

# **Rougham Acorns Pre-school and Woodlands Extended Care**

## **General Health and Safety Policy**

Our setting takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

Rougham Acorns and Woodlands aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the settings activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health and Safety and Welfare) Regulations 1992 and their Associated approved Code of Practice (ACoP) and guidance will be complied with at all times. The Manager and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The steps below will be put into action as a matter of course.

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work related risk to health.
- Use, maintain and store equipment safely.

All powders or liquids used by the setting must be assessed for their safety of use: protective equipment should be used where appropriate. (COSHH Regulations) check labels for safety information or contact the manufacturer for advice.

Ensure that all staff are competent in the work in which they are engaged.

## **Responsibilities of the Manager and Staff**

The identification, assessment and control of hazards within the setting is vital in reducing accidents and incidents. Both the Manager and one other designated member of staff are responsible for assessing risks to health and safety arising out of the settings activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the settings activities. Staff, who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Policy.

The Registered person holds ultimate responsibility and liability for ensuring that the setting operates in a safe and hazard free manner. The Registered Person - along with

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the manager - is responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

The Registered Person will ensure that adequate arrangements exist for the following:

- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.
- Providing adequate resources, including financial, as is necessary to meet the settings health and safety responsibilities.
- Providing adequate health and safety training for all staff.
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, and Ofsted, where appropriate)
- Reviewing all reported accidents, incidents and dangerous occurrences, and the settings response, to enable corrective measures to be implemented.
- Ensuring that all staff, students, volunteers and any other adult who come into contact with children at Rougham Acorns and Woodlands have appropriate and up to date Criminal Record Bureau checks.

The manager is responsible for the day to day implementation, management and monitoring of the Health and Safety policy. The Manager is required to report any matter of concern regarding the Health and Safety Policy to the Registered Person.

### **The Manager will ensure that:**

- An additional designated member of staff is made jointly responsible with them for the Health and Safety and risk assessment provisions at the setting, as set out in this and other policies.
- Regular safety inspections are carried out and the reports accurately logged.
- Any action required as a result of a health and safety inspection is taken as rapidly as possible.
- Information received on health and safety matters is distributed to the Registered Person and all members of staff.
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences.

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- Staff are adequately trained to fulfil their role within the Health and Safety policy.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such they are required to:

- Have regard for the Health and Safety policy and their responsibilities under it.
- Have regard for any health and Safety guidance issued by the Manager or the designated member of staff, and act upon it whenever appropriate.
- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work.
- Take all reasonable care to see that the equipment and premises that are used by the children and the activities that are carried out at the setting are safe.
- Report any accidents, incidents or dangerous occurrences that have led to or may in the future be likely to lead to injury or damage, and assist in the investigation of any such events.
- Undergo relevant health and safety training when instructed to do so by the Manager.

### **Insurance**

The Children Act 1989 and the Health and Safety at Work Act 1974. Place a number of legal responsibilities on the setting. Therefore, Rougham Acorns and Woodlands has insurance cover appropriate to its duties under this legislation, including Employer's Liability Insurance. Responsibility will, in most cases, rest with the setting, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If Rougham Acorns and Woodlands is held responsible for any incident that may occur, public liability insurance will cover compensation.

### **Liability**

Under provisions contained in the Occupiers Liability Act 1957, Rougham Acorns and Woodlands has a duty to ensure that both children and any visitors are kept reasonably safe.

Rougham Acorns and Woodlands' full responsibilities and procedures in respect of Health and Safety, are contained in this policy alongside the relevant sections of the following policies:

# Rougham Acorns Pre-school and Woodlands Extended Care

Staffing and employment  
Physical environment  
Equipments and resources  
Risk assessment  
Site security  
Fire prevention  
Fire evacuation procedure  
Outings  
Lost child  
Illness and administration of medicine  
Medical emergency  
Hygiene  
Behaviour

Safeguarding children  
Documentation and information  
Smoking  
SunSmart  
Site Security  
Manual handling

This Policy will be reviewed annually      Next Review date.....

This policy was adopted on .....

Signed.....Chair

Signed.....Manager