

Health and Safety General Statement of Policy

Definitions: When we use the term Preparatoria we mean, The Preparatoria School, sister school and nurseries. When we use the term children we mean, babies, toddlers, children and pupils.

When we use the term staff, we mean, teachers, leaders, Head of Schools, practitioners, apprentices, ancillary staff and volunteers.

Policy Statement

At the Preparatoria we wish to pursue a policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and a safe early learning environment in which the children are cared for, and learn in. We provide information, training and supervision to meet this purpose. We wish to develop and promote a strong health and safety culture within the Preparatoria for the benefit of all staff, children and parents. We expect all adults to accept responsibility for the health and safety of others who may be affected by their activities and actions. The Preparatoria believes that the people who work with us and for us are our best asset, we therefore strive to create a culture in which all staff feel equally valued and are protected from unsafe practices.

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 the Preparatoria including outdoor spaces
- Establish and maintain safe working procedures amongst staff and children
- Make arrangements for ensuring safety and to avoid the risks to health in connection with the use, handling, storage and transport of articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the Preparatoria, 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
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the Preparatoria premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the Preparatoria
- Follow the regulations of the Health & 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
- Maintain a safe environment for those with disabilities and ensure all areas of the Prepatoria are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate responses by the management

Organisation and Responsibilities

The person responsible for health and safety is the Principal Jane Smalley. She is competent to carry out these responsibilities and is fully supported in this area by Citation, Health and Safety and Employment Law Specialist, retained by The Preparatoria. All members of staff must report faulty equipment to the Principal or Deputy.

We display our health and safety poster in the Kitchen areas.

All employees have the responsibility to co-operate with senior staff and the Principal to achieve a healthy and safe Preparatoria and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem, which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the Principal or Deputy.

Insurance Cover

We have public liability insurance and employers' liability insurance. A copy of the insurance certificate is displayed in the reception areas of the Preparatoria.

Risks/Risk Assessment

We believe the risks in the Preparatoria environment to be low but to maintain the maximum protection for children, staff and parents 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 and children 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 clothing where appropriate
- Prohibit smoking on the Preparatoria premises and in the outdoor areas around the buildings

- Prohibit any contractor working on the premises without prior discussion with the Principal or Deputy to reduce any risks to the staff or children
- Prohibit running inside the premises unless in designated areas
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary, and ensure no trailing wires are left around the Preparatoria
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Wear protective clothing when cooking, serving food and cleaning
- Prohibit certain foods, e.g. nuts are not allowed in the Preparatoria or other foods that are likely to cause a serious allergic reaction

We maintain lists of risk assessments which are checked:

- daily before the session begins
- annually - when a review of the full risk assessments are carried out

Awareness Raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. We operate a zero tolerance to unsafe practice. All staff should feel confident enough to challenge another person if they deem their behaviour as unsafe. Any member of staff who is challenged about unsafe practices must desist immediately.
- The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Children are made aware of health and safety issues through discussions and planned activities and routines.

Children's Safety

- Only persons who have a DBS certificate, enhanced level, have unsupervised access to the children, including helping them with toileting
- All children are supervised by adults at all times
- Whenever children are on the premises at least two adults are available

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded

Preparatoria Core Values:

Respect for All, Quality in All Areas, Achieving Educational Excellence, Maintaining Uniqueness, Developing a Professional Workforce.

- Our security systems prevent un-authorised access to our premises
- Our security systems prevent children from leaving our premises unnoticed
- The mobile phones of staff and volunteers are securely stored in the locked boxes and cupboards of each building during working hours

Windows/ Doors

- Windows are all double glazed and are safe
- Finger guards are fitted to doors to prevent children's fingers from being trapped

Kitchen /Food Preparation

- Children have access to the kitchen and will eat in the Dining area
- All kitchen staff follow the guidelines of ***Safer Food Better Business*** (Obtainable from the Food Standards Agency)
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently (see ***Safer Food Better Business***)
- All surfaces are clean and non-porous
- There are separate facilities for hand-washing and for washing up

Electrical/gas equipment

- All electrical conforms to safety requirements and is checked regularly
- All electrical appliances are PAT tested annually
- There are sufficient sockets to prevent overloading

Outdoor area

- Our outdoor areas are securely fenced
- Our outdoor areas are checked for safety and cleared of rubbish before it is used
- All outdoor activities are supervised at all time

Hygiene/Prevention of Cross Infection

- To ensure that we keep up-to-date with the latest recommendations we seek information from the Environmental Health Department and the Health Protection Agency
- Our daily routines encourage the children to learn about personal hygiene
- We have a daily cleaning routine for the Preparatoria which includes classrooms, kitchen areas, office, Parent/staff rooms, toilets and nappy changing areas

- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings
- The toilet areas have a high standard of hygiene including hand washing and drying facilities and the disposal of nappies. Toilet areas are checked and cleaned throughout the day
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes

Toys, equipment and resources

All toys, equipment and resources offered to children are safe and where applicable conform to safety regulations. All equipment and resources available at the Preparatoria are in good condition and safe for children to use. All furniture is suitable for children and staff have access to an adult sized chair in each room. Equipment, toys and other resources are maintained, cleaned and where necessary discarded if worn or damaged and can not be repaired.

All equipment that is unsafe or in need of repair is either made safe or removed from the play room. All damaged, worn or unsuitable equipment must be reported immediately to the Principal or Deputy.

Fire safety

- A Fire Risk Assessment of the Preparatoria is in place
- Weekly, monthly and annual checks are carried out for the fire alarms, and emergency lighting
- Preparatoria practitioners ensure all children evacuate the building safely and promptly by following the Preparatoria fire evacuation procedure, and practices this evacuation termly

Shrewsbury Preparatoria's Policies and Procedures

All Preparatoria staff must follow the Preparatoria policies and procedures to ensure the Preparatoria remains a safe environment for children that promotes their health and well being. All staff attend Paediatric First Aid Training every 3 years to ensure their knowledge is kept up to date with current practice and to enable them to work and care for children safely:

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Principal: Jane Smalley

Training and all Health and Safety procedures ensure that the Preparatoria is a safe and healthy working environment for Preparatoria practitioners and a safe environment for parents and children.