



Registered Charity No: 1128799

# Hollies Pre-school

## Health and Safety Policy

Last reviewed October 2023

To be reviewed by October 2028

Or sooner if there are any changes to statutory requirements

Responsibility of: Manager, Health & Safety Representative and Management Committee

- Statement of general policy
- Responsibilities
- Health and safety risks arising during work activities
- Contractors
- Safe equipment
- Information, instruction and supervision
- Competency for tasks and training
- Accidents and first aid
- Emergency procedures

Health and Safety at work act 1974

## Health and Safety Policy Statement.

Health and Safety at work etc Act 1974  
This is the Health and Safety Policy Statement of  
THE HOLLIES PRE-SCHOOL LTD.

Hollies pre-school recognises its duty of care for the health, safety and well-being of all its employees and will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the health and safety of its pupils, visitors and others who might be affected by its operations.

The provisions in this policy are intended to ensure that health and safety is an integral part of the process of risk management which the pre-school operates.

The committee is committed to securing the health, safety and well-being of employees, pupils and visitors to the setting. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also a legal duty.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe equipment;
- to ensure safe handling and use of cleaning materials;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks and to give them adequate training and equipment;
- to prevent accidents and cases of work related ill health;
- to maintain safe and healthy working conditions;
- to refer to the Force Majeure policy when faced with extreme circumstances; and
- to review and revise this policy as necessary or every 5 years.

Signed: \_\_\_\_\_ (Director)

Date: \_\_\_\_\_

## Responsibilities

Overall and final responsibility for health and safety is that of the management committee.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the pre-school manager. The manager may delegate this responsibility further to either the supervisor (if included in the appropriate job description), or to an appointed person (in receipt of an appropriate development payment).

All employees have:

- to co-operate with the manager and supervisors on health and safety matters;
- to take reasonable care of their own health and safety – using equipment provided;
- to report all health and safety concerns to an appropriate person (as above);
- a duty to take care of others that might be affected by their acts or omissions;
- to raise concerns with the manager.

## Health and safety risks arising during work activities

It is the responsibility of the manager to ensure risk assessments are undertaken.

The findings of risk assessments will be reported to the management committee and shared with all members of staff.

Action required to remove/control risks will be approved by the manager.

The manager will be responsible for ensuring the action required is implemented and that this removes/reduces the risk(s).

Risk assessments will be reviewed when the need arises following an incident. A record will be maintained by the manager in the setting office.

## Contractors

Contractors carrying out work for the pre-school will be required to act in accordance with this policy. They will be required to make appropriate arrangements with the committee and manager to ensure they are sufficiently informed and consulted on issues relevant to risk control. Contractors

working on the site should complete a risk assessment and have the appropriate liability insurance, including public liability insurance.

### Safe equipment

The manager will be responsible for identifying all equipment needing maintenance and ensuring equipment has regular safety checks.

Any problems found with equipment should be reported to the manager.

### Information, instruction and supervision

The Health and Safety Law poster is displayed in the entrance area.

Health and safety advice is available from the manager or administrator. Information will be issued during induction.

Young people attending Hollies must be supervised/monitored by a member of staff at all times – see risk assessment.

### Competency for tasks and training

Induction training will be provided for all employees by the manager and supervisors.

Training records are maintained by the manager at the Hollies.

Health and safety training will be identified and arranged by the manager and management team (directors, supervisors and administrator).

Health and safety procedures will be recapped regularly with staff.

### Accidents and first aid

The First Aid box is kept in the kitchen above the marked cupboard. At least one member of staff with current first aid training is on the premises or on an outing at any one time. It is our aim for all staff to be trained in first aid, particularly paediatric first aid. The qualification includes first aid training for infants and young children. It is the responsibility of the manager to ensure the health & safety representative replenishes any materials used or about to expire.

All members of staff are expected to attend First Aid courses. There is a list of qualified staff on the wall next to entrance with the expiry date for the qualification. It is the responsibility of the manager to ensure this is up to date and to notify staff before their qualification expires.

Accidents must be reported to the manager or supervisor. All accidents must be recorded in the accident book by the person dealing with the accident, located by the main door. This book is passed to the manager or administrator and they will advise parents (both if we have both emails) of the accident via email using Kindersoft. The email must be acknowledged by the parent. A message will be sent via Whats ap to alert the parent to the email.

If the manager or administrator is not in the office, parents must be advised of the accident when they collect their child and a note made that they have been informed on the accident form. They must be advised that an email will be sent the following day so they have a record of the accident. If the accident happens in breakfast club and the child is not in afterschool club a phone call should be made to the parents to advise them of the accident and that there will be a follow up email when the manager/administrator is in the office. (this only needs to be done if the manager or administrator is not in the office that day). School should be advised at 8.45 drop off.

Accident forms will be monitored by the manager to check for reoccurring accidents and any concerns dealt with.

If a child arrives at the Hollies with an existing injury the parent/carer must advise member of staff on the gate of the accident and this can be written up in the accident book with heading of HOME ACCIDENT. The manager/administrator will send an email to the parent asking them to acknowledge and confirm details are correct.

If a child arrives at Hollies and has had an accident on the way complete as home accident, adding any treatment we have given at Hollies.

In the event of an emergency an ambulance will be called and a member of staff will accompany the child to the hospital if the parents/carers need to meet them at the hospital. All information will be passed to the medical staff.

The manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. Any details are recorded and kept on file, according to the Secure Storage, Handling, Use, Retention and Disposal of Disclosure Information policy.

At the end of each month the manager will review the Child Sickness Record, the Accident Forms and Home Accident Forms for any concerns. All concerns will be noted and actioned.

### Emergency procedures.

Fire extinguishers are maintained and checked by an external specialist annually. Extinguishers situated by main entrance.

A fire blanket is situated in the kitchen to the left of the sink unit.

It is the responsibility of the manager to ensure these are maintained and meet minimum legal requirements.

Alarms are tested every week when the children have left the building by the manager or supervisor. A record is made and signed in the 'Alarm Test' record, which is kept in the register.

Alarms are maintained and checked every 3 months by an external specialist. It is the responsibility of the manager to ensure this maintenance occurs.

Alarm points are situated:

1. to the left of the main entrance;
2. to the right of the patio doors;
3. to the right of the side fire exit;
4. in the afterschool room
5. In Badger base

Emergency evacuation procedure is displayed in the main room (by the kitchen) and fire drills during pre-school hours are carried out half termly, three (3) times (on different days), so that all children experience a fire drill. Supervisors and pre-school assistants will take the lead for fire drills, ensuring they have experience should a supervisor be injured. Breakfast and after-school supervisors / assistants will carry out fire drills half termly. The date, number of children, staff and students and length of time of each fire drill are recorded. This record is maintained by the supervisor leading the fire drill and kept in the general information file in the office.

If the alarm sounds at drop off time any children that have not been signed in will be asked to proceed to the car park with their parents and the gate will be closed. If we are aware it is a drill they will be asked to wait in the car park until the drill has finished. If we are not aware that it is a drill then we will ask parents to proceed to the pavement out side with their child until we know it is safe to come in. The manager will then inform them it is safe to do so and the children will be signed in as normal.

#### Hollies fire drill.

1. Ring fire bell and pick up registers (main, staff, visitors signing in sheet, contact details folder, Administrators laptop and the Hollies mobile phone). Collect any essential medical equipment where possible, ensuring own safety is prioritised. Alarm will sound during school fire practice.
2. Lead the children out of the building using the double doors or side door fire exit.
3. Manager to check building to ensure everyone has left the building, if safe to do so.
4. Walk the children round to the netball court and line up along the left hand side fence.
5. Count number of children and adults and check against the register. Take roll call for children – staff to answer for younger children unable to answer. Take roll call for staff.
6. Explain to the children the reasons for the practice and that there is not a fire, so it is safe to re-enter the building.

If you discover a fire

Break the glass on the fire alarm and follow the procedures above.

If any person(s) is/are missing report to the school representative in charge.

Do not re-enter the building.

If you hear the alarm

Follow the above procedures.

Escape routes are checked daily by the manager and supervisor, and fire doors are kept clear as part of general routine. This forms part of the risk assessment.