

Victorious International British School

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Health and safety general standards Policy

Policy statement

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

- We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- The Director is the Health & Safety representative for the School.

Insurance cover

We have public liability insurance, employers' liability insurance and medical insurance for our pupils. The certificate for public liability insurance is displayed in the Reception area.

Procedures

Awareness

- Our induction training for staff and / or volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

Security

- The School main doors will be closed when the children are in the playground so that they cannot gain access to the road/beach alone.
- Registration is taken on arrival of the staff and children and late arrivals are recorded.
- Visitors must sign the visitor's book upon arrival at the School and wear a visitor's pass or sticker whilst on site.
- Parents will be required to collect their children from an allocated collection point to ensure safe handover.
- Children will never be handed to unknown guardians or persons without prior parental permission.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.
- We take precautions to prevent children's fingers from being trapped in doors by using door stops or hooks for example.
- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways and stairs are left clear and uncluttered.
- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.

Fire safety

- There is to be a regular fire drill at least once every term.
- Fire evacuation procedures are displayed on all exits.
- All staff are fully trained as to fire procedures.
- Adequate fire extinguishers and fire blankets are to be on the premises at all times and regularly maintained.

Outdoor area

- Our outdoor area is securely fenced. All fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.

- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied and hats are worn in hot weather, and suitable footwear is worn in wet weather.
- We supervise outdoor activities at all times; and particularly children on climbing equipment.
- We encourage children to assess their own risks and participate in 'risky play' using equipment which has been risk-assessed by the staff team.

Hygiene

- We seek information from the Public Health England and other local agencies to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes the classroom spaces, kitchen, toilets and communal areas.
- Children are not allowed in the kitchen unsupervised
- The toilet area has a high standard of hygiene, including hand-washing and drying facilities and disposal facilities.

Activities, resources and repairs

- Before use of resources, equipment or furniture, we check to ensure that they are safe for use.
- The layout of our classrooms and learning spaces allow children and adults to move freely and safely around the room.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe because of repair is needed.
- All our materials, including paint and glue, are non-toxic.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded. Large pieces of equipment are discarded only with the consent of the Headteacher.

Accessories

- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.

Safety of adults

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Control of substances hazardous to health

- Our staff implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH).
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the provider


Name of signatory

Role of signatory

Victorious School

1st September 2022

1st September 2023

E Signature 

Victoria Gomez-Middleton

Director