

HEALTH AND SAFETY

1.0 POLICY STATEMENT

- 1.1 FSN seeks to provide a safe working environment and undertakes to conduct its operations in such a way as to ensure the health and safety of its employees, board members, volunteers, service users and all who visit its premises.
- 1.2 In order to create a safe environment, health and safety procedures will seek to:
 - a) comply with legislative guidance and where requirements are discretionary, balancing compliance with the best interests of service users and staff.
 - b) minimise risks, identify hazards and take steps to prevent serious accidents, the spread of illness or fires breaking out.
 - c) provide service users and staff and volunteers with clear guidelines if prevention measures fail and accidents, fires etc. do occur.
- 1.3 The Management of Health and Safety at Work Regulations 1999 – (and amendment October 2003) revokes the Health and Safety at Work Act 1974. (see also Amendment 2006), impose a duty upon every individual at work to:
 - a) Undertake an assessment of the risks to health and safety of their employees and others who may be affected by their work activity
 - b) take reasonable care for the health and safety of themselves and all other persons who may be affected by their acts or omission at work.
 - c) to adhere to the safety procedures laid down in this policy.
 - d) co-operate with their Employer, or anyone else concerned, so that their respective duties and obligations under the Act are performed and complied with.
 - e) to report all accidents, near misses and potential safety hazards to the Chief Executive.
- 1.4 It is an offence under the Act for a person to fail to discharge the above duties or intentionally or recklessly to interfere with, or misuse, anything provided in the interest of health, safety or welfare under the relevant statutory provisions.
- 1.5 Relevant Health and Safety Legislation (see Annex FSN.014L).

2.0 SAFETY CONSCIOUSNESS

- 2.1 FSN will develop a working environment in which the employer and each individual will adhere to safe working policies and procedures to maintain a safe working environment, and that there is an awareness of the vital importance of health and safety in the workplace. This will form part of the induction process for all staff and volunteers, appropriate training will be provided (Health and Safety, Food Hygiene, Manual Handling etc) and will include adhering to

appropriate health and safety protective clothing equipment for staff, volunteers and service users and following safe working policies and procedures.

Whilst at work, employees must take regular rest breaks when sitting for extended periods so as to ensure good body posture and general fatigue are well managed. As a guide a short rest break every hour should assist with managing such issues. Employees are also encouraged not to work for more than 5 consecutive hours without taking a meal break.

This needs to be recorded on each employees supervision and induction file. A summary of FSN's Health and Safety Policy will be appropriately displayed in each office and scheme (see Annex FSN.014T).

2.2 Accident Investigation

FSN will investigate any accident causing personal injury or property damage, to ascertain the causes of the accident or near miss and take steps to reduce or eliminate the possibility of such an accident recurring. (see Annex FSN.014A)

2.3 Accident Reporting (See Accidents, Incidents and Near Misses Policy (FSN.014A))

An accident record book will be kept at each place of work. All accidents and 'near misses' and dangerous occurrences should be recorded. One copy to be kept in project/setting central file, one copy to the parent/carer (if this involves children) or the person who has had the accident and the 3rd copy to be placed in the Child's individual file or staff personnel file. (see Annex FSN.014A.a). The accident should also be reported to the line manager as soon as possible. RIDDOR Regulations require that certain serious accidents in connection with a work activity must be reported to the environmental health department of the local authority as soon as possible on 0845 300 9923 (see HSE RIDDOR FSN.014A.b)

All childcare projects to monitor existing injuries on children attending settings on the Existing Injuries Form (Annex FSN.014A.f). A copy is to be handed to the parent/carer dropping off the child and a copy handed to the Line Manager to be placed in the child's personal file for monitoring purposes.

If a child bumps their head during a session parents/carers are to be called immediately and the accident explained. Upon collection parents/carers to receive a copy of the Accidents, Incidents and Near Misses Form (Annex FSN.014A.a) and a Head Injury Fact Sheet (Annex FSN.014.ic)

2.4 Buildings and Equipment

FSN will endeavour to ensure that all property for which it has responsibility will be maintained in a safe and clean condition, mindful of environmental sustainability (see Annex FSN.014B) and has implemented regular checks for asbestos control (see Annex FSN.014B.a and FSN.014B.b), Legionella Water Checks (See Annex FSN.014B.l) emergency lighting (see Annex FSN.014B.d), buildings health and safety checklists (see Annex FSN.014B.c and 014B.i), maintenance recording (see Annex FSN.014B.j), early years settings morning and evening checks (see Annex.014B.q and 014B.p), equipment, including toys (see Annex FSN.014B.n), use of ladders (see Annex FSN.014B.g) and workstations (see Annex FSN.014B.m) and these will be regularly serviced and safe working practices developed for their operation.

Where applicable outreach venue checks are undertaken (see Annexes FSN.014B.k).

2.5 Control of Infectious Diseases

The risks of spreading highly infectious diseases can be significantly reduced if standards for general and personal hygiene are high and projects are clean.

Staff and service users should follow FSN's guidelines on control of infectious diseases (See Annex FSN.014C).

2.6 Dangerous and Cleaning Substances

Where dangerous substances are stored a COSHH Risk Assessment will be undertaken which is appropriate in the situation. General guidelines will be issued to all catering and cleaning staff (see Dangerous and Cleaning Substances Annex

FSN.014D, COSHH Risk Assessment FSN.014D.a, Guide to COSHH FSN.014D.b and Working with Substances Hazardous to Health FSN.014D.c).

2.7 Driving at Work

FSN has a duty under the Health and Safety at Work Act 1974, to ensure that appropriate policy and procedures are in place re the safety of vehicles and drivers at work (see Annex FSN.014E).

2.8 Emergency Procedures

In the event of the need to evacuate the St. Nicholas, Robsack Centre or areas where sessions are running, clear lines of procedure are to be followed (see Annex FSN.014F and appropriate emergency planning sheets for each project).

2.9 Fire Prevention

FSN will take steps to minimise the chance of fire and adopt methods of fire control/evacuation to ensure the safety of all persons in the event of a fire (see FSN.014H).

FSN will ensure all service users and all staff are instructed so that they understand the fire precautions for their building and the action to be taken in the event of a fire, including the Buddy System and relative place of refuge (please see Annex FSN.014F.a) and the personal emergency evacuation plan procedure (see Annex FSN.014F.g)

St. Nicholas Centre, St. Leonards Children's Centre, Robsack Centre, St. Nick's Nursery, Greenway Nursery, Little Common Nursery and Silverdale Nursery will hold monthly fire drills to ensure that all groups/children using services during the opening times are drilled at least once annually.

All projects will ensure that all their groups are drilled at a minimum annually unless risk assessment identifies the need for additional fire drills. Fire drills and any issues raised will be recorded in the Fire Book held in reception.

FSN will investigate the circumstances of any fire on its premises and take steps to reduce or eliminate the possibility of a similar fire recurring.

Full fire risk assessments of St. Nicholas Centre, Robsack Centre, St. Leonards Children's Centre, St. Nick's Nursery, Greenway Nursery, Little Common Nursery and Silverdale Nursery will be undertaken and any points raised addressed immediately. (see Sample Fire Risk Assessment Annex FSN.014H.h), Call Point Tests (see Annex FSN.014H.b), Fire Door Checks (see Annex FSN.014H.d), Fire Drills/Tests (See FSN.014H.f) will be undertaken and recorded in the Fire Book held in reception

2.10 First Aid

Basic first aid equipment will be available at each office, each project and taken to outreach venues (see FSN.014I).

Key staff will be trained to administer first aid. FSN will encourage all employees to improve their knowledge of first aid and, where appropriate, to become trained in the application of first aid.

2.11 Food Safety

Guidelines and standards are set out in FSN's Food Safety Annex FSN.014J). Staff involved in the preparation of food will hold a Food Hygiene Certificate.

Early Years Food and Drink - FSN regards snack and meal times in our early year's settings as an important part of the setting's day. Eating represents a social time for children and adults and helps children to learn about healthy eating. See Annex FSN.014J.h

2.12 Garden Policy

FSN aims “to provide a well planned experience based on children's spontaneous play both indoors and outdoors, as an important way in which practitioners support young children to learn with enjoyment and challenge”. (source EYFS Practice Guidance [2007] page 6) See Annex FSN.0014A.s.

2.13 Health and Safety Audit

A health and safety audit will take place annually at each centre and at all projects (see Annex FSN.014K). This will be reported to the Board of Trustees.

2.14 Health and Safety Procedures for Service Users

All service users will be given information on good practice in health and safety as part of their induction (see Annex FSN.014M).

Lines of Communication

Each employee's main line of communication with FSN on health and safety measures is through their Line Manager.

2.15 Manual Handling

FSN will seek to provide training for staff who, as part of their post, are expected to move tools and equipment. Two people should always carry heavier items and staff should always bend their knees and lift with straight backs (see Annex FSN.014N).

2.16 Outside Contractors

Outside contractors employed to work in FSN's premises are required prior to commencing:

- (a) to verify their acceptance in full of their responsibilities under the Health and Safety at Work Act, 1974.
- (b) to be advised, and agree to abide by all permanent safety rules and instructions issued by FSN in relation to their premises, including fire procedures and
- (c) complete FSN's Application to Approved Contractors list form (FSN.005)
- (d) to agree to follow any instructions given by persons whose responsibility it is to enforce FSN's safety policy.
- (e) Complete FSN's Safety Method's Form as appropriate (FSN.005.d)

Contractors will be made aware of FSN's Asbestos Report and Findings, if appropriate, before any work is undertaken.

2.17 Prevention of Violence

FSN views violence towards staff and service users very seriously and has developed a policy for dealing with violence and risk of violence. (see Annex FSN.014O)

2.18 Protective Clothing

FSN will ensure that appropriate personal protective clothing (PPP) and/or equipment will be worn by staff, volunteers and service users. (See Annex FSN.014P)

2.19 Risk Assessment

Risk Assessment forms a key component of health and safety management. A comprehensive set of risk assessments will be carried out on all risks identified, with an ongoing programme of appraisal and review. There will be regular health and safety checks and inspections at all office premises, projects and outreach venues. Immediately a health and safety risk is identified when practices are audited for risk or through agreed programmes of health and safety, FSN's risk assessment procedures will be used (see Annex FSN.014Q).

2.20 Storage of Medicines and Drugs

FSN will normally expect service users to be responsible for their own medicines. Where this is not appropriate, staff will follow FSN's strict guidelines (see Annex FSN.014R). On occasion it may be necessary to store medicines

2.21 Sun Care

FSN encourage outdoor play to ensure children have access to a balanced curriculum in line with national regulations and standards. Children will be out in the fresh air as much as possible. (See Annex FSN.014S)

2.22 Tooth Brushing

To encourage and teach the children to brush their own teeth after meals, encouraging the dental health of pre school children. Children under the age of 7 need help to brush their teeth and gums. Avoiding sugary snacks and drinks between meals helps prevent tooth decay (source: Primary Care trust NHS Hastings & Rother). (See Annex FSN.014U)

2.23 FSN will provide consultation between management and employees by regular Staff and Project meetings.

2.24 Health and Safety training responsibility - Line Managers

3.0 RESPONSIBILITY FOR HEALTH AND SAFETY

The overall responsibilities assigned to individuals within the present structure are as follows:

FSN Board of Trustees	Overall responsibility for discharging health and safety requirements.
Chief Executive:	Responsible to the Board of Trustees and for ensuring the implementation of FSN's Health and Safety Policy.

4.0 DISPLAY OF NOTICES

Required Notices

Notices which must be displayed as a requirement of Acts or regulations are:

- a) a copy of the employers' liability insurance certificate (see Annex FSN.014G)
- b) if there are five or more employees, a copy of the "Summary Statement of Health and Safety" policy, dated and signed by a senior executive

- c) the health and safety law poster giving health and safety information to employees **

** The poster contains the details of the enforcement authority and the employment medical adviser for the area. These details have to be entered by employers on the poster. The poster is laminated and photocopies may not be used. Each FSN centre should have this poster on display)

- d) a fire action notice covering:
 - i) what to do when the alarm sounds; and
 - ii) what to do if a fire is discovered; and
- f) information outlining first-aid arrangements.