administrator before any work takes place and prior to each working session. Heidi Price/Administrator should then inform the contractor of any conditions which may affect his safety and that of others.

## **VISITORS AND OTHER USERS OF THE PREMISES**

Visitors and other users of the premises should be required to observe the health, safety and welfare rules of Bright Stars. All visitors to sign visitors book held in reception and be issued with a badge. On leaving the premises they should sign out and return badge. In particular, parents and other volunteers helping out in school, including those associated in self-help schemes, should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned. All volunteers will be kept on a register and must complete and sign a DBS form.

## **EMERGENCY PROCEDURES**

Emergency Procedures are outlined within the Bright Stars Fire Safety and Emergency Evacuation Procedure.

## **ILLNESS OR ACCIDENT**

See Accident and Incident Record  
Medicines Policy  
No Smoking, Alcohol or Drugs Policy

## **HEALTH & SAFETY COMMITTEE/WORKER CONSULTATION ARRANGEMENTS**

The Finance and Premises committee will be the Health and Safety committee.

## **SYSTEMS USED TO MONITOR SAFETY PERFORMANCE**

Risk assessment programme and results  
Other assessments and inspections carried out

## **MAINTENANCE**

The following areas will be subject to regular maintenance inspections arranged by Yealmpstone

## Farm Primary School:

Portable electrical equipment: annual test by PAT tester

HE large equipment (cookers, microwaves, etc): annual test by PAT tester

Workshop equipment: annual test by PAT tester

Burglar alarm: six monthly by external security company

Fire extinguishers: monthly by caretaker; annually by external provider

Fire alarms: weekly by caretaker

Yealmpstone Farm Primary School will arrange maintenance of the following at the intervals shown:

Boiler system annually by external contractor

Kitchen fans: by external contractor

Extractor fans: by external contractor

Mains electrical system: by external contractor

Mains gas system: by external contractor

Mains water supply: by external contractor; monthly by caretaker

## **TRAINING, INFORMATION AND SUPPORT**

The School will provide adequate facilities for staff to be trained to carry out their health and safety functions.

Any health and safety incidents are recorded on the local authority health and safety portal.

