

Health and Safety Policy

Brackley STEM Academy considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

The Academy has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the Academy's **Health and Safety** policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the Academy
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the manager.

Any member of staff or volunteers who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the registered person

The lead person for the setting holds ultimate responsibility and liability for the safe operation of the Academy. The lead person will ensure that:

- They nominate a Health and Safety Officer. The designated health and safety officer are NCC West Northamptonshire.
- A copy of the current Health and Safety At work poster is displayed (poster is available here: <http://www.hse.gov.uk/pubns/books/lawposter.htm>)
- All staff and volunteers receive information on health and safety matters, and receive training where necessary
- The **Health and Safety** policy and procedures are reviewed regularly
- Staff and volunteers understand and follow health and safety procedures
- Resources are provided to meet the Academy's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded in the log book. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of the manager or lead person

The Academy's manager is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The premises are used by and solely available to the Academy during opening hours
- All the Academy's equipment is safely and securely stored included maintained.
- Pupils are only allowed in the kitchen if properly supervised (e.g. for collecting water and cups)
- A working telephone is available on the premises at all times and in the classroom.
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather
- Daily environment checks are carried out in accordance with our **Risk Assessment** policy.

Security

Children are not allowed to leave the Academy premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities or events).

During Academy sessions all external doors are kept locked, with the exception of fire doors which have quick handle release mechanisms. Staff and volunteers monitor the entrances and exits to the premises throughout the session.

All visitors to the Academy must give the reason for their visit before entering the premises. Visitors or volunteers will never be left alone with the children.

Security procedures will be regularly reviewed by the manager or lead person, in consultation with staff and parents.

Toys and equipment

All computing and class equipment are kept clean frequently, well maintained and in good repair. We select educational equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken equipment is disposed of promptly.

We ensure that any flammable equipment is stored safely with the caretaker and cleaner in charge.

Food and personal hygiene

Staff and volunteers at Brackley STEM Academy maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and sanitiser/soap and hand drying facilities are always available.
- Staff or volunteers who are responsible for food are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Staff and volunteers ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our **Intimate Care** policy.

Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of persons are on premises at any time.

Related policies

See also our related policies: **Illness and Accidents, Emergency Evacuation, Safeguarding, Risk Assessment, Fire Safety**, and **Intimate Care, Visitor**.

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| This policy was adopted by: Brackley STEM Academy | Date: 29 April 2022 |
| To be reviewed: 1 November 2022 | Signed: HARVEY SHARMAN |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55-3.65]*.