



HEALTH AND SAFETY POLICY.

STATEMENT OF INTENT

The Exwick Ark recognises that as an employer it has a responsibility to ensure the health, safety and welfare at work of the provision's employees, whether paid or voluntary. The provision also recognises that it has a responsibility to any other people who may be affected by its activities. In accordance with the Health and Safety at Work Act, the provision maintains safe working conditions and ensures that all employees, paid or voluntary, are sufficiently aware of and practise safe systems of working.

Specific Responsibilities

The overall and ultimate responsibility for Health and Safety within the Provision rests with the managing directors. The managing directors fulfil these responsibilities:

- By ensuring that the Health and Safety Policy is satisfactorily implemented;
- By ensuring that all new employees, whether paid or voluntary, aware of and observe the policy;
- By conducting a full investigation of any accidents or incidents that result in injury.
- Checking and keeping stocked the First Aid Box;
- Routinely checking that all electrical appliances in The Exwick Ark are usable and in good condition.
- Ensuring fire equipment is routinely checked and serviced.
- Ensuring boilers are routinely checked and serviced as necessary.
- Ensuring water is routinely monitored for legionella as and where necessary.
- By ensuring a thorough risk assessment is completed for each setting.

A health and safety officer for each setting is appointed to carry out the day to day health and safety checks. In the following settings the health and safety officer is:

Exwick Ark Nursery; Sophie Roberts
Ark at Avanti; Sharon Parrott
Ark at Tresillian; Michelle Rolfe

All employees, whether paid or voluntary, have a responsibility for Health and Safety including the safety of others that may be affected by their acts or omissions. As such, they should familiarise themselves with the Health and Safety Policy of The Exwick



Ark and the safe practices appropriate to their place of work. All staff have a duty to report any hazards to the manager and or setting manager. Parents are encouraged to notify staff immediately of any concerns they have over health and safety and to suggest ideas for the safety issues they wish their child to be introduced to.

INDUCTION AND TRAINING

All employees, paid or voluntary, read through this policy as part of their induction programme. All paid staff are required to complete a foundation health and safety course. The Managing directors ensure they are aware of current legislation and that relevant information is disseminated to the appropriate person. Additional training is provided for staff and volunteers as legislation changes.

ACCIDENTS

Prevention and Reporting

Maintenance of property and equipment to ensure personal safety is the overall responsibility of the managing directors. All employees, whether paid or voluntary, are responsible for the correct and safe use of all property and equipment in The Exwick Ark Ltd and for the reporting of any faults or hazards to the manager and or health and safety officer.

In the first instance every effort should be made to avoid an accident happening. The following list provides an indication of areas that require special attention:

- Beware of wet floors;
- Equipment should not be left turned on when unattended and in such a position as to cause others to trip over it;
- Doors and drawers should be closed when not in use;
- Equipment should be stored in a safe manner in cupboards;
- Filing cabinets should not be overloaded;
- Climbing onto chairs or desks is not permitted. Appropriate equipment should be used to reach high levels;
- Step-ladders must be properly adjusted and secured. If more than the three lower steps are to be used it needs to be supported by a second person;
- Correct methods must be employed when lifting or moving heavy objects;
- Working areas must be kept tidy and clear of obstruction;
- Fire doors must not be wedged open.
- Large equipment is set out and put away whilst children are in a separate area of the premises.
- All equipment used is non toxic, sturdy, well made and displays the EEC standard kite mark.

This list is not exhaustive!



Accident Records

All accidents resulting in personal injury must be recorded on the relevant accident form, signed and stored in the accident folder. For children this is an online system on Family.

Our health and safety officers are responsible for regularly checking the accident records to aid risk assessment. Any area of concern identified from the accident logs leads to an immediate review of procedures. Any procedure is changed immediately a weakness is identified. Our health and safety officers writes a termly report to managing directors and staff on the number and type of accidents and any changes to the provision deemed necessary.

Risk Assessments.

A full risk assessment is completed each year by our health and safety officers and any necessary actions acted upon. This risk assessment is annually presented to staff. A daily risk assessment form (opening and closing checks) is completed each morning and evening. Any identified risks are rectified.

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Our Responsibilities Under RIDDOR

The managing directors will report certain incidents to the Health and Safety Executive online. They also have an Incident Contact Centre – telephone 03453009923. They will advise about the need to report specific incidents and about what records should be kept should keep.

Any of the following that happens will be reported to RIDDOR

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Any of the following which happens to a worker will be reported:

- A major injury - fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - o covers more than 10% of the body
 - o causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:



- leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hours
- A dangerous occurrence, which didn't but could have resulted in a reportable injury;
- An injury resulting in hospital admission.

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work:

These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

These incidents will also be reported to OFSTED.



COSHH

The Control of Substances Hazardous to Health Regulations

A list will be kept by the managing directors of all hazardous or potentially hazardous substances that are used in The Exwick Ark Ltd by employees, paid or voluntary or other users of our premises. A copy of this list will be kept at each setting.

In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.

Any person(s) using such chemicals must observe the following guidelines:

- All substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a secure place out of reach of children.
- All hazardous substances eg bleach, solvents, glues containing solvents are to be used with care;
- Always read the label before use and follow the manufacturer's instructions;
- Avoid inhalation, ingestion and skin contact of all chemical substances;
- Always wear the appropriate protective clothing eg gloves etc;
- Products must never be mixed as this could give rise to hazardous by-products eg bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic;
- Those using the substance must be familiar with the First Aid procedures to be used in the event of an accident.

In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.



CLEANLINESS OF PREMISES

The Exwick Ark Ltd recognises that it has a duty to set appropriate standards of cleanliness throughout its premises and to maintain these by:

- Investigating and acting upon any accidents/incidents that have occurred due to lack of cleanliness.
- Providing enough funding to achieve and maintain a good standard of cleanliness;
- Providing facilities for the safe and convenient storage of cleaning equipment and materials;
- Promoting good housekeeping practices amongst employees and other users of the premises.

All employees, whether paid or voluntary, have a responsibility to maintain a good standard of cleanliness by:

- Observing good personal and environmental hygiene practices;
- Carefully disposing of rubbish into appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned;
- Tidying up and putting away equipment and materials after use;
- Cleaning up spillages, debris, litter etc., as soon after the occurrence as possible;
- Reporting any shortfalls in standards to the appropriate person.



ELECTRICAL SAFETY

It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc, BEFORE using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No one should attempt to repair the equipment themselves.

The following list shows examples of electrical faults:

- Equipment not working;
- Loose wiring;
- Broken casing around wires or applications;
- Electrical arcing (sparks);
- Plugs becoming warm...etc.

All employees, whether paid or voluntary, have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, ie:

- Ensure that hands are dry before using an electrical appliance;
- Ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions;
- Leads should never be pulled to remove a plug or to lift or move an appliance;
- Switch off at the mains, unplug and put away all electrical equipment (where appropriate) when not in use;
- Sockets must not be overloaded by the use of adaptors (when in doubt err on the side of safety/seek qualified advice);
- If extension cables are used then these must be placed in such a way so not to cause a hazard to anybody else.

All electrical equipment will be checked by a trained PATer on a 3 yearly basis, or sooner if a fault is found.



ENVIRONMENT AND THE WORKPLACE

The Exwick Ark is legally obliged to maintain a safe and acceptable working environment in as far as is reasonable and practicable. Employees, paid or voluntary, have a responsibility to co-operate to maintain this environment.

Lighting

Must be suitable and sufficient in every part of the Provision through which people either pass or work. Doorways and potential hazards like steps must be well lit. Artificial lighting apparatus must be properly maintained and fluorescent lights must be flicker free.

Noise at work Regulations 1989

Apply to all workplaces requiring assessment of noise levels and the taking of appropriate preventative action where excessive.

Heating

The Provision must ensure that a reasonable temperature (not less than 16 centigrade) can be maintained in every room in which people are employed to work.

Ventilation

Must be effective and suitable to ensure circulation of adequate supplies of either fresh or artificially purified air.

VDUs

For safe operation the equipment needs to be properly installed and consideration given to the following points:

- Make sure that the screen is sharp, clean and individual characters can be easily read;
- The characters should not flicker or move;
- There should be no reflection on the screen;
- Ensure that there is adequate lighting to the desk surface adjacent to the machine;
- Ensure that the user's chair has an adjustable height and back support so that a proper sitting position can be maintained.



FIRE PRECAUTIONS

The Managing directors are responsible for ensuring that precautions are taken against fire through the routine maintenance of fire safety equipment, through reviewing and posting fire risk assessments and emergency fire procedures in buildings and educating employees, whether paid or voluntary, in safe practices. Fire drills will be held at least termly and these will be recorded in our fire safety handbook.

It is the duty of all employees, paid or voluntary, to co-operate in the implementation of this Policy and to report to the managing directors any instances where the property procedures are not being implemented eg wedging open of fire doors, escape routes obstructed by furniture or rubbish and the reporting of faulty electrical equipment.

We operate a Policy of No Smoking on all our sites. It is the responsibility of each individual smoker to ensure that they only smoke outside the premises. See smoke free policy for further details.

In the event of a fire:

Don't Panic – follow the Fire Procedure

Do not tackle the fire unless:

- You have been trained to do so;
- You feel able to do so;
- You do not put yourself at risk;
- The fire is small.

Remember the important thing is to save lives, not property.

Fire call points/alarms are tested weekly by health and safety officers (At Avanti this is carried out by the school Health and Safety Officer).

All fire equipment is checked every 6 months by a Fire Safety Company. Spot checks are completed by the fire brigade from time to time.



Principles of Safely Using Equipment in Catering Areas

- All electrical equipment must be switched off and the plug removed from the power source when it is being cleaned or not in use;
- All equipment must be used according to manufacturer's instructions;
- Doors and lids of equipment in use should fit securely;
- Hob burners, grills, ovens etc, must always be turned off when not in use;
- All cooking equipment should be checked when in use to ensure that it is functioning correctly. Any slight electrical shocks received from the equipment must be reported immediately;
- Cleaning chemicals should be used at the prescribed dilution rate.
- Hygiene issues to do with catering areas are detailed in the Safer Foods Better Business file.

LIFTING AND MANUAL HANDLING

The Exwick Ark Ltd has a moral and legal responsibility to its employees, paid or voluntary, to reduce the risk of work associated back problems and other lifting and carrying injuries.

It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person.

For general guidance, all employees may from time to time have to lift or handle some objects. Firstly consider whether it is necessary to lift the object, consider if there are any alternatives and if you are at all unsure do not attempt to lift. You are responsible for your own safety and for the safety of those you work with.

If you decide to proceed with the lifting activity the correct way to lift is as follows:

- Keep the back straight;
- Place the feet slightly apart;
- Bend the knees;
- Grip firmly (with palms not fingertips), then lift slowly holding the object as close to your body as possible;
- Do not twist the body during the lifting procedure.

Reviewing the Policy

The policy will be formally reviewed every year unless a change in legislation necessitates a shorter review period or there are changes in the activities, children or personnel at the Provision that require changes to be made.

Signed: