

Health & Safety Policy and Arrangements

Purpose

- To ensure that all children and visitors are safe.

Responsibility

- Management Committee to ensure adequate resources are available to implement.
- Ensure that the policy is implemented fully and communicated to all staff.
- Liaise with safety advisor and other external agencies.
- Involve all staff in Health and Safety consultations.

Procedure

Children

- Ensure that they are always supervised.
- Ensure that they are within sight of adults.
- Ensure that children do not have access to the kitchen, cupboards and other storage areas.
- Ensure that at least two adults are available when children are on the premises.
- Ensure that the correct staffing ratio is always available.
- Ensure that visits are planned and appropriate procedures followed.
- Ensure that activities such as cooking and other energetic plays are closely supervised.
- Ensure that children who are sleeping are regularly checked.
- Ensure that age appropriate toys are given to children.

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Accident

- Ensure all near miss accident is also recorded.
- ***In case of minor accident not requiring hospitalisation:***
 - Administer first aid.
 - Allow child to continue at the School under observation.
 - Record the event in the accident book.
 - Inform the parent or guardian when the child is picked up.
- ***In case of accident requiring hospitalisation:***
 - Administer first aid to stabilise the situation.
 - Take the child to the hospital if he/she can be transported safely with another member of staff.
 - If the child cannot be moved then call an ambulance. Ensure a member of staff goes with the ambulance to the hospital.
 - Other staff at the school shall telephone the parent/guardian to meet up at the hospital.
 - Inform the following: Member of the committee, Safety Advisor, Insurance Company.
 - Complete the accident book.

Arrival and Departure

- Staff shall be available in the reception area at arrival and departure times.
- Only parents or guardians shall be allowed to pick up the children.
- No child shall be allowed out by themselves.
- If parents or guardians wish their child to be picked up by any

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other adult then they must inform the school staff.

- Children shall not be released into the care of minors.
- Ensure that all staff are aware of who is authorised to pick up which children.

Safety Checks

- Ensure that the premises indoor and outdoor are checked at the start of the session.
- Ensure that all glass at lower level is safety rated.
- Ensure that the outdoor play area is fenced off and children cannot wonder off.
- Ensure that safety checks are made to toys and equipment.
- Ensure that repair and maintenance is carried out as required. Items beyond economical repair are disposed off.
- Ensure that large equipment is erected properly and regularly checked.
- Ensure that premises are checked prior to locking up.

Fire

- Ensure that all fire doors are kept closed and unobstructed.
- Ensure that heaters and other heat sources are adequately guarded.
- Ensure that adults do not walk around with hot drinks.
- Ensure that a fire drill is held at least once a term.
- Ensure that a list of all children, staff and visitors is available in case of emergency.
- Ensure that the no smoking policy is adhered to.
- Ensure that fire extinguishers are serviced annually.

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First Aid

- Ensure that a qualified first aider is available at all times.
- Ensure that a fully stocked first aid box is available at all times.

Substances

- Ensure that all dangerous material, medicines; cleaning materials and so on are stored out of reach of children.

Electrical Safety

- Only competent personnel shall carry out electrical work.
- All appliances shall be tested.
- Ensure that the following assessments are in place, communicated to all adults, and shall be reviewed annually:
 - COSHH (control of substances hazardous to health).
 - Manual Handling Assessment.
 - Work Equipment Assessment.
 - General Risk Assessment.

Training

- Ensure that all the staff are familiar with this policy.
- Ensure that induction training is carried out for all staff.
- Ensure that staff are capable of using fire extinguishers.

Documentation

- Accident record book.
- Near miss report.

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- COSHH (Control of Substances Hazardous to Health).
- Manual Handling Assessments.
- Work Equipment (PUWER) Assessment.
- General Risk Assessment.
- Induction Training.

Reviewed: September 2016

Next Review: September 2017