



## **Hop Skip and Jump**

### **Health & Safety Policy**

Hop, Skip & Jump takes the maintenance of Health & Safety extremely seriously, as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

Hop, Skip and Jump aims to ensure health, safety and welfare of all staff, children, visitors and other individuals / groups who may be affected by Hop, Skip and Jump's activities and actual existence. The Health & Safety at Work Act 1974 and the workplace (health, safety and welfare) Regulations 1999 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. The manager and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The steps below will be actioned as a matter of course:

- Create an environment that is safe and without risk of health
- Prevent accidents and cases of work-related ill health
- Use, maintain and store equipment safely
- Ensure that all staff are competent in the work in which they are engaged

#### **Responsibilities of the Registered Person, the Manager and the Staff**

The identification, assessment and control of hazards within Hop, Skip and Jump is vital in reducing accidents and incidents. Both the Manager and one other designated member of staff are responsible for assessing risks to Health & Safety arising out of Hop, Skip and Jump's activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that Health & Safety matters are taken seriously by all members of staff and other persons who are affected by Hop, Skip and Jump's activities. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the disciplinary process laid out in the Staff Disciplinary & Grievance Procedures policy.

The **Registered Person – Clarissa Mitchell / Rev. Celia Carter** – holds ultimate responsibility and liability for ensuring that Hop, Skip and Jump operates in a safe and hazard-free manner. The Registered Person – along with the Manager – is

responsible for ensuring that staff both understand and accept their responsibilities in relation to Health & Safety procedures.

The registered person will ensure that a clearly defined procedure for emergency evacuation of the premises is in place and adequate arrangements exist for the following:

- Monitoring the effectiveness of the Health & Safety policy and authorising any necessary revisions to its provisions.
- Providing adequate resources, including financial, as is necessary to meet the centre's Health & Safety responsibilities
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Manager and Ofsted where appropriate).
- Reviewing all reported accidents, incidents and dangerous occurrences, and the Centre's response, to enable corrective measures to be implemented.
- Ensuring that all staff, students, volunteers and any other adult who come into contact with children at Hop, Skip and Jump have appropriate and up-to-date enhanced DBS / CRB checks

The Manager is responsible for the day to day implementation, management and monitoring of the Health & Safety policy. The Manager is required to report any matter of concern regarding the Health & Safety Policy to the Registered person (Clarissa Mitchell / Rev Celia Carter).

The Manager will ensure that:

- An additional designated member of staff is made responsible with them for the Health & Safety and Risk Assessment provisions at Hop, Skip and Jump, as set out in this and other policies.
- Regular safety inspections (Gas, Electrical and water) are carried out and the reports accurately logged.
- Any action required as a result of a Health & Safety inspection is taken as rapidly as possible.
- Information received on Health & Safety matters is distributed to the Registered Person and all appropriate staff.
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences by the Manager.
- Staff are adequately trained to fulfil their role within the Health & Safety policy.
- Staff are responsible for ensuring that the provisions of the Health & Safety policy are adhered to at all times. As such, they are required:
  - 1) To have regard for the Health & Safety policy and their responsibilities under it.
  - 2) To have regard for any Health & Safety guidance issued by the Manager or the designated member of staff, and act upon it whenever appropriate.

- 3) To take reasonable care to see that the equipment and premises that are used by children and the activities that are carried out at Hop, Skip and Jump are safe.
- 4) Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
- 5) Undergo relevant Health & Safety training when instructed to do so by the Manager.

## **Insurance**

The Children Act 2006 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on Hop, Skip and Jump. Therefore, Hop, Skip and Jump have insurance cover appropriate to its duties under this legislation, including Employers' Liability Insurance. Responsibility will, in most cases, rest with Hop, Skip and Jump, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If Hop, Skip and Jump are held responsible for any incident that may occur, public liability insurance will cover compensation.

## **Liability**

Under provisions contained in the Occupiers Liability Act 1957, Hop, Skip and Jump have a duty to ensure that both children and any visitors are kept reasonably safe. The parties named in the wording of the premises contract are responsible for this duty.

Hop, Skip and Jump's full responsibilities and procedures in respect of Health & Safety are contained in this policy, alongside the relevant sections of the following policies:

- Staffing
- Physical Environment
- Equipment
- Risk Assessment
- Site Security
- Fire Safety
- Health, Illness and Emergency
- Hygiene
- Managing Behaviour
- Child Protection
- Documentation and Information
- Data Protection
- First Aid