

FIRST STEPS (BATH)
HEALTH AND SAFETY POLICY

Section 1

Policy Statement

First Steps (Bath) regards the promotion of health and safety matters as the responsibility of all that work in our organisation. It is our policy to take all such steps as are reasonably practicable and appropriate to meet our responsibility for providing a safe and healthy environment for staff, parents and children, and to extend such protection to visitors to our premises.

The Trustees and Senior Management Team of First Steps (Bath) recognise their responsibility, so far as is reasonably practicable, to ensure:

- the provision and maintenance of a safe and healthy working environment for all other staff, parents, children, and visitors to our premises.

- the development and maintenance of sound health, safety and welfare practices.

- consultation with competent people to assess risks and advise on adequate control measures and other health and safety issues.

- adequate information, instruction, training and supervision to enable all staff, parents, children and visitors to work safely.

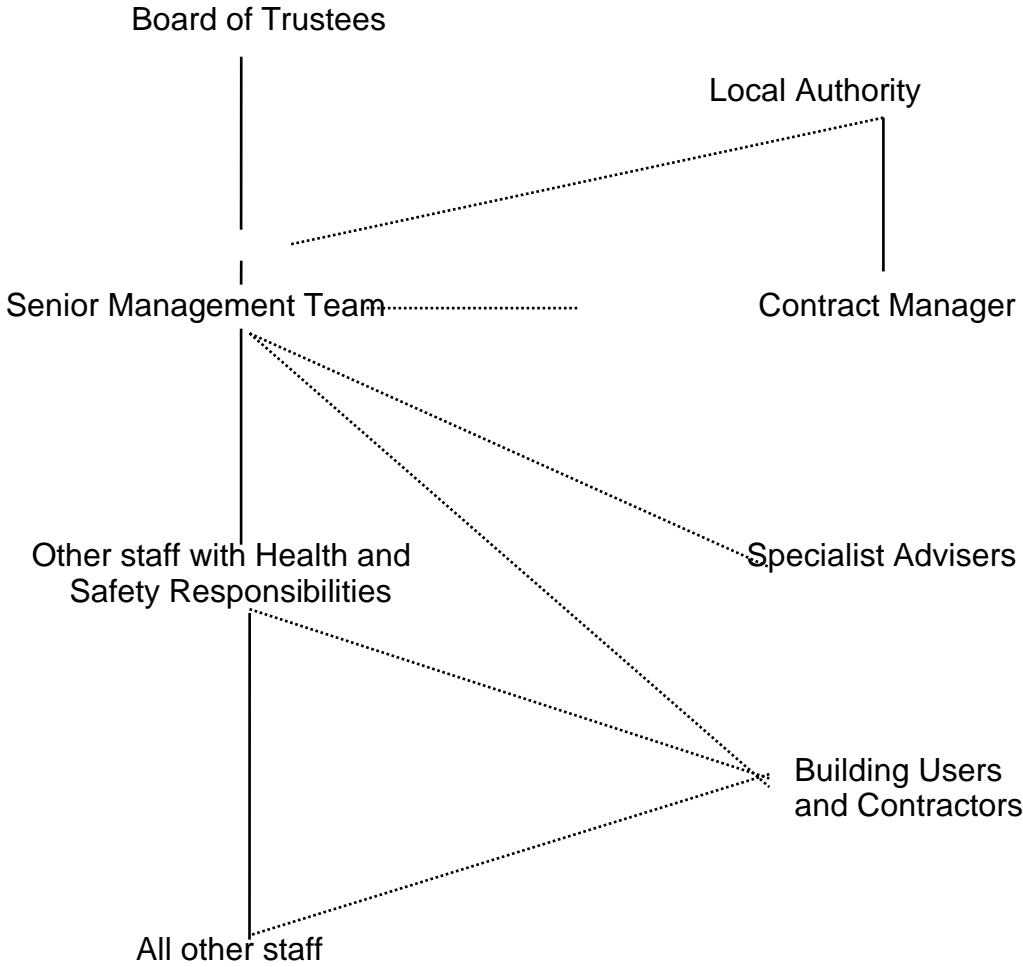
- consultation with staff on health and safety issues.

- the allocation of resources to fulfil the above objectives.

To this end, First Steps (Bath) endeavours to apply and enforce all current legal requirements together with other appropriate safety measures were reasonably practicable. This practice will be continued in the case of future legislation.

Staff are expected to co-operate with the Senior Management Team in all measures taken to fulfil statutory health and safety duties and to protect the health, safety and welfare of staff, children, parents, and visitors.

Organisation for Health and Safety in First Steps (Bath)



— Line Management
- - - Advice / Liaison

Section 2

Organisation for Health and Safety

2.1 Responsibilities of the Board of Trustees of First Steps (Bath)

The Board of Trustees has overall responsibility for health and safety within First Steps (Bath). They ensure that provision is made for adequate and appropriate equipment, facilities, and personnel to ensure all employees, children, parents and visitors receive immediate attention if they are injured or taken ill at work.

Specifically, the Board of Trustees will:

- determine and implement the strategies to meet the objectives and standards.
- allocate funding for health and safety purposes.
- receive information on health and safety performance within quarterly performance reports.
- receive and review an annual health and safety audit/risk assessment
- ensure that this Health and Safety Policy is implemented and updated as required; and
- ensure arrangements are made to plan, organise, control, monitor and review, protective and preventative measures in the light of risk assessments.

2.2 Responsibilities of the Chief Executive

The CE is responsible to the Board of Trustees for the health safety and welfare of staff, children, parents, and visitors within First Steps' premises.

While the CE will delegate some tasks to designated individuals, s/he retains overall responsibility and remains specifically responsible for ensuring that:

- all members of staff, children, parents and so far, as is reasonably practicable, visitors to the Centre, are aware of their general and specific health and safety responsibilities as set out in the Policy.
- the Board of Trustees and nominated advisors within the Local Authority and Early Years Service are kept informed on health and safety performance of the Centres.
- the risks to which staff, children, parents, and visitors are exposed at First Steps (Bath)'s premises are assessed, recorded and reduced to the lowest level reasonably practicable; and updated as necessary.
- regular inspections of premises, plant and equipment are undertaken.
- suitable information, instruction and training is given to all staff.
- health and safety problems are dealt with promptly and appropriately or referred to specialist advisors as appropriate.
- the work of contractors on First Steps' premises is monitored, where this affects the safety of staff, children, parents or visitors.

- all serious accidents are investigated to discover their cause and prevent reoccurrence.
- accidents are reported and accident records maintained.
- appropriate First Aid facilities and First Aid trained staff are available.

- appropriate arrangements are made to evacuate the premises in an emergency and that regular fire drills are held; and
- the appropriate structures exist and operate for consultation with staff and the resolution of health, safety and welfare issues.

2.3 Responsibilities of Senior Managers and Co-ordinators

Senior Managers or other Co-ordinators are responsible to the CE for the day-to-day management of health and safety in their areas of service/responsibility.

They must ensure, as far as is reasonably practicable, that:

- an organisational risk assessment is completed and shared with staff
- a safe working environment is provided for staff, children, parents and visitors.
- designated staff have received appropriate training.
- the CE is informed of any health and safety problems that they are unable to resolve.
- safe working arrangements are specified for each work area within the organisation risk assessment under their control and that all staff, children, parents, and visitors working there are informed of these and adhere to them.
- all equipment is selected regarding working conditions and its suitability both for its use and the users.
- all equipment and tools meet statutory requirements and are properly checked and maintained.
- a risk assessment is carried out before every off-site trip.
- all accidents that have taken place are reviewed, both immediately after the event and collated annually as part of the review of risk assessments.

2.4 Responsibilities of Staff - procedures

Staff have the responsibility, to familiarise themselves with the following procedures and bring them to the attention of children, parents, and visitors:

- i. Fire Evacuation Procedures and Serious Incident Procedures
- ii. Accident Procedures.
- iii. Safe working practices.

All children and families will be instructed in the safe working practices and the specific risks associated with their task at the outset, such as those involving tools, machinery or hazardous substances.

- iv. External visits.

Staff are responsible for supervising groups of children whilst they are away from First Steps' premises on external visits, and for ensuring that children, parents and visitors are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment. See also the risk assessment completed by the manager prior to each trip.

2.5 General Responsibilities of all Staff

Under the Health and Safety at Work Act 1974, all employees have a duty to take reasonable care for their own safety and for the safety of others, which may foreseeably be affected by their acts and omissions at work.

They also have a duty to co-operate with the Senior Management Team in all measures taken to fulfil statutory health and safety duties and to protect the safety of staff, children, parents and visitors.

Whilst recognising management responsibilities regarding health and safety at work, First Steps (Bath) expects all staff to set an example in safe behaviour by:

- ensuring staff, children, parents and visitors follow safe procedures, outlined in the organisation risk assessment.
- ensuring that protective equipment is used correctly by staff, children, parents and visitors when needed.
- bringing safety problems to the attention of their Senior Manager
- reporting all accidents and dangerous occurrences.
- checking that all rooms/work areas are safe; and
- checking that equipment is safe and properly maintained before and after use.

2.6 Responsibilities of First Aid Appointed Persons

In the event of an accident the Appointed Person is required to take charge of the situation and summon medical assistance if necessary. Appointed Persons should assist casualties when requested and keep a record of treatment or advice given and ensure that an accident form has been completed where appropriate. All Appointed Persons will receive Emergency First Aid training. The Appointed Person must ensure that the First Aid Box is correctly always stocked.

2.7 Responsibilities the COSHH Co-ordinator

The COSHH Co-ordinator will:

- maintain an inventory of substances covered by the COSHH Regulations.
- carry out a risk assessment on the use of substances used or generated.
- determine control measures required.
- notify staff and Contractors who use or encounter the substances of control measures.
- keep the assessments under review.

2.8 Responsibilities of children, parents and visitors

All children, parents and visitors are expected to always behave in a manner that places neither themselves nor others needlessly at risk.

Staff Holding Responsibilities for Health and Safety

Responsible Position	Post/ Role
Governing body with overall responsibility for health and safety	Chair of the Board of Trustees
Manager with overall responsibility for health and safety	CE
Managers with responsibility within their service areas	Senior Managers
COSHH Co-ordinator	Finance and Administration Manager
Premises Supervisor 1. Twerton Centre: Nursery areas and playground 2. Twerton Centre: Reception area, first floor and other external areas 3. Moorlands Centre 4. BOP Centre	1. Lead Practitioner 2. Service Administrator 3. Lead Practitioner 4. <u>Lead Senior Practitioner</u>
Caretaker	Caretaker
Appointed Persons & Co-ordinators:	
Twerton Children's Centre, Nursery areas and playground	
First Aid – Appointed Person	Children's Services Manager and Lead practitioner (Twerton)
Health and Safety Co-ordinator	Children's Services Manager and Lead practitioner (Twerton)
Fire Co-ordinator	Children's Services Manager and Lead practitioner (Twerton)
Twerton Community Nursery and Early Years Centre, Reception area, first floor & other external areas	
First Aid – Appointed Person	Service Manager
Health and Safety Co-ordinator	Service Manager
Fire Co-ordinator	Service Manager & Lead Practitioners
Moorlands Children's Centre	
First Aid - Appointed Person	Service Manager (Moorlands)
Health and Safety Co-ordinator	Senior Practitioner (Moorlands)
Fire Co-ordinator	Service Manager & Lead Practitioners
Bath Opportunity Pre-School BOP	
First Aid – Appointed Person	BOP Manager
Health and Safety Co-ordinator	Lead Practitioner
Fire Co-ordinator	BOP Manager & Lead Practitioners

For health and safety advice senior managers may contact the B&NES Health and Safety Advisors for Children's Services on 01225 395115

For processes, please refer to P:\POLICIES & PROCEDURES\Processes\Health & Safety/1 HEALTH & SAFETY PROCEDURE with 5 appendices.

Procedure 2i Appendix 3 Health & Safety checklist & procedures

Procedure 2i Appendix 1 Fire and Emergency evacuation

Procedure 2i Appendix 2 Serious incident procedure

Reviewed by SMT and Trustees February 2018

Reviewed by SMT October 2018

Reviewed by SMT February 2019

Reviewed by SMT March 2020

Reviewed by SMT February 2021

Reviewed by SMT February 2023

Reviewed by SMT February 2024