

Rainbow Early Years

Health and Safety policy (Adults)

Statement of intent

Rainbow Early Years (REY) believes that the health and safety of all users of our services is of paramount importance. We make our building and environment a safe and healthy place for children, parents, staff and volunteers.

Aim

We aim to make all users aware of health and safety issues and minimise hazards and risks.

Please note that this policy applies to all members of staff (including outside contractors), committee members, volunteers and all students who use our setting for work based experience (here after known as adults). A copy of this policy will be given to all those mentioned within the first day of working at REY as part of our induction procedure. All persons working with REY are expected to abide by this policy, failure to do so could result in disciplinary action and/or dismissal.

Methods

Legal duty - Employer

- As the Employer, REY will ensure, as far as reasonably practical, the health, safety and welfare of all adults who are employed, or volunteer, to work for them.
- There will be a named person within the Staff team who undertakes additional responsibilities for Health and Safety and will attend specific training for this role and share relevant knowledge gained with the other Adults.

- To provide Personal Protective Equipment (PPE) e.g. gloves, aprons, masks and faceshields etc. and ensure they are readily available in the appropriate areas in the setting.
- To provide (PPE) equipment for Forest School activities such as gloves for using tools or lighting fires. Ensuring planning there is water available for putting out camp fires or Kelly Kettles when in use.
- To ensure that there are an adequate number of Paediatric First Aiders working at REY at any one time.
- To appoint a member of staff to take responsibility for the upkeep of the First Aid box.
- REY will ensure the adequate inspection and maintenance of all equipment used.
- Under COSHH (Control of Substances that are Hazardous to Health) regulations REY will ensure that such substances are stored and or maintained in way that minimises risk. Adults in regular contact of such substances are made aware of safety issues and this is recorded in their personal file.

Legal duty - employee (includes adults as defined above)

- All employees must take reasonable care for their own health and safety and that of others around them.
- They are expected to use appropriate safety items provided at all times e.g. step ladder for high level work, gloves and aprons for nappy changing, aprons for cooking, protective gloves for handling food.
- Not to interfere with or misuse any safety item provided, ensuring they are stored/disposed of correctly after use.

Awareness raising

- Our induction training for adults includes areas of health and safety and will enable all Adults to understand and adhere to our Health and Safety policy and to be aware of the shared responsibility between REY and the adults who work here.
- The induction training also covers matters of employee well being, including safe lifting and the storage of potentially dangerous substances.
- Induction records are kept and new adults to REY are asked to sign and date the records to confirm that they have taken part.

- As necessary, health and safety training is included in the annual training plans of staff members and health and safety issues are discussed regularly at staff meetings as necessary.
- Staff well-being will be discussed at regular suspension sessions with the Manager or Assistant Manager.
- Staff are aware they can come to the Manager or Assistant Manager if they are unwell or need support.

General information

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment. (Most are on wheels).
- All warning signs are clear and appropriate.
- Adults are recommended that they do not remain in the building on their own or leave on their own after dark.
- Cleaners need to text the Manager or allocated staff member when they leave the building.
- The sickness of adults and their involvement in accidents within the Setting is recorded and reported to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) as appropriate. The records are reviewed termly to identify any issues that need to be addressed.
- For all adults to be aware that by law there is no smoking in our building or within the school grounds and visual signs to indicate this are clearly displayed.
- The HSE Law poster is displayed for all adults to read and adhere to on the office door- responsible are Manager and Assistant Manager.
- All adults are expected to take part in fire drills with the children who attend the setting and fire drills are documented.

REY will consult with all users about Health and Safety issues, amending and adapting this policy as and when necessary.

This individual policy forms part of a larger policy document and should be read alongside our other individual policies.

Date adopted for Rainbow Early Years: January 2011

Date of last review: Feb 2017 & August 2017 by the Manager.

Reviewed: 14-8-18 , 30-8-19 , 4-8-20

Next review date ; Annually