

BASK Health and Safety Policy

At **BASK** we provide and maintain 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 BASK for the benefit of all staff, children and parents we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within BASK including:

The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH)

The requirements of the National Care Standards

Any guidance provided by NHS Health Scotland and Public Health Network.

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

Establish and maintain a safe and healthy environment throughout BASK including outdoor spaces

Establish and maintain safe working practices amongst staff and children

Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances

Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using BASK to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training

Maintain a healthy and safe BASK with safe entry and exit routes

Formulate effective procedures for use in case of fire and other emergencies and for evacuating BASK premises. Practice this procedure on a regular basis to

enable the safe and speedy evacuation of BASK

Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments

Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of BASK are accessible (wherever practicable)

Provide a safe environment for students or trainees to learn in

Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

We believe the risks in BASK environment are low and we will maintain the maximum protection for children, staff and parents. BASK will:

Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times

Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action

Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out

Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order

Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children

Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate

Ensure there are suitable hygienic changing facilities (see infection control policy)

Prohibit smoking on BASK premises

Prohibit any contractor from working on the premises without prior discussion with the officer in charge

Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas

Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around BASK

Ensure all cleaning materials are placed out of the reach of children and kept in their original containers

Wear protective clothing when cooking or serving food

Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not allowed in BASK

Follow the EU Food Information for Food Consumers Regulations (EU FIC). These rules are enforced in the UK by the Food Information Regulations 2014 (FIR). We identify the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed

Follow the allergies and allergic reactions policy for children who have allergies

Ensure risk assessments are undertaken on the storage and preparation of food produce within BASK

Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are

Provide appropriately stocked first aid boxes and check their contents regularly
Ensure children are supervised at all times
Ensure no student or volunteer is left unsupervised at any time.

Responsibilities

Responsibility for Health and Safety in BASK is that of **the manager**.

All employees have the responsibility to co-operate with the manager to achieve a healthy and safe service and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures).

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the **manager**.

Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees. This will include health and safety matters.

Health and safety training

Health and safety is covered in all induction training for new staff

At least one member of staff on duty MUST hold a full paediatric First Aid at Work certificate in BASK and when on outings. Our trained first aiders are listed in the first aid policy.

Health and safety arrangements

All staff are responsible for general health and safety in BASK

Risk assessments will be conducted on all areas of BASK, including rooms, activities, outdoor areas, resources and cleaning equipment

These are reviewed at regular intervals and when arrangements change

All outings away from BASK (however short) will include a prior risk assessment – more details are included in our outings policy

All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe/removed from the area by this member of staff to promote the safety of children. If this cannot be achieved the manager will be notified immediately

We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water

BASK will adhere to the Control Of Substances Hazardous to Health Regulation

(COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises

All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety. We may also use benefit risk assessments for particular activities and resources for children

We have a clear accident and first aid policy to follow in the case of any person in BASK suffering injury from an accident or incident

We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in BASK. This is to be shared with all staff, students, parents and visitors to BASK

We review accident and incident records to identify any patterns/hazardous areas

Safety checks

We make sure BASK is a safe environment for children, parents, staff and visitors by carrying out safety checks on a regular basis in accordance with the timescales set out in BASK checklists. These include daily checks of the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas. The checks are recorded to show any issues and solutions.

All staff should be aware of potential hazards in BASK environment and monitor safety at all times.

Electrical equipment

Who checks	How often	Location/Tel. no.
St Fillans Church	Annually	Maintenance Contract by church

All electrical cables are kept out of the reach of children wherever possible and shielded by furniture where they need to be at floor level

Electrical sockets are all risk assessed and any appropriate safety measures are in place to ensure the safety of the children.

Mains information

Kilmacolm Locations of:

- Water stop tap: Cupboard in Hall
- Gas point: Cupboard in Hall
- Fuse box: Cupboard in Hall
- Main electricity box: Cupboard in Hall

Dangerous substances

All dangerous substances including chemicals MUST be kept in locked areas out of children's reach. All substances must be kept in their original containers with their original labels attached. Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments must be kept for all substances and the appropriate personal protection taken e.g. gloves, apron and goggles.

Transport and outings

BASK has a comprehensive documented policy relating to outings, which incorporates all aspects of health and safety procedures including the arrangements for transporting and the supervision of children when away from BASK.

Room temperatures

Temperatures should not fall below 16°C in all areas

Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

Water supplies

A fresh drinking supply is available and accessible to all children, staff and visitors

All water supplies regulated to 40 o C via thermostatic mixer valves.

Mains fed drinking water available in kitchen.

This policy was amended on	Signed on behalf of BASK	Date for review
<i>3rd September 2023</i>	<i>Andy McEwing</i>	<i>August 2026</i>

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Legal framework

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The requirements of the National Care Standards

Any guidance provided by NHS Health Scotland and Public Health Network.

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

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Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using BASK to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training

Maintain a healthy and safe BASK with safe entry and exit routes

Formulate effective procedures for use in case of fire and other emergencies and for evacuating BASK premises. Practice this procedure on a regular basis to

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Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of BASK are accessible (wherever practicable)

Provide a safe environment for students or trainees to learn in

Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

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Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times

Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action

Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out

Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order

Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children

Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate

Ensure there are suitable hygienic changing facilities (see infection control policy)

Prohibit smoking on BASK premises

Prohibit any contractor from working on the premises without prior discussion with the officer in charge

Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas

Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around BASK

Ensure all cleaning materials are placed out of the reach of children and kept in their original containers

Wear protective clothing when cooking or serving food

Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not allowed in BASK

Follow the EU Food Information for Food Consumers Regulations (EU FIC). These rules are enforced in the UK by the Food Information Regulations 2014 (FIR). We identify the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed

Follow the allergies and allergic reactions policy for children who have allergies

Ensure risk assessments are undertaken on the storage and preparation of food produce within BASK

Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are

Provide appropriately stocked first aid boxes and check their contents regularly
Ensure children are supervised at all times
Ensure no student or volunteer is left unsupervised at any time.

Responsibilities

Responsibility for Health and Safety in BASK is that of **the manager**.

All employees have the responsibility to co-operate with the manager to achieve a healthy and safe service and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures).

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the **manager**.

Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees. This will include health and safety matters.

Health and safety training

Health and safety is covered in all induction training for new staff

At least one member of staff on duty **MUST** hold a full paediatric First Aid at Work certificate in BASK and when on outings. Our trained first aiders are listed in the first aid policy.

Health and safety arrangements

All staff are responsible for general health and safety in BASK

Risk assessments will be conducted on all areas of BASK, including rooms, activities, outdoor areas, resources and cleaning equipment

These are reviewed at regular intervals and when arrangements change

All outings away from BASK (however short) will include a prior risk assessment – more details are included in our outings policy

All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe/removed from the area by this member of staff to promote the safety of children. If this cannot be achieved the manager will be notified immediately

We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water

BASK will adhere to the Control Of Substances Hazardous to Health Regulation

(COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises

All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety. We may also use benefit risk assessments for particular activities and resources for children

We have a clear accident and first aid policy to follow in the case of any person in BASK suffering injury from an accident or incident

We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in BASK. This is to be shared with all staff, students, parents and visitors to BASK

We review accident and incident records to identify any patterns/hazardous areas

Safety checks

We make sure BASK is a safe environment for children, parents, staff and visitors by carrying out safety checks on a regular basis in accordance with the timescales set out in BASK checklists. These include daily checks of the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas. The checks are recorded to show any issues and solutions.

All staff should be aware of potential hazards in BASK environment and monitor safety at all times.

Electrical equipment

Who checks	How often	Location/Tel. no.
School	Annually	St Josephs annual EICR test

All electrical cables are kept out of the reach of children wherever possible and shielded by furniture where they need to be at floor level

Electrical sockets are all risk assessed and any appropriate safety measures are in place to ensure the safety of the children.

Mains information

- Water stop tap: TBC
- Gas point: Outside kitchen and outside boiler room
- Fuse box: In cupboard opposite heads office
- Main electricity box: In cupboard opposite heads office

Greenock Location - Contact Janitor or other member of school team

Dangerous substances

All dangerous substances including chemicals MUST be kept in locked areas out of children's reach. All substances must be kept in their original containers with their original labels attached. Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments must be kept for all substances and the appropriate personal protection taken e.g. gloves, apron and goggles.

Transport and outings

BASK has a comprehensive documented policy relating to outings, which incorporates all aspects of health and safety procedures including the arrangements for transporting and the supervision of children when away from BASK.

Room temperatures

Temperatures should not fall below 16°C in all areas

Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

Water supplies

A fresh drinking supply is available and accessible to all children, staff and visitors.

All water supplies regulated to 40 °C via thermostatic mixer valves.

Mains fed drinking water available in kitchen and water fountains.

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<i>3rd September 2023</i>	<i>Andy McEwing</i>	<i>August 2026</i>

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All staff should be aware of potential hazards in BASK environment and monitor safety at all times.

Electrical equipment

Who checks	How often	Location/Tel. no.
Inverclyde council	Annually	Boglestone Community Centre 01475 213133

All electrical cables are kept out of the reach of children wherever possible and shielded by furniture where they need to be at floor level

Electrical sockets are all risk assessed and any appropriate safety measures are in place to ensure the safety of the children.

Mains information

- Water stop tap: [Contact Boglestone Community Centre 01475 213133](#)
- Gas point: [Contact Boglestone Community Centre 01475 213133](#)
- Fuse box: [Contact Boglestone Community Centre 01475 213133](#)
- Main electricity box: [Contact Boglestone Community Centre 01475 213133](#)

Port Glasgow Location - [Contact Boglestone Community Centre 01475 213133](#)

Dangerous substances

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