

Health and Safety Policy for The Old School House Tenterden

Reviewed and amended: August 2018

Camilla Brissenden is H & S Manager at OSHN who is responsible for ensuring that all students / relief staff / visitors / staff are fully informed regarding Health and Safety Information.

However the Principal, Mrs. Fiona Brissenden has overall and final responsibility for this policy being carried out at OSHN, with the Deputy Manager Sarah Bailey becoming responsible in her absence.

ALL employees and adults (parents/guardians), who use the setting are responsible for their individual co-operation with senior staff to ensure that a healthy and safe work place is maintained at all times. All employees are required to take reasonable care of themselves and others.

NEGLECT OF H & S REGULATIONS WILL BE REGARDED AS A DISCIPLINARY MATTER.

OSHN's main policy is to:

Provide and maintain safe healthy work conditions for staff.

Maintain safe and healthy conditions for the children and families who attend use the setting.

OSHN will achieve the above by:

Providing information, training and supervision for all employees.

Provide clear and concise information relating to H & S requirements to all individual employees and when applicable to parents/guardians, to benefit the staff, children and families using the setting.

This policy will be reviewed annually and re-written every 3 years to keep up to date with relevant changes in H & S regulations.

This document provides guidance about how all employees and families using the setting can take practical steps to ensure the welfare of all.

Main objectives:

To establish, and maintain practice which will support and maintain a healthy environment throughout the nursery, THIS INCLUDES OUTDOOR AREAS.

To establish, and maintain, safe working procedures, among staff and children and, parents/carers when entering and using the setting.

Make arrangements for ensuring risks are identified / managed / and acted upon, with regard to daily practice and activities provided, and also relating to staff training in areas specific to child care.

Ensure the provision provides sufficient information / instruction / supervision to enable ALL staff who work at the setting to support and adhere to H & S Policy. Training relating to hazards and how to positively contribute to their own health and safety at work and to make sure they have access to health and safety training.

Maintain a healthy and safe place of work, and safe entry and exit from it.

Formulate effective procedures for use in case of fire and or other emergencies and for evacuating the premises.

All of the above to comply with the H & S at Work act 1974 and other more recent legislation.

To ensure that the above, it is necessary for all staff to:

Daily: Check that all entrances and exits into the grounds and building are in competent working order.

Daily: Upon entry all staff should check the premises, communal areas and specific work areas for structural damage, worn furnishings, damaged fixtures and fittings and electrical equipment and take immediate remedial action if required, and report immediately to H & S Officer (Camilla Brissenden).

Ensure that they are aware of the fire procedure, fire exits and evacuation plan. Fire drills are to be held MONTHLY - 2 x in one week to ensure that all staff / children know what to do.

Ensure that they are aware of procedure in case of accidents and that they follow procedure. Failure to do so is a disciplinary matter.

Ensure that when spread of disease could happen that they take reasonable action to control this. For example: staff should wear disposable gloves and aprons when appropriate.

THERE IS A STRICT NO SMOKING POLICY ON THE PREMISES AND IN THE GROUNDS.

To prohibit any contractor from working in the premises without prior discussion with the person in charge to negate and risk to children / staff / parents.

No inappropriate jewellery should be worn.

Dress code on the premises, is either uniform which is provided by OSHN or smart and practical clothing (no jeans or trainers), shoes should enable staff to move quickly and safely if required.

No adults or children should run inside the premises.

To ensure, that all electrical sockets are to be covered with socket covers.

To ensure that all cleaning products are to be stored away and out of reach of children.

The setting has a "NO NUT POLICY" staff and children are prohibited from bringing nuts into the setting.

If a staff member is unwell, they should telephone the Principal by 7.30 a.m. latest or preferentially telephone the evening before, if they are already feeling unwell - this will enable cover to be sought.

To ensure that at least one member of staff in each area of the setting will hold a full and relevant first aid training certificate.

To ensure that students undertaking training at the setting are never be left unsupervised by fully qualified staff.

To ensure that children are supervised at all times, both indoors and outside, with due regard to statutory adult to child ratios.