



## Noah's Early Year's Centre

### Health and Safety Policy

**December 2017**

To be reviewed: December 2018

Chair of Noah's Early Years Centre

Name – Vanessa Gilbert

Phone/Email – [Gilbert.v@welearn365.com](mailto:Gilbert.v@welearn365.com) 01788 812324

Vice Chair of Noah's Early Year's Centre

Name - Selina Crinigian

Phone/Email – [Crinigan.S@welearn365.com](mailto:Crinigan.S@welearn365.com) 01788 812324

I declare that I have read the Health and Safety Policy, understand the policy and undertake to work in accordance with it.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

#### **1. Introduction**

This policy has been written in accordance with the Health and Safety at Work Act 1974, and reflects the importance that the charity places on health and safety. Noah's aims to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of everyone using our service. The procedures and arrangements set out in this policy have been put in place to assist the charity and those that access its services. Our key aims are to:

- a) Establish and maintain a safe and healthy environment throughout our centres;
- b) Establish and maintain safe working procedures among staff and volunteers;
- c) Arrange and promote safe working practices to eliminate or reduce the risk when handling, storing, lifting or transporting charity equipment at centres and between locations;

- d) Ensure there is sufficient information, instruction and supervision to enable all people: staff; volunteers; and service users, to avoid hazards and to contribute positively to their own health and safety (including opportunities for appropriate training);
- e) Maintain a safe and healthy place of work, with safe access to and from our centres;
- f) Formulate procedures to be used if there is a fire or other emergency services are required to attend our centres, including an evacuation plan;
- g) Set out procedures to be used if there is an accident, so the system records and reports any potential hazards or occurrences that have happened or were near misses;
- h) Provide and maintain adequate welfare facilities; and,
- i) Recognise that our employees have the right to trade union representation and involvement.

## **Review and Management of the Policy**

A copy of this policy will be kept in the Noah's health and safety file, which is stored in the Noah Centre (Brooke). This policy will be reviewed annually. Any personal or confidential material relating to health and safety will be stored securely by the Chair of Trustees (Vanessa Gilbert).

### **1. Responsibilities of the Trustees**

The Chair of the Trustees will be the lead on this policy and it will be the responsibilities of the trustees to ensure that regular updates regarding health and safety matters are reported and reviewed every three months. They will ensure that:

- a) Noah's centres are implementing this policy and following health and safety legislation;
- b) Ensuring that adequate resources and a contingency budget are made available to cater for the needs of safety, health and welfare;
- c) Recording and reporting systems are in place and being followed;
- d) Any training needs of staff/trustees are addressed;
- e) Ensure that safety standards for purchased goods and equipment are met;
- f) Ensure that job descriptions of Noah's new staff include general and specific responsibilities relating to health and safety;

- g) Ensure that procedures exist for checking that items offered for sale by Noah's are safe; and,
- h) Check that volunteers are adequately briefed on health and safety matters and know how to report concerns.

## **2. Responsibilities of Noah's staff**

- a) To follow the aims and objectives of this policy and recognise their duties whilst working for Noah's;
- b) To take reasonable care for the health and safety of herself/himself and of any other persons who may be affected by her/his acts or omissions whilst working;
- c) To comply with directions taken from the trustees and to follow instructions that they are required by law to undertake, including co-operating with appointed safety representatives or enforcement officers as required;
- d) Observe standards of dress consistent with safety and/or hygiene;
- e) Keep good standards of hygiene and cleanliness;
- f) Know and apply the emergency procedures in respect of fire, bomb scare and first aid;
- g) Not willfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others;
- h) Report any hazard or malfunction in accordance with Noah's procedures;
- i) Conduct themselves in an orderly manner and refrain from any form of inappropriate behaviour;
- j) Use the provided safety equipment and/or protective clothing;
- k) Check toys and equipment used within the Noah's sessions are safe and maintained, disposing of any broken or unsafe material and/or reporting any defect that requires external intervention;
- l) Attending training courses to further the needs of health and safety as required; and,
- m) Report all accidents, assaults and "near misses" in accordance with the school procedures whether injury is sustained or not.

### **3. Responsibilities of Lead Health and Safety Coordinator**

Under the direction of the trustees, the lead coordinator is responsible for the detailed adoption of this policy and they shall:

- (a) Be directly responsible to the Chair of the trustees for the implementation of existing policies and safety measures, regulations and procedures within that department/area of work. They should follow the advice or instructions given by external agencies and the Chair, including the relevant parts of this statement.
- (b) Ensure that all persons reporting to them know, accept and discharge their responsibilities under Noah's Health and Safety policy.
- (c) Ensure that the areas for which they are responsible are maintained to high standards, carry out a regular safety inspection of the areas and activities for which they are responsible and, where necessary submit a report to the Chair/other named person.
- (d) Ensure that they draw the attention of the Chair of trustees to any breach of statutory regulations or procedures which cannot be dealt with.
- (e) Ensure that they report and investigate all accidents, assaults and near misses occurring within their areas of work.
- (f) Ensure that they make available in a safe condition all necessary plant, tools and equipment.
- (g) Ensure they maintain safe access to and from their places of work.
- (h) Ensure the necessary protective clothing or equipment is issued and used in their areas.
- (i) Ensure that so far as is reasonably practicable, no plant, equipment or process under their control pollutes the atmosphere.
- (j) Where necessary seek the appropriate Health and Safety advice.

- (k) Establish and maintain safe working procedures including arranging to ensure, as far as is reasonably practicable, the safety and absence of risks when using, handling, storing and transporting articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines).
- (l) Resolve, promptly, any health and safety problem referred to them by a member of staff or child and refer any of these problems, for which they cannot achieve a satisfactory solution within their resources, to the Chair.
- (m) Ensure, as far as is reasonably practicable, they provide sufficient information, instruction, training and supervision to enable other employees and children to avoid hazards and contribute positively to their own safety and health.
- (n) Recommend to the Chair safety procedures, practices and equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- (o) Ensure that all donated equipment is safe for use, if necessary seeking specialist advice.
- (p) Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

#### **4. Responsibilities of visitors/volunteers/hirers**

Regular visitors and other users of the premises will be required to observe the safety rules of Noah's Early Years Centre's. Staff will ensure that visitors are informed of health and safety matters which may affect them during their visit.

The Chair of trustees will arrange for volunteers and students on work experience to be informed of health and safety matters and fire procedures.

Groups of people who regularly hire the Noah's premises will be made aware of safety arrangements and they will be issued with the following documents:

- Noah's business hire requirements and procedures.

## **5. Safety**

Health and safety issues are discussed by the trustees. There is a named trustee for Health and Safety who liaises with the lead coordinator and the Chair on health and safety matters.

### **5.1 Accident reporting and monitoring procedures**

All serious accidents that occur on the site should be recorded on Noah's accident form and the details forwarded immediately or as soon as is possible following the instructions on the critical incident form. All minor accidents should be recorded in the minor accident book / safeguards system. Where necessary, parents / guardians or other persons should be notified of the accident.

If the Accident is serious the Chair of trustees should be made aware and immediate action taken to ensure the location of the accident is still safe to use. Necessary action should be taken, and where possible details recorded for an Accident Investigation. If members of the public are involved names and addresses should be taken (including any witnesses).

### **5.2 First Aid**

A member of the Noah's team will have a current paediatric first aid certificate to enable emergency first aid assistance in the first instance. Additional first aid cover or assistance can be called upon. Noah's named first aider is Heather Storey. A first aid kit is available for use at all Noah's Early Years Centre's and is locked away in the medical cabinet in Noah's room (Brooke). Staff will check and replenish stocks as required.

### **5.3. Smoking**

Noah's Early Years Centre's are no smoking sites.

#### **5.4 Stress/welfare of staff**

The trustees are aware of their responsibilities in encouraging staff to report welfare and stress related problems. In the first case the employee must refer to their direct line manager. In case of exceptional circumstances of confidentiality the Chair of trustees is the first port of call. In the first case management will suggest reasonable adjustments to support the member of staff. A referral to occupational health for further support and guidance can also be used. The expectation is that all expectant mothers will inform the Chair of trustees at the earliest possible time into the pregnancy.

#### **5.5 Fire evacuation**

Fire exits and evacuations plans are displayed on the window of the Noah's room (Brooke) and are displayed in all Noah's Early Years Centre's. This shows the nearest emergency exit, evacuation route and assembly point. Noah's staff will escort visitors/children to assembly points and be responsible for taking a register and notifying the site manager if any members of staff or visitors are unaccounted for. All Noah's Early Years Centre's have fire alarms and fire extinguishers available, but only trained staff can use the fire extinguishers.

#### **5.6 Electrical work and equipment**

Noah's policy is that any electrical equipment used must meet safety regulations and be in date. Any faulty electrical equipment must not be used and reported immediately.

#### **5.7 C.O.S.H.H (Control of substances hazardous to health)**

Any hazardous substances must be recorded as being in use and be kept locked away. Any accidents or spillages must be cleaned up immediately. Any accidents or near misses must be reported through the accident form.

#### **5.8 Risk Assessments**

Risk assessments are kept in a folder in Noah's room (Brooke School). Staff and volunteers have to be made aware and sign risk assessments before starting work so they are aware of the potential risks. The trustees are responsible for ensuring that the risk assessments are

adhered to and reviewed annually. All risk assessments must be signed off by the Chair of Trustees and trustees receive at least an electronic copy.

All expectant mothers are given the appropriate leaflet and work directly with their senior manager to complete the risk assessment. A copy of this is placed on the member of staff's personal file and is also given to the expectant mother.



**Appendix 1**

**NOAHS HEALTH AND SAFETY DEFECT REPORT FORM**

**NO.....**

|  |   |   |                                      |   |                                     |
|--|---|---|--------------------------------------|---|-------------------------------------|
| TYPE OF DEFECT                                       |   | EQUIPMENT <input type="checkbox"/>      |                                      | PREMISES <input type="checkbox"/>       |                                     |
| PROBABLE CAUSE                                       | 1.VANDALISM<br><input type="checkbox"/> | 2.BREAK-<br>IN <input type="checkbox"/> | 3. FAULT<br><input type="checkbox"/> | 4.WEAR&TEAR<br><input type="checkbox"/> | 5.OTHER<br><input type="checkbox"/> |
| DEGREE OF URGENCY                                    |   | 1.*** <input type="checkbox"/>          | 2.** <input type="checkbox"/>        | 3.* <input type="checkbox"/>            |                                     |
| ITEM INVOLVED:                                       |   |   |                                      |   |                                     |
| DEFECT:  |   |   |                                      |   |                                     |
| PERSON REPORTING DEFECT:                             |   |   |                                      |   |                                     |
| DATE DEFECT REPORTED:                                |   |   |                                      |   |                                     |
| ACTION TAKEN:  |   |   |                                      |   |                                     |
| PERSON TAKING ACTION:                                |   |   |                                      |   |                                     |
| DATE   |   |   |                                      |   |                                     |
| DATE DEFECT CORRECTED/EQUIPMENT TAKEN BACK INTO USE: |   |   |                                      |   |                                     |
| COMMENTS   |   |   |                                      |   |                                     |

**Appendix 2**

**NOAHS HEALTH AND SAFETY ACCIDENT/NEAR MISS FORM**

**NO.....**

|                    |                                    |                                   |                                |
|--------------------|------------------------------------|-----------------------------------|--------------------------------|
| ACCIDENT/NEAR MISS | EQUIPMENT <input type="checkbox"/> | PREMISES <input type="checkbox"/> | OTHER <input type="checkbox"/> |
|--------------------|------------------------------------|-----------------------------------|--------------------------------|

Name of Injured Person:

Date: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Name of staff member reporting accident/near miss:

Brief description of accident/incident, including place.

Witness name/role:

Action taken:

Name of first aider if required:

Parent/Carer comments:

Parent/Carer name:  
Date:  
Time: