**NEW HOPE-WORCESTER**

**HEALTH AND SAFETY POLICY.**

**GENERAL STATEMENT OF POLICY.**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and a safe environment for the children/young people to be cared and educated in, we provide such information, training and supervision as they need for this purpose. We wish to develop and promote a strong health and safety culture within our setting for the benefit of all staff, children and parents. We also accept our responsibility for the health and safety of other people who may be affected by our activities. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out within this policy and sufficient resources will be made available to honour our commitment. The policy will be kept up to date, particularly as the business changes in nature and size, and will be revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

**AIMS AND OBJECTIVES.**

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this we will actively work towards the following objectives:

* Establish and maintain a safe and healthy environment throughout our setting.
* Establish and maintain safe working procedures amongst staff and children.
* Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
* Ensure the provision of sufficient information and supervision to enable all people working in or using the setting, to avoid hazards and contribute positively to their own health and safety, and to ensure that staff have access to regular health and safety training when provided.
* Maintain a healthy and safe setting and safe entry and exit from it.
* Formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of our setting.
* Follow the regulations of the Health and Safety at Work Act 1974 and any other relevant legislation.
* Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments.

We believe the risks in our setting to be low but to maintain the maximum protection for children/young people, staff and parents/carers we consider it necessary to:

* Ensure the entrances and exits from the building, including fire exits remain clear at all times.
* Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action.
* Ensure that all staff, visitors, parents/carers and children/young people are aware of the fire procedures and regular fire drills are carried out.
* Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially children.
* Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate.
* Prohibit smoking anywhere apart from designated areas (See Smoking Policy)
* Prohibit any contractor working on the premises without prior discussion, with the officer in charge to negate any risks to the staff or children.
* No inappropriate jewellery to be worn. One pair of stud earrings and wedding/engagement rings are acceptable.
* Uniform is to be worn at all times during working hours. Until a uniform is available, staff are to wear comfortable clothing that appropriately covers them.
* Sensible footwear is to be worn at all times. If staff wish to wear sandals or open shoes, this is at their own discretion and are responsible for any injury that may occur.
* Hair should be tied back at the staffs own discretion, and are responsible should any injury occur if hair is not tied up. Hair MUST be tied up in the kitchen area or whilst handling food.
* No running inside the premises.
* All electrical sockets should be risk assessed and appropriate measures taken to reduce risks where necessary, and there should be no trailing wires.
* All cleaning materials/toilet cleaner to be placed out of reach of children/young people and in original containers.
* Protective clothing should be worn when cooking or serving food.
* Prohibit certain foods, e.g. peanuts are not allowed on the premises .
* Telephone calls must be received before 7.30 am if a member of staff is not well enough to attend work.
* All staff should familiarise themselves with the position of the first aid boxes and know who the appointed first aider is.
* Children must be supervised at all times.
* No student should be left unsupervised at any time.

All employees have the responsibility to co-operate with senior staff and managers to achieve a healthy and safe setting and to take reasonable care of themselves and others. Neglect of health and safety regulations will be regarded as a disciplinary matter. When ever a member of staff notices a health or safety problem, which they are not able to rectify, they must immediately report their findings to a manager. Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees.

**HEALTH AND SAFETY ARRANGEMENTS:**

* All staff are responsible for the general health and safety within New Hope-Worcester.
* Risk assessments are to be conducted on all areas of the setting, including rooms, activities, outdoor areas, resources and cleaning equipment.
* All outings away from our premises will have to include a prior risk assessment- more indepth details in the outings policy.
* All equipment and areas will be checked thoroughly by staff before children/young people access the area. These checks are recorded in each room and initialled by the staff responsible.
* We provide appropriate facilities for all children/young people, staff, parents/carers and visitors . Everyone will receive a warm welcome and basic care needs met, e.g. easy access to the toilet and fresh drinking water.
* New Hope-Worcester will adhere to COSHH guidelines to ensure all children, staff, parents/carers and visitors are safe around any chemicals we may use on the premises.
* All staff and students will receive appropriate training in all areas of health and safety to include risk assessments, manual handling and fire safety.
* We have a clear accident and first aid policy to follow in the case of any person in the setting suffering injury from an accident or incident.
* We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in our setting.
* All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates as with all policy changes as and when they happen.
* Staff and parents are able to contribute to any policy through the suggestion scheme and during the regular meetings held at New Hope-Worcester