Homerton Early Years Centre

Health & Safety Policy

Health & Safety Policy Statement

The governors regard the promotion of Health and Safety at work, to be of the utmost importance for all personnel and children that attend, work in and visit Homerton Early Years Centre.

It is centre policy to ensure that every reasonable step be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This also includes children and visitors to the centre whether it is for pursuance of their employment or other activities.

This is approached by:

* Assessing and controlling risk as part of the day-to-day management of centre activity;
* Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently;
* Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the centre and during twilight or evening activities and
* Periodic review of the safety policy as centre activities and the associated risks change.

All personnel employed within the centre have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

* Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions;
* Reporting any incident to the Head of Centre or Office Manager, which has led, or could have led to damage or injury and filling in appropriate accident reporting forms online to LGSS;
* Assisting in any investigation with regards to accidents, dangerous occurrences or near misses.

In line with the Safety Organisation of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the centre.

**Safety Organisation**

# Objectives

The objectives of Homerton Early Years Centre Health & Safety Policy are:

* To promote high standards of safety, health & welfare in compliance with the Health and Safety at Work, Act 1974, other statutory instruments and approved codes of practice;
* To ensure that places and methods of work are safe and healthy through the arrangements set out in the Introduction and others which are adopted from time to time as appropriate to changing circumstances;
* To protect personnel, whether they be employees, children, members of the general public visiting the centre or contractors and their employees from any foreseeable hazards;
* To ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable;
* To ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare;
* To ensure that all risk assessements identify and address concerns regarding the health and safety of disabled children and adults;
* To ensure that awareness with regards to all aspects of safety is fostered by all personnel;
* To ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety and
* To ensure that full and effective consultation on all matters is encouraged.

## Responsibilities

Responsibilities of individuals within the centre are as follows:

* **Governors**

The ultimate responsibility for all aspects of Health and Safety at work within Homerton Early Years Centre rests with the governors through the safety organisation.

Homerton has two specific named Health and Safety Governors who do regular inspections and support in this area. The named governors are Mick Patel and Sam Garyali.

* **Head of Centre**

The Head of Centre is responsible for the effective implementation of the Safety Policy and encouraging staff, through regular monitoring, to implement health and safety arrangements

* **Property Manager and Caretaker**

The Property Manager and Caretaker are advisors to the Head of Centre on health, safety and welfare within Homerton Early Years Centre.

* **Teachers**

The responsibility of applying safety procedures on a day-to-day basis rests with all teachers. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and children under their control are instructed to their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.

* **All staff and children including Nest/Owlets**

All staff and children have a responsibility to ensure that they act with all reasonable care with regard to the Health and Safety of themselves, other members of the centre, contractors and members of the public. They are required to co-operate with line managers, safety representatives and the Property Manager and adhere to safety guidance given, in helping to maintain standards of health and safety within the centre.

* **Contractors**

It is the responsibility of contractors and their employees to read and comply with the centre Health and Safety Policy.

# Introduction

**The safety arrangements set out below are for the information, guidance and compliance of all personnel in Homerton Early Years Centre.**

**Health and Safety are integral parts of management**

They are key considerations, which should under-pin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of the Head of Centre to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. Risk assessments will be reviewed at least annually or when a risk is identified.

These can be summarised as:

* Providing and maintaining safe equipment and safe systems of work;
* Making arrangements to ensure the safe use, handling, storage and transport of materials, medicines, substances and other articles;
* Providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety;
* Induction procedures for all new staff in health and safety;
* Providing safe places of work with safe access to and egress from them
* Providing a safe and healthy working environment and
* Providing a system for rapidly identifying and remedying hazards.

More specific arrangements are set out below and which will be supplemented from time to time as necessary to address new risks in the form of appendices.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their Head of Centre.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Annual and termly checks will be performed by the Caretaker and Office Manager and appointed governor and reported back to the governing body.

This policy should be read in conjunction with relevant government guidelines re Covid- 19.

See also – First Aid Procedures and Practice

Security Procedures and Practice

Lone Working

Medicine Policy

Fire Policy

Critical Incident Policy

Sickness Policy

Covid Risk assessment if applicable

Signed by Head of Centre....Alex Pearson.......................................................

Signed by Chair of Governors....Ken Ong..................................................