



# Bryony School

## Health and Safety Policy

It is the policy of Bryony School to create a safe environment and to encourage ways of working which will ensure the safety of children, employees and all other persons who come onto the premises. This policy should be read in conjunction with related policies and procedures such as those on Risk Assessments, Fire Safety, First Aid and No Smoking.

### Competent Persons

Competent persons are defined as people with sufficient training and experience or knowledge and other necessary qualities to enable them to apply the provisions of Health and Safety legislation. Other persons who are competent to assist are:

- (i) Mr Edmunds, the School Principal who is also the overall Health and Safety Officer from the School.
- (ii) any other employee who has received appropriate training in a specific or relevant area.

All staff are responsible for their own safety and the safety of all children attending Bryony. They have a responsibility to work in a way that ensures the Health and Safety of themselves and all other persons they come into contact with.

Staff will undertake any relevant training to support Health and Safety. All staff members have a responsibility to bring to the attention of the above named person any concerns with regards to Health and Safety. The above named person is responsible for recording any concerns raised and acting upon them.

### Risk Assessments

Assessments will be carried out by nominated competent persons and will assess the environment and ensure that is safe and suitable for all children, parents, staff, volunteers and visitors.

The significant findings of the assessment will identify:

- (i) hazards
- (ii) risks
- (iii) group(s) of people especially at risk
- (iv) the existing control measures already in place
- (v) the effectiveness of those measures
- (vi) a measure of the remaining risk
- (vii) the control measures needed to comply with the requirements or prohibitions of Health and Safety legislation.

Appropriate forms are available and should be used to record risk assessments. For changes to buildings, new outings, substances and equipment, it is particularly important that assessments are completed before commencement /introduction. Safety must be considered at the planning stage. Assessments must be reviewed at least every 12 months. In addition assessments must be reviewed whenever there is a reason to suspect that they are no longer valid or there have been significant changes to related matters.

Generic risk assessments may be produced to assist commonly occurring hazards and risks. Where generic risk assessments are available, they may be used as a template for a more detailed assessment.

### **Fire**

- The safe evacuation of the building is of primary importance.
- A written fire drill will be on display at all times. This will include information on 'raising the alarm' and the named 'Assembly Points' in the respective playgrounds at Marshall Road and Meresborough Road sites.
- Exits will be kept clear. If it is necessary to lock any outside door this will be done preferably by bolt or Yale catch and not a key. However, if it has to be locked with a key, then the key must be placed or hung out of reach of children, next to the door. Fire doors will be kept shut at all times. A practice fire drill will be carried out every term. Routes and times/days will be varied and recorded.
- Fire appliances will be checked annually and the staff will be made aware of their position. All heaters will be guarded and nothing will be placed on top of fireguards. All visitors will be made aware of fire evacuation procedure and whether a fire test or drill is expected while they are on the premises.

### **Electrical Appliances**

- All electrical appliances will be PAT tested and checked visually before using by the relevant member of staff. Faults will be reported to the Caretaker. Electrical equipment should be turned off after use, not left on standby.
- Electrical leads will be placed so that they do not trail in such a way as to be dangerous.
- No liquid containers will be placed near to any electrical appliance.
- All electric socket points will have covers in place.

### **Buildings and Equipment.**

- Any faults will be reported to the Caretaker in the maintenance book. The Caretaker will arrange for a repair contact the relevant person.
- Equipment and resources will conform to the required legislative standards.
- Staff should have regard to the manual handling policy when equipment and resources are being moved.

### **General Tidiness**

- The premises will be kept tidy in order to reduce the risk of accidents.
- Hot drinks will not be consumed in the presence of children.
- All storage areas will be kept tidy and equipment stored appropriately.
- Steps will be provided for items stored on high shelving.

## **Hygiene**

- It is the responsibility of all staff to maintain standards of cleanliness; the policy is to “clean as you go.” We will ensure that:
- Paper towels and soap will be provided for hand washing.
- Hands are washed after using the toilet, before handling food, after handling a variety of different resources and after handling animals.
- Toilet areas are regularly checked and cleaned to ensure high standards of hygiene and safety.
- Disposable gloves and aprons are available to be worn when coming into contact with bodily fluids.
- Young children are escorted to the toilets which are of an accessible height without requiring a step.
- Information will be obtained from the Environmental Health Department on up to date legislation.
- Tissues will be available for use; tissues will be disposed of appropriately after use and hands washed.
- Antibacterial spray will be used to clean surfaces for food preparation and after use.

## **Storage of cleaning materials**

- Any potentially dangerous substance will be kept out of the sight and reach of children in a locked cupboard/area. Screw tops of containers will be tightly closed.
- Cleaning materials will be stored in original containers or labelled containers with instructions. COSHH legislation will be followed.

## **Smoking**

- There is strictly NO SMOKING allowed on the premises of Bryony School. This includes the use of products that are made to look like a person is actually smoking are also prohibited e.g. the so called ‘e-cigarettes’ which may or may not contain nicotine or be vapor-producing.

## **Alcohol/ Other Substances**

- There is strictly NO ALCOHOL or any other substances allowed on the premises of Bryony School. All staff/ volunteers are not permitted to work if under the influence of alcohol and or any other substances which may affect their ability to care for children and failure to observe this policy will result in disciplinary action. This includes both prescribed and non-prescribed drugs.
- Where an employee is taking strong medication that may affect their ability to care for children, this should be disclosed to the management and medical advice be sought. The employee will only work directly with the children if the medical advice is that the medication is unlikely to impair their ability to look after the children.
- Bryony School will not tolerate on the premises any parent/carer under the influence of alcohol or any other substance. Any parent under the influence of alcohol and or any other substance will be refused admission and Bryony School will determine if it is appropriate and safe for the child to leave with them.

## **Animals**

- Bryony School will ensure that any animal visiting Bryony is free from disease. Children will be required to wash their hands before and after contact with animals.
- A full risk assessment will be undertaken before children come into contact with any animals/pets. We will be mindful of children that suffer from pet allergies. Where a

child attending Bryony School has an allergy to a specific animal type, that animal will not be deemed suitable as a visiting pet.

### **Supervision of children**

- Children will be supervised in accordance with adult: child ratios as set out in the EYFS requirements. In or out of the building, children will be supervised at all times.
- Headcounts will be conducted regularly throughout the day.
- Special care will be taken when children are using apparatus. All equipment will be checked to ensure it is stable and secure before use. All children will be taught the correct use and care of equipment.
- Children's arrival/departure time will be recorded.
- Records will be properly maintained in INK. Any required alterations will be by a single line through the original entry. No original entry will be erased.
- When children are taken off the premises their whereabouts will be recorded. Parents will always be informed and asked for written consent.
- Any vehicle used will have a current TAX, MOT certificate, insurance certificate and be in road worthy condition. All children will be restrained in an appropriate seatbelt. Vehicle details and a list of named drivers will be kept.

### **Sun Care**

- No children will be exposed to sunlight unless their skin is adequately protected.
- Sun cream will only be applied to children with prior written consent from parents.
- All sun cream will be supplied by the parent, enclosed in its original container and labelled appropriately. Parents will also be asked to provide sun hats and appropriate clothing for children to protect them from the sun.

### **Accidents and Sickness**

- A minimum of one staff member holding appropriate first aid qualifications will be on duty at all times. Bryony School will have its own first aid kit on the premises.
- The contents of the first aid kit will be checked, replaced and updated regularly. The staff member responsible is Mrs. Ware. (Juniors), Mrs. Oliver. (Infants)
- Any medication required to be on the premises will be stored appropriately in accordance with product instructions and must be within the original container in which dispensed.
- The Accident, First Aid and Medication policy will be followed.

### **Food**

- Children will be supervised at all times when eating.
- Adults will not be involved in the preparation of food if suffering from any infectious/contagious illness or skin condition. All staff involved in handling food will comply with regulations relating to food safety and hygiene. Staff members preparing food will hold the relevant food hygiene certificate. Food hygiene will be included in the induction process and on the job training/guidance provided.
- Different cloths will be used for kitchen, toys and toilet cleaning as per the national guidelines. Raw and cooked food should be prepared on separate surfaces.
- All fresh fruit and vegetables will be washed thoroughly before use.
- All utensils will be kept scrupulously clean and stored in a dust free container.
- Fresh drinking water will be available at all times. Drinking cups will be washed in hot soapy water after use. Any cracked or chipped items will be disposed of immediately.

- All food will be kept in an airtight container or appropriately covered, labelled and stored safely. Kitchen facilities will be kept clean daily with fridge, freezer, microwave etc. cleaned within weekly cleaning routine. Fridge /Freezer temperature will be checked twice daily and recorded.
- If parents provide packed lunches these will stored safely and information will be given about appropriate foods. All uneaten food of children who are having packed lunches will be returned to the parent in order that they are able to make judgements about their child's diet. In the event of food poisoning affecting two or more children looked after on the premises, we will inform the Environmental Health Department and Ofsted will be informed within 14 days of the event occurring.

### **Legislation**

We will endeavour to keep our information up to date; information will be obtained by referring to the Health and Safety Act 1974 and the Management of Health and Safety at Work Act 1992.

### **Insurance**

Bryony School holds Public and Employer's liability insurance with Ecclesiastical Insurance. The public liability Insurance certificate is displayed in the School Office.

<b>Policy adopted by School Principal</b>	March 2018
<b>To be reviewed by</b>	March 2019