



HEALTH AND SAFETY POLICY.

STATEMENT OF INTENT

The Exwick Ark recognises that as an employer it has a responsibility to ensure the health, safety and welfare at work of the provision's employees, whether paid or voluntary. The provision also recognises that it has a responsibility to any other people who may be affected by its activities. In accordance with the Health and Safety at Work Act, the provision maintains safe working conditions and ensures that all employees, paid or voluntary, are sufficiently aware of and practise safe systems of working.

Specific Responsibilities

The overall and ultimate responsibility for Health and Safety within the Provision rests with the members of the Management. The management fulfil these responsibilities:

- By ensuring that the Health and Safety Policy is satisfactorily implemented;
- By ensuring that all new employees, whether paid or voluntary, aware of and observe the Policy;
- By conducting a full investigation of any accidents or incidents that result in injury.
- Ensuring all electrical appliances are checked on an annual basis by a competent person;
- Checking and keeping stocked the First Aid Box;
- Routinely checking that all electrical appliances in The Exwick Ark are usable and in good condition.

All employees, whether paid or voluntary, have a responsibility for Health and Safety including the safety of others that may be affected by their acts or omissions. As such, they should familiarise themselves with the Health and Safety Policy of The Exwick Ark and the safe practices appropriate to their place of work. All staff have a duty to report any hazards to the management. Parents are encouraged to notify staff immediately of any concerns they have over health and safety and to suggest ideas for the safety issues they wish their child to be introduced to.

INDUCTION AND TRAINING

All employees, paid or voluntary, read through this policy as part of their induction programme. All paid staff are required to complete the foundation health and safety course provided by Devon County Council. The Management ensures they are aware of current legislation and that relevant information is disseminated to the appropriate person. Additional training is provided for staff and volunteers as legislation changes.



ACCIDENTS

Prevention and Reporting

Maintenance of property and equipment to ensure personal safety is the overall responsibility of the Management. All employees, whether paid or voluntary, are responsible for the correct and safe use of all property and equipment in The Exwick Ark and for the reporting of any faults or hazards to the Management. There is a file containing current health and safety guidelines in the playroom.

In the first instance every effort should be made to avoid an accident happening. The following list provides an indication of areas that require special attention:

- Beware of wet floors;
- Equipment should not be left turned on when unattended and in such a position as to cause others to trip over it;
- Doors and drawers should be closed when not in use;
- Equipment should be stored in a safe manner in cupboards;
- Filing cabinets should not be overloaded;
- Climbing onto chairs or desks is not permitted. Appropriate equipment should be used to reach high levels;
- Step-ladders must be properly adjusted and secured. If more than the three lower steps are to be used it needs to be supported by a second person;
- Correct methods must be employed when lifting or moving heavy objects;
- Working areas must be kept tidy and clear of obstruction;
- Fire doors must not be wedged open.
- Climbing equipment is always erected correctly, if you are not sure how to erect it do not attempt to do so.
- Large equipment is set out and put away whilst children are in a separate area of the premises.
- All equipment used is non toxic, sturdy, well made and displays the EEC standard kite mark.

This list is not exhaustive!

In the event of an accident, employees, paid or voluntary, have a duty to report to the management any such incidents, to assist in determining the cause and to help in any subsequent investigation with the aim of preventing a recurrence. A report of all accidents and near misses should be made in the accident book.



Accident Record Books

All accidents resulting in personal injury must be recorded in the relevant accident book. There are two accident books kept in the filing cabinet:

- For accidents within the Provision to children .
- For accidents to employees, paid or voluntary.

Sarah Emerton is responsible for regularly checking the accident book to aid risk assessment. Any area of concern identified from the accident book leads to an immediate review of procedures. Any procedure is changed immediately a weakness is identified.

Risk Assessments.

A full risk assessment is completed each term by Diana Philps and any necessary actions acted upon. This risk assessment is annually presented to staff and parents for approval. A daily risk assessment form is completed each morning and evening by Diana Philps or an appointed staff member if Diana is not present. Any identified risks are rectified.



RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Our Responsibilities Under RIDDOR

The management will report certain work-related incidents to the Health and Safety Executive. They have an Incident Contact Centre – telephone 0845 300 9923. They will advise about the need to report specific incidents and about what records should be kept should keep.

Any of the following that happens to a member of the public, including a parent or child, or an employee on your premises will be reported to RIDDOR:

- A death or major injury, which includes a fracture (but not of fingers, thumbs or toes), an amputation, dislocation, permanent or temporary loss of sight, and an injury from an electric shock;
- A reportable disease;
- A dangerous occurrence, which didn't but could have resulted in a reportable injury;
- An injury resulting in hospital admission.

These incidents will also be reported to OFSTED.



COSHH

The Control of Substances Hazardous to Health Regulations

A list will be kept by the management of all hazardous or potentially hazardous substances that are used in The Exwick Ark by employees, paid or voluntary or other users of our premises. A copy of this list will be kept at the setting.

In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.

Any person(s) using such chemicals must observe the following guidelines:

- All substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a locked cupboard.
- All hazardous substances eg bleach, solvents, glues containing solvents are to be used with care;
- Always read the label before use and follow the manufacturer's instructions;
- Avoid inhalation, ingestion and skin contact of all chemical substances;
- Always wear the appropriate protective clothing eg gloves etc;
- Products must never be mixed as this could give rise to hazardous by-products eg bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic;
- Those using the substance must be familiar with the First Aid procedures to be used in the event of an accident.

In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.



CLEANLINESS OF PREMISES

The Exwick Ark recognises that it has a duty to set appropriate standards of cleanliness throughout its premises and to maintain these by:

- Investigating and acting upon any accidents/incidents that have occurred due to lack of cleanliness.
- Providing enough funding to achieve and maintain a good standard of cleanliness;
- Providing facilities for the safe and convenient storage of cleaning equipment and materials;
- Promoting good housekeeping practices amongst employees and other users of the premises.

All employees, whether paid or voluntary, have a responsibility to maintain a good standard of cleanliness by:

- Observing good personal and environmental hygiene practices;
- Carefully disposing of rubbish into appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned;
- Tidying up and putting away equipment and materials after use;
- Cleaning up spillages, debris, litter etc., as soon after the occurrence as possible;
- Reporting any shortfalls in standards to the appropriate person.



ELECTRICAL SAFETY

It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc, BEFORE using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No one should attempt to repair the equipment themselves.

The following list shows examples of electrical faults:

- Equipment not working;
- Loose wiring;
- Broken casing around wires or applications;
- Electrical arcing (sparks);
- Plugs becoming warm...etc.

All employees, whether paid or voluntary, have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, ie:

- Ensure that hands are dry before using an electrical appliance;
- Ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions;
- Leads should never be pulled to remove a plug or to lift or move an appliance;
- Switch off at the mains, unplug and put away all electrical equipment (where appropriate) when not in use;
- Sockets must not be overloaded by the use of adaptors (when in doubt err on the side of safety/seek qualified advice);
- If extension cables are used then these must be placed in such a way so not to cause a hazard to anybody else.

All electrical equipment will be checked by a qualified electrician on an annual basis.



ENVIRONMENT AND THE WORKPLACE

The Exwick Ark is legally obliged to maintain a safe and acceptable working environment in as far as is reasonable and practicable. Employees, paid or voluntary, have a responsibility to co-operate to maintain this environment.

Lighting

Must be suitable and sufficient in every part of the Provision through which people either pass or work. Doorways and potential hazards like steps must be well lit. Artificial lighting apparatus must be properly maintained and fluorescent lights must be flicker free.

Noise at work Regulations 1989

Apply to all workplaces requiring assessment of noise levels and the taking of appropriate preventative action where excessive.

Space

Around machinery and equipment must be adequate to ensure that safe working practices are achievable.

Heating

The Provision must ensure that a reasonable temperature (not less than 16 centigrade) can be maintained in every room in which people are employed to work.

Ventilation

Must be effective and suitable to ensure circulation of adequate supplies of either fresh or artificially purified air.

VDUs

For safe operation the equipment needs to be properly installed and consideration given to the following points:

- Make sure that the screen is sharp, clean and individual characters can be easily read;
- The characters should not flicker or move;
- There should be no reflection on the screen;
- Ensure that there is adequate lighting to the desk surface adjacent to the machine;
- Ensure that the user's chair has an adjustable height and back support so that a proper sitting position can be maintained.



FIRE PRECAUTIONS

The Management are responsible for ensuring that precautions are taken against fire through the routine maintenance of fire safety equipment, through reviewing and posting emergency fire procedures in buildings and educating employees, whether paid or voluntary, in safe practices. Fire drills will be held by the whole school each half term and these will be recorded in our fire safety handbook.

It is the duty of all employees, paid or voluntary, to co-operate in the implementation of this Policy and to report to the Management any instances where the property procedures are not being implemented eg wedging open of fire doors, escape routes obstructed by furniture or rubbish and the reporting of faulty electrical equipment.

The school operates a Policy of No Smoking. It is the responsibility of each individual smoker to ensure that they only smoke outside the school grounds. See smoke free policy for further details.

In the event of a fire:

Don't Panic – follow the Fire Procedure

Do not tackle the fire unless:

- You have been trained to do so;
- You feel able to do so;
- You do not put yourself at risk;
- The fire is small.

Remember the important thing is to save lives, not property.



Fire Procedure

IF YOU DISCOVER A FIRE

- 1) Immediately raise the alarm
- 2) If in charge of children, pass their care to the nearest member of staff
- 3) Tackle the fire if possible with the appliances provided, but **WITHOUT TAKING PERSONAL RISK.**
- 4) Leave the building, assisting with the evacuation of the children. Using the evacuation trolley for under 2's.

ON HEARING THE FIRE ALARM

- 5) The manager will call the Fire Service immediately
- 6) Dial 999 and ask for the Fire Service
- 7) Wait for the Fire Service to answer
- 8) Give the full address clearly

Exwick Parish Hall, Station Road, Exwick, Exeter. EX42AA

ST Andrews Church, Station Road, Exwick, Exeter. EX42AA

- 9) Evacuate the children in your care by using the nearest available exit and **KEEP THE CHILDREN TOGETHER** Use the evacuation trolley for under 2's.
- 10) Proceed to the assembly point;

At the far end of the Parish Hall car park or

St Andrew's Church war memorial.

- 11) The Person in Charge will take a roll call to ensure that no one has been left in the building.

DO NOT stop to collect personal belongings

DO NOT re-enter the building until told to do so by the Fire Service



Principles of Safely Using Equipment in Catering Areas

- All electrical equipment must be switched off and the plug removed from the power source when it is being cleaned or not in use;
- All equipment must be used according to manufacturer's instructions;
- Doors and lids of equipment in use should fit securely;
- Hob burners, grills, ovens etc, must always be turned off when not in use;
- All cooking equipment should be checked when in use to ensure that it is functioning correctly. Any slight electrical shocks received from the equipment must be reported immediately;
- Cleaning chemicals should be used at the prescribed dilution rate.
- Hygiene issues to do with catering areas are detailed in the Safer Foods Better Business file.

LIFTING AND MANUAL HANDLING

The Exwick Ark has a moral and legal responsibility to its employees, paid or voluntary, to reduce the risk of work associated back problems and other lifting and carrying injuries.

It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person.

For general guidance, all employees may from time to time have to lift or handle some objects. Firstly consider whether it is necessary to lift the object, consider if there are any alternatives and if you are at all unsure do not attempt to lift. You are responsible for your own safety and for the safety of those you work with.

If you decide to proceed with the lifting activity the correct way to lift is as follows:

- Keep the back straight;
- Place the feet slightly apart;
- Bend the knees;
- Grip firmly (with palms not fingertips), then lift slowly holding the object as close to your body as possible;
- Do not twist the body during the lifting procedure.

Water and Electricity Points

Parish Hall

The electricity and gas meters are located in the small tall cupboard in the main hall. The fuse board is located in the long cupboard above the wooden slatted shelves in the corridor with the children's pegs.

The Water Stopcock is out close to the road near the village in.



St. Andrews

The electricity meter is located ...

The fuse board is located ...

The Water Stopcock is ...

Sleeping Children

- When possible the family worker should settle the child/children for their sleep/rest.
- Ensure that the cot mattress or blue sleep bed has the child's individual sheet on it.
- Check the child's box/bag for any comforters or blanket (if unsure check the child's settling in form).
- Ensure that there is nothing within reach of the child that could be potentially dangerous, for example children's drawstring sheet bags.
- Sleeping children will be checked regularly ~ every 10 minutes.
- The times that the children are put down, fall asleep, checking time and waking time will all be recorded.

Reviewing the Policy

The policy will be formally reviewed every two years unless a change in legislation necessitates a shorter review period or there are changes in the activities, children or personnel at the Provision that require changes to be made.

Policy Approved By: _____ Date: 4th April 2009