

## **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 who 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.

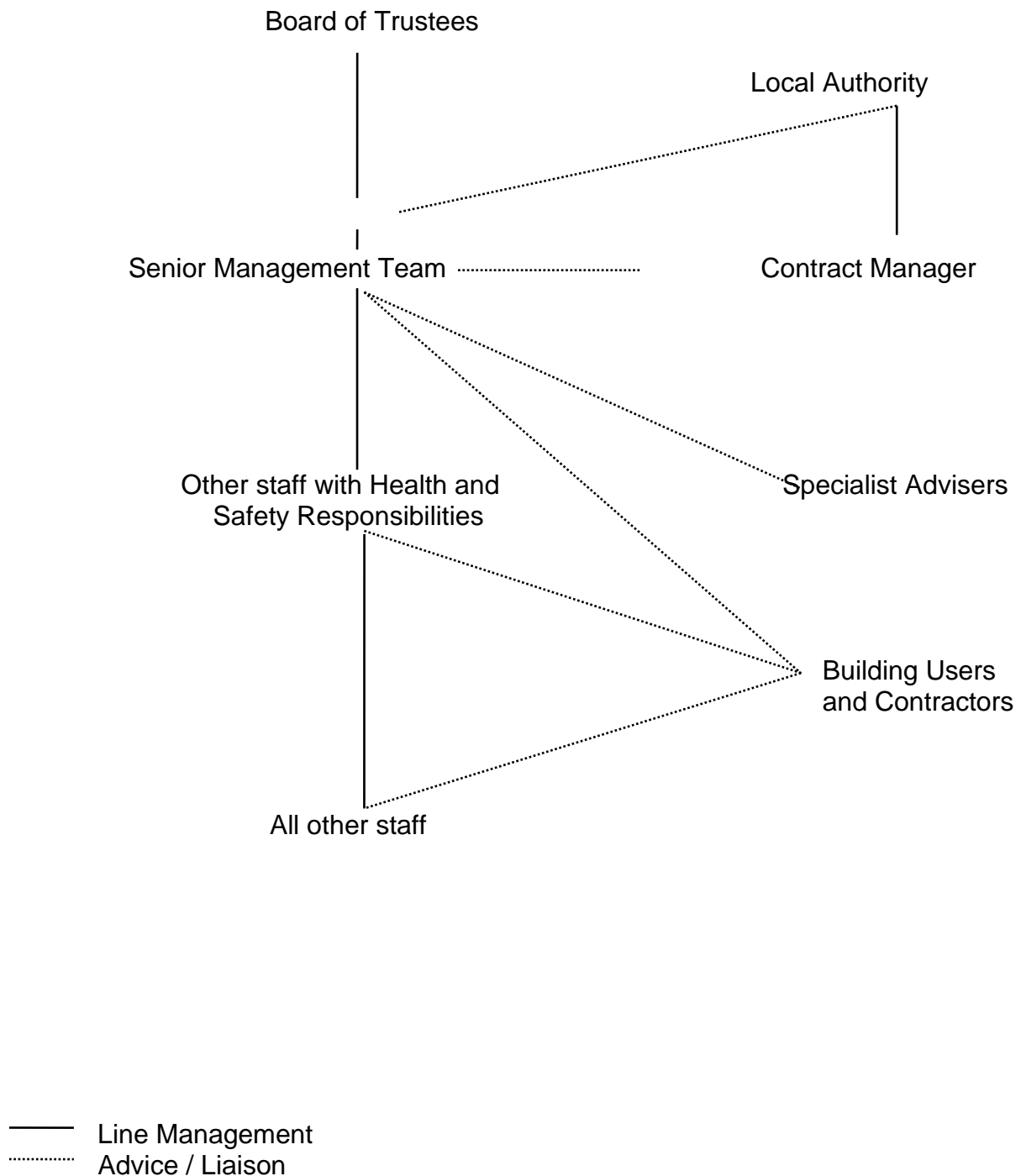
- consultation with staff on health and safety issues.

- 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 where 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)



## **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 the 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 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 is under their control and 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:

- Fire Evacuation Procedures and Serious Incident Procedures
- Accident Procedures.
- 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.

- 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 of safe behaviour by:

- ensuring staff, children, parents, and visitors follow safe procedures, outlined in the organisation's 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 staff deemed competent and responsible to be included in ratios will have completed a valid and current paediatric first aid qualification. 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
<b>Governing body with overall responsibility for health and safety</b>	Chair of the Board of Trustees
<b>Manager with overall responsibility for health and safety</b>	CE
<b>Managers with responsibility within their service areas</b>	Senior Managers
<b>COSHH Co-ordinator</b>	Finance and Administration Manager
<b>Premises Supervisor</b> 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 Practitioner</u>
<b>Caretaker</b>	Caretaker
<b>Appointed Persons &amp; Co-ordinators:</b>	
<b>Twerton Children's Centre, Nursery areas and playground</b>	
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)
<b>Twerton Community Nursery and Early Years Centre, Reception area, first floor &amp; other external areas</b>	
First Aid – Appointed Person	Service Manager
Health and Safety Co-ordinator	Service Manager
Fire Co-ordinator	Service Manager & Lead Practitioners
<b>Moorlands Children's Centre</b>	
First Aid - Appointed Person	Service Manager (Moorlands)
Health and Safety Co-ordinator	Senior Practitioner (Moorlands)
Fire Co-ordinator	Service Manager & Lead Practitioners
<b>Bath Opportunity Pre-School BOP</b>	
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

Reviewed by SMT February 2025

## First Steps (Bath)

### Emergency Evacuation and External Incident Process.

#### Introduction:

These processes are in place to ensure the safety of children, parents and carers, staff, and visitors in the event of an internal incident such as a fire where there is a need to evacuate the building and in the event of an external emergency such as a dangerous intruder where there is a need to remain indoors. The risk of these situations has been assessed and reasonable precautions taken to minimise risk as far as practicably possible.

#### Emergency Evacuation:

In the event of an internal incident, such as a fire, the alarm will be raised, and each service will follow the emergency evacuation process for their service. In the absence of the Service Manager a Senior Practitioner will take responsibility for ensuring that all children, staff and visiting adults have left the building and that the sign-in, emergency contact sheets and mobile phone are taken out to the agreed muster/assembly points.

See appendix a, Emergency Evacuation for Twerton; b, Emergency Evacuation for Moorlands and c, Emergency Evacuation for BOP, Broadlands School.

#### External Incident Process:

This process will be put into place as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the building.

The following situations may be classed as an external incident.

- A reported incident or disturbance in the local community (with the potential to cause a risk to children)
- An intruder onsite (with the potential to pose a risk to children and adults in the building.
- A warning being received regarding an environmental risk locally e.g. air pollution.
- A major fire causing air pollution in the vicinity of the building.

In these instances, a lockdown process will be put into place. The exact process will be outlined for each service.

See Appendix 2a, Emergency Evacuation for Twerton; 2b, Emergency Evacuation for Moorlands and 2c, Emergency Evacuation for BOP, Broadlands School.

A 'lockdown' of a building or building's is an emergency procedure to secure and protect occupants near an immediate threat.

By controlling movement in an area, emergency services can contain and handle the situation more effectively.

Notification of a lockdown situation is likely to arise through a call from the emergency services or internally from staff who have recognised a serious danger.

If an incident happens the setting manager or senior practitioner in charge must act quickly to assess the likelihood of immediate danger. If the assumption is made that it is safer to stay put the setting will be placed into lockdown until the emergency services arrive.



On realising an external danger, the staff member concerned should inform all staff by using the phrase or use the buzzer.

### **“We are in Lock Down.”**

Ensuring everyone hears, including staff and children in outdoor learning spaces. Internal incident procedures and external incident procedures will be practised regularly in a way that does not cause alarm to children. Staff will discuss procedures within their team meetings and be assured that they have a process that works for their building layout.

The following message will be sent to parents.

*“Due to an incident, we have decided to secure the premises and stay put until we are given the ‘all clear.’ Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.”*

### **Upon alert to lockdown**

Stay calm.

Ensure staff and children stay in their designated areas. Stay in the room you are working in, secure all doors and windows and await further instructions.

Use room signing in sheets to undertake a head count. [L] [SEP]

Close curtains and blinds where possible. [L] [SEP]

Stay away from windows and doors. [L] [SEP]

Stay low and keep calm.

If possible, tune into a local TV or radio station for more information.

Do NOT make non-essential calls on mobile phones or landlines. [L] [SEP]

If the fire alarm is activated during lockdown, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area.

### **Be alert**

Do NOT open the door once it has been secured until officially advised ‘all clear’ or you are certain it is emergency services at the door.

Do NOT travel down long corridors. [L] [SEP]

Do NOT assemble in large open areas. [L] [SEP]

Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

### **Following the lockdown**

Co-operate with the emergency services to help in an orderly evacuation. [L] [SEP]

Ensure the Register and children’s details are available. [L] [SEP]

Be aware that staff or children who have witnessed an attack or incident will need to tell the police what they saw. [L] [SEP]

The police may require other individuals to remain available for questioning. [L] [SEP]

## **Managing parents** <sup>[L]</sup><sub>SEP</sub>

In the event of an incident, it is inevitable parents will want to come to the setting and collect their children immediately.

They must be discouraged from doing so until the emergency services give the all-clear.

Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.

It must be made clear to parents that you will be always acting on the advice of the emergency services. <sup>[L]</sup><sub>SEP</sub>

Concerning getting information to parents during 'lockdown,' use the existing systems in place for sending group messages, such as social media, text, and emails.

Discourage parents from ringing directly for further updates during 'lockdown;' it will be vitally important that phone lines remain clear.

## **Post LockDown.**

All the parents of children who are registered with the setting are to be contacted after the incident to inform them of the events that led to the situation and the thinking behind the actions taken. Support is offered to staff, children and parents where necessary.

Procedure 2i 2;

Appendix a. Moorlands emergency evacuation procedure

Appendix b. Twerton emergency evacuation procedure

Appendix c. BOP emergency evacuation procedure

Appendix d. Moorlands External incident procedure

Appendix e. Twerton External incident procedure

Appendix f. BOP External incident procedure