

HEALTH AND SAFETY POLICY 2009

Part of our Health and Safety Strategy (HS1, HS2, HS3 & HS4)

HS1-1 Important Information

- The named person with responsibility for Health and Safety is **Reverend Malcolm Rogers**.
- The Apple Trust believes that the most effective tool we have to raise Healthy and Safety Standards is COMMUNICATION.
- Health and Safety records and certificates are kept in files located in the Office (NNI Building). These include Fire and Electrical Safety Certificates, COSSH Assessments and our own Risk Assessment Forms.
- All Fire Extinguishers are maintained under contract by Celtic Fire Ltd.
- The Fire Alarm is tested regularly and maintained by HE Simm (707 3222) Site code H262
- Public Liability Insurance is by Royal and Sun Alliance. Current certificates are displayed on the main noticeboards around the setting and also in the Office. This is renewed annually on April 1st.
- For the purposes of security and safety, The Apple Trust operates a CCTV system and stores images in a way that complies with the Data Protection Act 2006.
- Health and Safety is an agenda item at every trustees meeting.

HS1-2 Emergency Evacuation Policy

In the case of any emergency requiring the evacuation of the building the following fire procedure will take place:-

Emergency Evacuation / Fire Evacuation Procedure

If you discover a fire:

1. Raise the alarm - using Break-glass alarms situated on all fire routes.
2. Staff should proceed to evacuate the building by the nearest fire exit and proceed to the fire assembly point*
3. Senior room staff will bring registers with them to assembly point.

Fire / Emergency Marshall

The Fire Marshall will be the senior member of staff on duty.

Taking extreme caution, the Fire Marshall will check that all areas are clear of children, staff & visitors before leaving and proceeding to the assembly point. They will bring with them the visitors record from the foyer and site plan.

The Fire Marshall will call the fire brigade using **999** unless it is clear that the alarm that has been raised is a false alarm.

Fighting Fire

Our priority is always to evacuate the building **ONLY IF IT IS ESSENTIAL TO DO SO ATTEMPT TO PUT OUT THE FIRE USING THE FIRE EXTINGUISHERS PROVIDED. WHEN IN DOUBT – GET OUT!**

Assembly Point Procedure

The Fire Marshall will ensure that all children, staff, students and visitors are at the assembly point have been evacuated.

Any missing persons should be reported to the Fire Brigade **IMMEDIATELY** upon their arrival.

Location of Fire Assembly Points

NNI Building -

Corner of Car Park

Community Centre Building -

Pavement along Ellis Ashton Street, between school fence and safety barriers.

Community Centre Specific Instructions

Due to the construction of the community centre, safe evacuation can only take place if the Fire Marshall works in partnership with other senior personnel.

Other groups using the building

The Senior member of staff in charge of these groups must be familiar with our evacuation procedures and policies, and will take responsibility for the evacuation of the area they are using. They will bring their attendance sheet (blank copies are available from the office if required) and liaise with the fire marshall to ensure all persons have been evacuated.

Staff Room

Due to the location of the staff room in the community centre, it would be potentially dangerous and impractical for the Fire Marshall to physically check this area has been evacuated. Staff in this area should check that there is no one in the bathroom area and proceed to evacuate, notifying the Fire Marshall that the area is clear.

Staff in other areas when a fire alarm sounds

Staff would proceed to evacuate to the Fire Assembly Point and liaise with the Fire Marshall, indicating that the area they have left is clear.

THE FIRE BRIGADE WILL BE NOTIFIED BY THE FIRE MARSHALL OF ANY PERSONS (CHILDREN, STAFF OR VISITORS) UNACCOUNTED FOR BY THE FIRE MARSHALL AT THE ASSEMBLY POINT.

HS1-3 Promoting Good Health

It is The Apple Trust's policy to encourage and promote good health and hygiene for all the children in our care. This includes monitoring the children for signs and symptoms of communicable diseases such as chickenpox, measles, mumps, rubella, meningitis, hepatitis, diarrhoea, vomiting and fevers.

With the welfare of the sick child in mind and in the interests of the remaining children at The Apple Trust, if in the opinion of the staff a child is ill, then the parent/carer will be contacted and requested to collect him/her as soon as possible.

The Duty Manager must be convinced that the child has returned to good health before re-admitting them (see reference in HS3 regarding communicable diseases).

In the case of a serious accident or illness occurring then the parent/carer will be contacted immediately along with the medical professional and the appropriate action taken. In the unlikely event of the parent not being available a member of staff will if necessary take the child to hospital along with all relevant details.

HS1-4 Procedures to be followed in the event of Major Accident

At all times the staff *must* wear protective gloves.

- 1 The Duty Manager will assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for the parent/main carer to come.
 - a) If the child needs to go straight to hospital an ambulance will be called. Then the parent/ carer will be contacted and arrangements will be made to meet the parent/ carer at the hospital. A member of staff will accompany the child to the hospital, but will not sign for any treatment to be carried out.
 - b) If the child can wait for the parent/ carer to come, then the parent/ carer will be contacted and the child will be made as comfortable as possible and a member of staff will stay with then until the parent/ carer arrives. It will then be for the parent/ carer to decide whether to go to the hospital or not.
- 2 A report of the accident will then be recorded in the accident log. OFSTED and local Child Protection Agencies will also be notified of any serious accident or injury to, or serious illness of, or the death of any child whilst in our care (and act on any advice given). The HSE will be notified as required by law should any serious accident involve a visitor or member of staff.

HS1-5 Procedures to be followed in the event of Minor Accident

At all times the staff *must* wear protective gloves.

- 1 The injury is assessed by a staff member and the injury is then treated.
- 2 The child is then resettled and observed.
- 3 The incident is recorded in the accident book to be signed by parent, and the duty manager informed.
4. The accident book is checked by a Duty Manager on a regular basis to check for patterns.

HS1-6 First Aid and First Aiders

The Apple Trust will provide opportunities for staff to train in paediatric first aid. There is always a first aider available on the premises at all times.

A list of current first aiders is displayed in the kitchen of the community centre and in the office of the Neighbourhood Nursery Building.

First aid boxes will be maintained on both sites. For information on their contents please see relevant section in HS3

HS1-7 Pets and other livestock on site

Due to the risk of allergic reaction or injury, our general policy is that animals are not allowed on site at any time. Guide Dogs are permitted but not in areas where children play.

On rare occasions, it may be desirable to have animals brought on site to enrich the children's experience, however, before such activity would be permitted, a full risk assessment would be undertaken.

HS1-8 No smoking policy

In accordance with the law, smoking is NOT permitted anywhere in or around The Apple Trust Buildings. This policy is in place at all times.

It is non-negotiable and anyone caught smoking will be asked to leave immediately (for staff members, this would be a gross disciplinary offence).

The Apple Trust will maintain no-smoking signs around the building particularly in the entrance area, and as required by law.

HS1-9 Uncollected Children Policy

If a child is left beyond the nursery closing time this procedure should be followed.

Two members of staff must remain on the premises.

One member of the staff should attempt to locate the child's parent/carer.

If the parent/carer is not contactable then emergency contacts should be phoned.

If all attempts to contact parent/carer or emergency contacts fail then the procedure should be repeated at ten-minute intervals.

The nursery manager should also be alerted.

During this time staff should be careful not to cause undue stress to the child.

When the parent/carer arrives staff will expect an explanation however, this should be dealt with in a courteous manner.

If after all reasonable attempts to contact parent/carers have failed then the nursery manager will contact the relevant social services departments.

The nursery must not release a child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name and address and a physical description of the unauthorised person and the manager should check this description before permitting the child to leave.

HS1-10 Lost Children Policy

In the unlikely event of a child becoming lost the following action should be taken.

Alert the member of staff in charge and duty manager who will make enquiries of relevant members of staff as to when the child was last seen and where.

Ensure the safety of other children, with regard to supervision and security.

Ensuring the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, garden and immediate vicinity.

If the child cannot be found within fifteen minutes then the police and parents must be informed by a senior member of staff.

Continue to search, opening up the area, keeping in touch by mobile phone if available.

When situation has been resolved members of staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.