

6.8 Health and Safety Policy

This policy was adopted by	Stowford Education Centre	
On	6 th May 2023	(date)
Date updated	1 st September 2025	(date)
Date of next review	31 st August 2026	(date)

Introduction

Stowford Education Centre has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. We believe the health and safety of our students is of paramount importance.

Stowford Education Centre will work in a way that tries, to ensure that risks to employees, volunteers, service users and visitors are adequately managed at all times. We make our setting a safe and healthy environment for our children, parents, staff and volunteers.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and associated regulations. We will observe all relevant regulations and codes of practice made under it. We recognise our duty of care towards those who work in and receive a service from our provision.

The commitment to health and safety is a management responsibility and it is the duty of our senior managers and the Bryant Partnership to uphold this policy and to provide the necessary funds and resources to implement it.

Stowford Education Centre will provide and maintain safe and healthy working conditions and environment for all employees, volunteers, and service users, plus any other people who are directly affected by our activities such as members of the public at our events.

This responsibility will be delegated to our employee for specific events or activities, who will ensure the policy is upheld. All volunteers involved will be made aware of who is responsible for health and safety.

We aim to make children, parents, staff and volunteers aware of our health and safety issues to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Responsibilities

1. The Owner (Anna Bryant) is responsible for the implementation and monitoring of health and safety policies and making changes where necessary.
2. All accidents or unsafe incidents will be investigated by the owner or deputy as soon as possible.

3. Stowford Education Centre is responsible for:
 - Assessing the risk to the health and safety of employees and visitors and identifying what measures are needed to comply with its health and safety obligations.
 - Providing and maintaining equipment, and systems of work that are safe and without risk to health.
 - Ensuring that equipment is safe and well maintained.
 - Providing information, instruction, training and supervision in safe working methods and procedures.
 - Providing and maintaining a healthy and safe place of work, including safe ways of entering and leaving.
 - Encouraging employees to co-operate to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
 - Establishing emergency procedures as required.
 - Ensuring regular health and safety training is completed.

We hold public liability insurance which covers all directly provided and sub-contracted activity with an indemnity limit of at least £5m.

Staff and Volunteer Responsibilities

Stowford Education Centre's employees and volunteers will ensure that:

1. They are aware of the contents of this health and safety policy
2. They comply with the policy.
3. They have a responsibility to take care of themselves and others who may be affected by their actions or omissions
4. They report all accidents, or unsafe situations, and anything which could have led to an accident or felt unsafe to the owner of the organisation or their manager at once.
5. They record accidents at work in either the staff accident book or students' accident book located in the staff room.
6. If the owner is not present, they should report the incident to the most senior member of staff present, who will report it to the owner as soon as possible.
7. They are aware of all fire procedures for the environment in which they are working
8. If they identify anything which they think could be in any way unsafe, they will report it to the owner of the organisation or their manager.

Risk Assessments

The owner will ensure that all potential hazards present in the environments in which the operations take place and any potential hazards associated with delivering the defined scoped of operations are assessed in line with the current relevant legislation.

Risk Assessments will consider:

1. The nature of the hazard
2. Identify who might be harmed if exposed to the hazard and how they might be harmed (employees, volunteers, visitors and/or students)

3. The likelihood of harm and how significant that harm will be to specific individuals and other generally
4. What suitable and sufficient controls are needed to prevent exposure to the hazard or mitigate the risk of harm to a reasonable and acceptable level in line with any legislation or regulations.

Assessments will be reviewed when there is:

- A change in legislation
- A change of premises or change to the environment in which the operations take place
- A significant change in the scope of operations and associated task are carried out
- The introduction of new equipment or any other reason which makes original assessment not valid.

Training

To comply with legislation and to promote the health, safety and welfare of staff and volunteers, health and safety training will be provided as follows:

1. At induction.
2. On transfer or promotion to new duties.
3. On the introduction of new equipment.
4. When changes are made to systems of work.
5. When training needs are identified during risk assessments.

Resolving Health & Safety Issues

1. Any employee, service user or volunteer with a health and safety concern must first raise it with their manager or the owner.
2. If, after investigation, the issue is not corrected in a reasonable time, or the manager decides that no action is required but the employee or volunteer is not satisfied with this, the employee or volunteer may then refer the matter to the Council and/or the Health and Safety Executive.

Monitoring and Evaluation

This policy will be monitored and reviewed annually by the owner to ensure that that risks to employees, volunteers, service users and visitors are minimised at all times.

Accidents and near misses will be reviewed annually with risk assessments adjusted and training undertaken as appropriate.

Annex 1

Expectations

Smoking and alcohol

- Smoking is not allowed on the premises, both indoors and outdoors. If children use any public space that has been used for smoking, members of staff ensure that there is adequate ventilation to clear the atmosphere. Staff do not smoke in their work clothes and are requested not to smoke within at least one hour of working with children. The use of electronic cigarettes is not allowed on the premises.
- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they seek further medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. The setting manager must be informed.
- Alcohol must not be bought onto the premises for consumption during sessions.

Floors and walkways

- Many of our floors are uneven, wet and can be a trip hazard. Students are encouraged to be aware of this and walk cautiously with appropriate footwear. Floors in the kitchen are dry and flat and if a spill occurs it is cleaned up immediately.

Electrical equipment

- We ensure that all electrical equipment conforms to safety requirements and is checked regularly.
- Our boiler and electrical switch meter cupboard is not accessible to the children.
- There are sufficient sockets in our setting to prevent overloading.
- We ensure that the temperature of hot water from the taps is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas of our setting, including storage areas.
- All electrical equipment is PAT tested.

Fire Policy and Precautions

A separate policy and risk assessment exists.

First aid

A separate policy exists. All risk assessments consider first aid requirements.

Storage

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area - The yard and orchard

- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that suncream is applied during the summer months, layers when it is cold and waterproofs in the rain.
- We supervise outdoor activities at all times; and particularly children paddling in the stream.
- The garden is checked prior to children arriving daily to ensure no tools have been left out, no dog poo is on the grass and no other hazards have been left.
- Ratios of 1 adult to 6 children are maintained
- Hazards such as rocks are fenced off and monitored
- Children only paddle in water up to the height of their wellies.
- Children are told to be careful of brambles and barbed wire.

On the farm

- The ratios are 1 adult to 6 and children are always supervised and 1 adult to 4 if the children are 4/5 years old.
- Separate procedures and risk assessments are available for working with each animal.
- Every adult must carry a walkie talkie and their mobile phone.

The road

- A separate procedure and risk assessment exists

Hygiene

- We seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene, the importance of not putting their hands in their mouths or eating on the farm and how to wash their hands properly.
- Washing of hands before break and lunch is an essential part of the routine and hands are checked after washing.

Activities, resources and repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of/7(COSHH).
- 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 kitchen cleaning chemicals in their original containers.
- We use anti-bacterial handwash and sprays but ensure they are not consumed by children as the children are supervised when washing hands and the spray is stored where they can't have access to it.
- 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 hazardous chemicals.

Security

- Systems are in place for the safe arrival and departure of children. Parents/Carers are met at the gate and given access to the premises and drop their child/children off to a member of staff. Parents/Carers collect their child/children from the Education Centre at agreed pick up times.
- Children's arrivals and departures are recorded in our admissions file, any children leaving early or staying late are recorded in the registers.
- Children from Lumiar school arrive with a separate register. Late arrivals to Lumiar school are taken to Farm school by Lumiar staff and recorded in the register.
- The arrival and departure times of visitors are recorded.
- The Education Centre is locked when the building is not in use.
- Our systems prevent children from leaving our premises unnoticed.
- We only allow access to visitors with prior appointments or with permission from the manager.
- All visitors must sign into the visitors book on arrival and sign out on departure.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep gates locked shut when children are playing in the outdoor areas.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

Annex 2

Legal framework

- Health and Safety at Work Act (1974)
- Health and Safety (Consultation with Employees) Regulations 1996
- Management of Health and Safety at Work Regulations (1999)
- Regulatory Reform (Fire Safety) Order 2005)
- Electricity at Work Regulations (1989)
- Regulation (EC) No 853/2004 of the European Parliament and of the Council on the hygiene of foodstuffs
- Medicines Act (1968)
- Control of Substances Hazardous to Health Regulations (COSHH) (2004)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment) Regulations 2013
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)
- Childcare Act 2006
- Workplace (Health, Safety and Welfare) Regulations 1992

Further guidance

- [HSE: Information about health and safety at work](#)
- [COSHH basics: overview - COSHH](#)
- Manual Handling at Work [indg143](#)
- Food Standards Agency www.food.gov.uk