



A Sure Start Children's Centre

HEALTH AND SAFETY POLICY

Part 1 STATEMENT OF INTENT

It is Weybridge Children's Centre's policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, children and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, Surrey County Council departments, and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Maintain control of health and safety risks arising from our activities
- Consult with all staff on matters affecting their health, safety & welfare
- Provide and maintain safe plant and equipment
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for staff/pupils/visitors
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- Maintain a safe and healthy working environment ensuring the welfare of all persons
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies & procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

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Children's Centre Leader

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Chair of Governors

Approved by the Governing Body on

Review date

March 2012 due for review March 2013

Part 2 ORGANISATION

The overall responsibility for health and safety at Weybridge Children's Centre is held by the governing body who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult staff regarding suitable health & safety training opportunities
- Monitor and review health and safety arrangements

The Children's Centre Leader will:

- Develop a safety culture throughout the Centre
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk as part of the day-to-day management of the Centre
- Ensure staff are aware of their responsibilities
- Ensure a safe & healthy environment & provide suitable welfare facilities
- Make operational decisions regarding health & safety
- Ensure monthly and annual safety inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health & safety responsibilities
- Update the governing body & stakeholders
- Produce, monitor & review local safety policies & procedures
- Monitor and review the health and safety policy periodically & as required

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health & safety and that of others affected by their activities by:

- Supporting the Centre's health & safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health & safety arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses.

Specific health & safety responsibilities of individuals are as follows:

- *Employees*
Employees have a responsibility to ensure they act in a responsible way towards the health & safety of themselves, other members of the Centre, visitors, contractors and members of the public. They are required to co-operate with supervisors & safety representatives and to adhere to safety guidance provided to assist in maintaining standards of health and safety within the Centre
- *Safety Committee*
The Safety Committee is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.
- *First Aid Trained Staff*
First aid staff will monitor and record all accidents and incidents that occur in and around the Centre. They will check the first aid boxes are properly stocked and correctly labelled.
- *Fire Safety Co-ordinator*
The Fire Safety Co-ordinator update staff and stakeholders through training and induction on the Centre's fire evacuation procedures. The Fire Safety Co-ordinator and Caretaker will oversee and record the weekly testing of the fire alarm system. The Fire Safety Co-ordinator will carry out termly fire evacuation procedures in liaison with the Fire Wardens.

Part 3 ARRANGEMENTS

The safety arrangements set out below are for information, guidance and compliance by all the personnel at Weybridge Children's Centre Children's Centre.

Health and safety are an essential part of the management at Weybridge Children's Centre Children's Centre. They are key considerations that underpin and assist educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of the Children's Centre Leader to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably possible by the implementation of arrangements and procedures developed out of risk assessment for control of risk.

General arrangements can be summarised as follows:

- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities & how to carry out their duties safely
- Providing safe places to work with safe access to and exit from them
- Providing a healthy and safe working environment with adequate welfare facilities
- Providing a system for rapidly identifying and effectively dealing with hazards
- Implementing control measures to reduce risks to as low as reasonably practicable
- Providing suitable personal protective equipment (PPE) & clothing where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort

All personnel have a statutory duty to co-operate in fulfilling the objectives of the Centre as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery to the teaching staff, supervisor or the Safety Adviser.

No person shall intentionally or recklessly interfere with or misuse any equipment or resources.

Accident Reporting

Any accident or injury is to be reported and entered in the HCC Accident Report Book & a copy forwarded in accordance with SGP 17-07 (Accident & Incident Reporting & Investigation).

Accident Investigation

- All significant accidents or incidents that are considered to be dangerous and near-misses are to be reported to the Children's Centre Leader.
- The Centre Leader is to carry out an investigation into the incident in order to identify the cause of the accident and to implement measures to prevent reoccurrence.
- Investigations are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- Contractors must report any accidents to the Children's Centre Leader.

Safe Working Procedures

All staff and supervisors must ensure that safe working procedures are developed through:

- Risk assessing the tasks
- Identifying the hazards
- Defining a safe method of work
- Documenting the assessment
- Implementing the safe system of work
- Monitoring the safe system of work
- Reviewing the assessment & method statement

Once developed, safe working procedures must be circulated to protect all personnel working within the Centre from risks to their health and safety. They must familiarise themselves with laid-down procedures and ensure that personnel under their control are fully aware of these procedures.

Defective Equipment

- Defects in equipment must be reported to the Children's Centre Leader.
- It is to be removed from use and quarantined immediately and it is to be clearly marked as faulty until its repair or replacement

Working at Height

When using access equipment, such as ladders or stepladders, the correct equipment is always to be used for the job to be undertaken. This selection must always be underpinned by a risk assessment and it must be used in accordance with the training provided. Contractors are to be advised of all access points within and around the building. These should include fire safety advice in the roof void and the locations of the external ladder fixing brackets. Contractors working at height are to be appropriately supervised.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. The following is to be adhered to at all times:

- Keep corridors and passageways free from obstruction
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Heavy items are to be placed on lower shelves to assist manual handling
- Keep floors clean and dry
- Do not obstruct emergency exits
- Storage of supplies to be in correct location
- Rubbish & litter to be cleaned & removed at the end of each working day

Electrical Equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- The use of adaptor sockets & multi-socket adaptors is not permitted
- Protective outer sleeves of electrical cables are to be firmly secured within the plug
- Where the outer sleeve is not secure within the plug, and a wire is visible, a qualified person is to be contacted to rewire the plug correctly
- Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately
- All electrical equipment must be tested annually by a qualified engineer
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested

Control & Use of Harmful Substances

- When using a harmful substances, whether it is a material, cleaning fluid or chemical substance, personnel must ensure that adequate precautions are taken to prevent ill-health
- No new materials or chemical substances are to be brought into use unless a COSHH assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the unit/centre manager or headteacher
- Staff must not attempt to use a harmful substance unless suitably trained to do so
- Harmful substances are to be stored in the secure storage when not in use

Smoking

- Smoking is not permitted in or around the Centre building or during any of the offsite sessions

Emergency Provision

- Fire, police or ambulance services can be contacted by dialling 9/999 and asking for the service required
- The names & locations of the First Aiders are clearly signposted around the Centre
- The administrative team can locate the nearest first aider in an emergency
- First aid is not to be administered by anyone except first aid trained (in date) staff
- First Aid trained staff are to receive refresher training every 5 years
- Emergency evacuation is to be carried out in accordance with the Centre's emergency evacuation plan
- Personal Emergency Evacuation Plans are to be provided for those vulnerable persons to be able to ensure safe evacuation in the event of an emergency

Fire Safety

- Fire procedures are available for all personnel to read
- Fire safety & evacuation plans are to be read at induction and periodically thereafter
- Fire notices 'Action to be taken in the event of a fire' are posted in the main areas of the building close to the fire points. The notices clearly identify the evacuation routes and assembly point
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire
- The most important part of fire control is prevention & all personnel should be familiar with the flammable potential of materials and substances that they use, and exercise maximum care in their use, especially with those marked 'flammable'
- Fire evacuation procedures, fire safety training and fire alarm testing are to be carried out in accordance with corporate guidance and the Centre's Fire Safety Policy
- The fire risk assessment is to be reviewed annually and amended as new hazards or required amendments are identified

Visitors

- It is the duty of all of the personnel within the Centre to ensure the health and safety of all visitors
- All visitors must sign into the Centre at reception and sign out again when leaving
- No visitors are allowed through the security door without gaining permission from the reception staff
- Visitors are to be accompanied to their destination as appropriate
- Appropriate personnel are to be made aware of visitors to the Centre
- Visitors are not permitted to enter unauthorised areas of Centre

Contractors

- Contractors are to report to the reception upon arrival and departure
- Contractors are to be provided with a fire safety brief immediately upon arriving, prior to them commencing their work
- Contractors must comply with the Centre's safety policies and safe working procedures
- If there are any breaches of safety, then these must be reported to the Safety Advisor at the earliest opportunity
- All contractors are to be appropriately supervised at all times
- Contractor risk assessments & safe working systems are to be inspected prior to work commencing
- Appropriate supervision will need to be determined dependent upon the type of work, levels of perceived risk and length of time that the work will take to complete.

Lone Working

- All lone working is to be approved by the Children's Centre Leader.
- Lone working risk assessments are to be carried out prior to any lone working
- The appointed communication link is to be available at all times
- Lone working is to be carried out in accordance with the Lone Working Policy

Moving & Handling

- Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and a moving & handling risk assessment has been carried out.
- Where any doubts exist about the handling of awkward or heavy loads, then advice is to be sought from management prior to any manual handling operations commencing

- All information is contained within the Moving & Handling Policy

Risk Assessments

- Local responsibility for identifying, assessing and controlling risks rests with the personnel within the area of work
- Risk assessments are to be undertaken for all areas where a significant risk is identified or a possibility of such risk exists
- Risk assessments are to be carried out by competent persons only
- Any individual undertaking a risk assessment must have completed appropriate risk assessor training
- All risk assessments & control measures are to be approved by the Head of Centre prior to implementation
- Completed risk assessments are to be stored in the Risk Register
- Risk assessments are to be reviewed periodically in accordance with the determined risk assessment review date

Safety Committee Terms of Reference

Under section 2 (7) of the Health and Safety at Work Act 1974, the safety committee has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

Specific functions include:

- the study of accident and incident statistics and trends so that reports can be made to the governing body on unsafe and unhealthy conditions and practice, together with recommendations for corrective action
- examination of safety audit reports
- consideration of reports and factual information provided by the health and safety department at Surrey County Council
- consideration of any reports that the safety representatives may submit
- assistance in risk assessment and the development of the Centre's safety procedures and safe system of work
- monitoring the effectiveness of safety procedures and safe systems of work
- monitoring the effectiveness of the safety content of employee training
- monitoring the adequacy of safety and health communication and publicity in the Centre