



Health & Safety General Statement

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Overview

Rocket Productions provides and maintains safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the Pre-Preps for the benefit of all staff, children, parents and any visitors, we provide information, training and supervision as required. Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can adhere to our policy and procedures as they understand their shared responsibility for health and safety (e.g. during Induction, staff meetings, carrying out risk assessments, carrying out termly drills to review fire safety/emergencies and evacuation procedures, undertaking food safety and hygiene training, refreshing First Aid training every 2 years...). We expect our employees at all levels to take care to avoid injury to themselves and others and to co-operate with the implementation of the Pre-Preps' health and safety arrangements.

We have clear policies and procedures that cover aspects such as accidents, first aid, administering medicines, illnesses, medical conditions, allergies, meal times, fire safety and emergencies procedures, risk assessments and daily checks, animals health and safety, infection control. Manual handling, maintaining children secure in the premises or outings, etc. These can all be found in the parents portal and staff portal.

We comply with the Health and Safety at Work Act. 1974, any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH) and any guidance provided by Public Health England as well as the requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS, 2021). More information about the Health and Safety Law can be found here: <https://www.hse.gov.uk/pubns/lawleaflet.pdf>

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed at the office and renewed yearly.

More information on the EYFS framework requirements:

[Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/early-years-foundation-stage-eyfs-statutory-framework)

[Help for early years providers - Department for Education](https://www.gov.uk/government/publications/help-for-early-years-providers)

Health & Safety coordinators

Our named Health & Safety coordinators (HSC) are:

CPP – Miss Ingrid

KPP – Miss Maria

GW – Miss Sophie

They will support the Head, Pre-Prep and the staff to provide a safe environment and to promote a strong health and safety culture for the benefit of all staff, children and parents. They will undertake relevant training and regularly update their knowledge and understanding as needed, e.g. attending forum organised by the RBKC. For any questions please contact lauren@rocketproductions.com or winsy@rocketproductions.com

Health and Safety Law – What you need to know



Health and Safety Law *What you need to know*

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.



What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.



What you must do

- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report injuries, diseases and dangerous incidents at work to our Incident Contact Centre: **0845 300 9923**
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.



If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, phone our Infoline. We can put you in touch with the local enforcing authority for health and safety and the Employment Medical Advisory Service. You don't have to give your name.

HSE Infoline:
0845 345 0055

HSE website:
www.hse.gov.uk

Your health and safety representative:

Other health and safety contacts:

Fire safety
You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights
Find out more about your employment rights at:
www.direct.gov.uk



Health and Safety Executive

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Health & Safety coordinators (see above) will carry out and review termly and annual risk assessments to ensure that premises, equipment, resources, outings and any hazards are under control (See Risk Assessments & Suitable premises, environment and equipment policy). Any findings will be dealt with and monitored as appropriate along with the Head Teacher. However, it is the responsibility of the class teacher or Office staff to make sure that their areas of work including classrooms, shared facilities, garden, etc. are secure and fit for purpose, including



identifying any water sources at risk of legionella. All employees are asked to complete a daily Opening and Closing checklist to ensure high level of cleanliness and hygiene throughout the day as well as food and kitchen checks, these are all kept in the Office and reviewed by the Health & Safety coordinators to identify any patterns/hazardous areas or ensure any actions agreed are being followed up. We also carry out termly fire drills and emergency evacuations as well as regular Fire checks which are logged in our Red Log books.

Whenever a member of staff notices a health or safety issue or problem which they are not able to rectify, they must immediately report it to the H&S coordinator (named above). Parents and visitors are requested to report any concerns they may have to the Head Teacher who will liaise with the H&S coordinator. An action plan and risk assessment will be carried out for work done by contractors should it be necessary, and this will be displayed on the Office.

When purchasing substances such as cleaning products we will obtain a completed COSHH (Control of Substances Hazardous to Health 1994) document from the company provider, this is kept in a folder near the cleaning products cabinets and contains information on what to do if an accident happens involving these products. Staff is aware of any PPE that might needed to wear (e.g. gloves when changing nappies).

We take care not to use any toxic products around children (i.e. we would use Dettol Spray on surfaces when we know children will not be contact with them within 5min, we use soap or Vital Baby Sanitising Water when children are around). All cleaning products are locked and stored away from children. If any spillages occur on the floor they should be cleared away immediately. Staff will ensure that children are made aware of health and safety issues and how to keep themselves safe through discussions, planned activities and routines. It is important as part of our Rocket Practical skills that children can care for oneself, other and their environment.

In the induction training, staff are provided with guidance about the safe storage and manual handling of equipment. Any staff suffering injuries or pregnant will need a risk assessment.

The sickness of staff and their involvement in work accidents is recorded and kept in the Office (incident book/H&S), these are reviewed termly by the office.

See Ofsted for what accidents/incidents need to be reported [Report a serious childcare incident - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/ofsted/about-us/what-we-report)