

# École Française de Bristol



## Health and Safety Policy

<b>Last review date:</b>	<b>September 2025</b>
<b>Next review date:</b>	<b>September 2026</b>

## General Statement of Policy

Our Policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the Health and Safety of the people who may be affected by our activities. The policy will be kept up to date, particularly as The Ecole Française de Bristol and its services change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

## Responsibilities

Overall and final responsibility for Health and Safety in The Ecole Française de Bristol is that of:

THE HEADTEACHER: HORTENSE JOURNEL FAUVET

Whenever an employee, supervisor or manager notices a health or safety problem that they are not able to put right, they must straight away tell the appropriate person named above, or a member of the School's Management Committee in their absence.

## Local Inspector

Health & Safety Executive  
Inner City House  
Mitchell Lane  
Victoria Street  
BRISTOL BS1 6AN  
Tel: 0117 9886000  
Fax: 0117 9262998

**All Workers should read, be aware of and comply with the following health and safety policy:**

**Note: for the purposes of this document, "Workers" refers to all members of staff and volunteers engaged directly in the care of children.**

<b>Fire</b>	<ol style="list-style-type: none"><li>1. Workers will read, be aware of and make children aware of the fire exits, fire regulations and evacuation routes. Visitors should be made aware of arrangements in case of a fire.</li><li>2. Workers will know the location of fire extinguishers. They will check regularly that they are in place and be aware of how to use them.</li><li>3. Fire drills will be carried out regularly at the beginning of each new term or holiday, or whenever new children arrive. Records will be kept for the current year.</li><li>4. A fire risk assessment will be conducted annually.</li><li>5. Fire Extinguishers, Smoke Detectors and Fire Exits will be clearly identified, kept clear and unlocked when the building is in use at all times.</li><li>6. Fire Extinguishers, Smoke Detectors and Fire Alarm will be checked regularly by an appointed person. Each class is provided with a whistle so that the alarm can be raised "manually". There are manual activation points to set off the fire alarm.</li><li>7. Staff should not put themselves in danger and attempt to tackle a fire using a fire extinguisher unless it is absolutely necessary (e.g. to provide a means of escape not otherwise available). The Fire Brigade should be called. The safety of the children and Workers is the top priority.</li><li>8. Procedures detailing action to be taken in the event of a fire, should be displayed.</li></ol>
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<b>Equipment</b>	<ol style="list-style-type: none"> <li>1. Furniture, toys and equipment will be kept clean and in good repair. Workers will check all equipment regularly.</li> <li>2. Equipment and furnishings will be accessible and of an appropriate size.</li> <li>3. Electrical leads will be tucked safely away. They will not be in such a position that an appliance could be easily pulled down or over.</li> <li>4. Tables and chairs will be placed in such a way so as not to cause injury or obstruction.</li> <li>5. Workers will read the instructions of any equipment in use and follow them.</li> <li>6. Potentially hazardous equipment will be protected or put out of the way of children. Hazard information will be accessible for everyone who needs it.</li> <li>7. Any unsafe item or situation will be made safe or reported immediately to the nominated person in charge or Health &amp; Safety Officer (to the Deputy Headteacher in her absence).</li> </ol>
<b>Premises</b>	<ol style="list-style-type: none"> <li>1. Premises will meet OFSTED registration standards, including space requirements.</li> <li>2. Premises will be kept clean, well-lit, adequately ventilated and maintained in a suitable state of repair.</li> <li>3. Rooms will be maintained at an adequate temperature.</li> <li>4. Outdoor play space will be kept safe, secure and well maintained.</li> <li>5. Rooms used by the school will be used solely by the school during the hours of operation.</li> <li>6. Premises and activities will be risk assessed and a written record of these made and any actions noted.</li> <li>7. The Ecole Française de Bristol operates a strict NO SMOKING policy for staff, parents and carers and visitors to the premises and in the school grounds.</li> <li>8. Systems are in place to ensure that children cannot leave premises unsupervised (children are not allowed to open outside doors / two handles or a lever need(s) to be pulled to open the front door and the door leading to the playground / there is adequate supervision at all times /collection arrangements are in place), whilst ensuring that safe evacuation is possible in an emergency.</li> <li>9. Children must inform a member of staff if they are leaving the classroom and state where they are going.</li> </ol>
<b>Staffing</b>	<ol style="list-style-type: none"> <li>1. The nominated person in charge will hold an appropriate level 3 qualification (or higher). At least half of all staff will hold an appropriate level 3 qualification (or higher).</li> <li>2. The person in charge will submit to vetting by OFSTED. OFSTED vetting includes carrying out police checks. All other workers will be Criminal Record Bureau (DBS)/Barred list checked. Only Workers that pass will be permitted to continue to work.</li> <li>3. All Workers will have induction training, including Health and Safety and Safeguarding policies and procedures, in their first week.</li> </ol>
<b>Supervision/Staff deployment</b>	<ol style="list-style-type: none"> <li>1. The level of supervision for under-8s will be at least 1:13 (staff: children ratio with a qualified teacher in charge of the class) on site. Off-site staff: children ratios will take account of the activity and risk assessment. Staffing ratios meet the requirements of the Early Years Register / Childcare Register accordingly. Workers under 17 years of age are not counted in the staff: child ratio. When sleeping/napping children are at all times supervised.</li> </ol>

	<ol style="list-style-type: none"> <li>Children must usually be within sight <i>and</i> hearing of staff and always within sight <i>or</i> hearing.</li> <li>At least two adult Workers will be on the premises at all times when children are in attendance.</li> <li>No Worker under the age of 18 will be left alone with children.</li> <li>Whilst their DBS vetting is in progress, Workers will not be left alone with children.</li> <li>Children will not be allowed in the kitchen without supervision, and then only if the kitchen is being used solely for a supervised children's activity.</li> <li>No child will leave the premises unless with a Worker, parent/carer, or other person authorised by the parent/carer.</li> <li>If a child is missing, the parent/carer or the police will be notified immediately, as well as a management representative. The missing child procedure will then be followed.</li> <li>Staff will not be under the influence of alcohol or any other substance likely to affect their ability to care for children whilst on the premises.</li> <li>Staff taking medication which may affect their ability to care for children should seek medical advice. Should medical advice confirm that the medication is likely to impair their ability to look after children properly, staff must let the Health and Safety Officer know.</li> </ol>
<b>Visitor</b>	<ol style="list-style-type: none"> <li>Every visitor will be asked their name and purpose of their visit.</li> <li>Where appropriate identification will be checked</li> <li>It will be ensured that the visitor does not appear to be under the influence of alcohol or drug before allowing them in.</li> <li>Visitors will be shown the relevant requirements such as evacuation procedure / no smoking /no mobile phones to be used on site /request to only use adult toilet after authorisation by a member of staff.</li> <li>Visitors will be asked to sign the Visitors Book.</li> <li>Visitors will not be left unsupervised with the children at any time.</li> <li>Visitors will be asked to sign out when they leave.</li> </ol>
<b>Intruder</b>	<ol style="list-style-type: none"> <li>An intruder is any person who enters the premises without permission. Some intruders may simply be lost and present no threat to staff or children.</li> <li>Any suspicious intruder must be considered to pose a risk. A member of staff should alert all other staff before challenging any unexpected visitor. They must establish their reason for being there and consider whether they present any danger to staff or children.</li> <li>All unexpected visitors must be supervised and directed off the premises. Should the Head Teacher / Deputy feel that there is any danger at all they must ensure that someone contacts the police as soon as possible.</li> <li>Every effort must be made to keep the situation under control and to keep the intruder, staff and children calm. No attempt should be made to restrain the intruder and if possible children should be evacuated to a place of safety.</li> <li>If the intruder leaves of his/her own accord take note of their appearance and method of transport so that the police can alert other settings to any potential risks. Details of the incident must be documented in full on an <b>Incident Form</b>.</li> <li>If the intruder is armed, the discovering member of staff will alert all other staff and the police will be contacted immediately. Give details of the setting and description/location of the intruder and any weapon involved.</li> </ol>

	<p>7. Take whatever action you can (including implementation of the lockdown procedure as appropriate) to ensure the safety of staff and children and advise emergency services of the action that you have taken. Where children and staff are stopped from evacuating the premises, it is important to remain calm and to reassure both children and adults. Take no action against the intruder and await the arrival of police.</p>
<b>Lockdown</b>	<p>1. Lockdown procedures are in response to an external or internal incident which has the potential to pose a threat to the safety of all pupils and staff: e.g. incidents as follows <u>with the potential to pose a risk to staff and pupils</u></p> <ul style="list-style-type: none"> <li>• A reported incident / civil disturbance in the local community</li> <li>• An intruder on the school site</li> <li>• A warning being received regarding a risk locally, of air pollution</li> <li>• A major fire in the vicinity of the school</li> <li>• The close proximity of a dangerous dog roaming loose</li> </ul> <p>2. Alarm systems:</p> <ul style="list-style-type: none"> <li>• use the Internal audible alarm activated from the office and sounded in the nursery classroom (<u>alert to be communicated to other classes</u>) or use fog horn (do not use the fire alarm)</li> <li>• or member of staff to alert other employees where possible using fog horn available in each classroom</li> </ul> <p>3. Lockdown arrangements will be determined according to circumstances:</p> <ul style="list-style-type: none"> <li>• Partial lockdown: precautionary measure to put the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate: <ul style="list-style-type: none"> <li>✓ All those indoors should stay in their classrooms</li> <li>✓ Pupils outside should be brought inside as quickly as possible</li> <li>✓ All external doors and as necessary, windows will be locked</li> <li>✓ Depending on circumstances, internal doors will be locked</li> <li>✓ Once in lockdown mode, staff should do a roll call and instigate an immediate search for any missing person</li> <li>✓ Staff should encourage pupils to keep calm</li> <li>✓ As appropriate, the school should establish communication with the Emergency Services as soon as possible</li> <li>✓ The Head Teacher / Deputy will conduct an ongoing risk assessment based on the advice of Emergency Services. This can be communicated to staff and pupils.</li> <li>✓ If necessary, parents should be notified as soon as practicable</li> <li>✓ Pupils will not be released to parents during a lockdown</li> <li>✓ If it is necessary to evacuate the building, the fire alarm will be sounded</li> <li>✓ Staff should await further instructions</li> </ul> </li> <li>• Full lockdown: this signifies an immediate threat to the school and may be an escalation of a partial lockdown. <ul style="list-style-type: none"> <li>✓ As above, but pupils will be taken to the store room / cupboards for safety.</li> <li>✓ At any point during the lockdown, the fire alarm may sound which is a clue to evacuate the building.</li> </ul> </li> </ul>

	<p>✓ If possible, a message will be recorded on the answerphone: school in lockdown situation, switchboard unmanned, nobody allowed in or out, leave line clear for emergency services.</p>
<b>In the event of an immediate terrorist attack</b>	<p><b>SOUND THE WARNING</b>          Use the fog horn (not the fire alarm)          Phone the police, giving essential information (where, what, who etc.).  <i>Do not expect someone else to have rung the police already.</i></p> <p><b>ESCAPE</b>  <b>Condition 1</b>          Ensure that you know the exact place of danger  <b>Condition 2</b>          Ensure that you can escape without risk to the pupils  <b>In all cases</b>          Stay calm          Use the nearest and least exposed exit          Use a known route          Request absolute silence</p> <p><b>PHONE 999 (REQUEST POLICE)</b>, speaking quietly (place phone on silent)          Information required:          Where: site          What: number of victims, nature of the attack, weapons          Who: number of attackers and intentions  <b>If you are not able to escape safely with the pupils, lock up the building, barricade rooms and hide</b></p> <p><b>LOCKDOWN</b>  <b>Case 1: the pupils are in the classrooms</b>          Stay in the classroom          Lock doors  <b>Case 2: the pupils are not in the classrooms</b>          Go back inside to the safest rooms  <b>In all cases</b>          Barricade yourselves in with any furniture etc. available          Turn off the lights          Get away from partition walls, doors and windows          Lie down behind several solid obstacles          Ensure that there is total silence (phone on silent)          Stay close to persons showing stress and reassure them          Wait for the police</p> <p><b>HOW TO REACT</b>  <i>FOLLOW THE POLICE'S INSTRUCTION AND ENABLE THE INTERVENTION OF EMERGENCY SERVICES</i>          Do not leave the premises unless instructed to do so by the police.          Leave all belongings behind</p>

	<p>Evacuate the premises calmly, hand up and visible in order not to be perceived as a suspect.</p> <p>Indicate if there are casualties and where to find them.</p>
<b>Record Keeping</b>	<ol style="list-style-type: none"> <li>1. Registration forms will be completed and kept on file for every child attending the scheme.</li> <li>2. A daily attendance register will be used.</li> <li>3. All children will be signed in and out by a parent/carer.</li> <li>4. Whenever possible, written authorisation from the parent/carer will be required prior to picking up of children by anyone except themselves. If a child is uncollected the late collection procedure will be followed (See Arrival and Departure Policy and Procedure)</li> <li>5. Written authorisation from the parent/carer will be required for children to take part in trips off the premises.</li> <li>6. All records will be held securely and kept confidential (except as legally obliged).</li> </ol>
<b>First Aid</b>	<ol style="list-style-type: none"> <li>1. There will always be a qualified First Aider present when children are in attendance (The qualification required is the Paediatric First Aid Certificate). The First Aider will deal with accidents.</li> <li>2. A First Aid Box and Accident Book will be maintained in good order. The accident book will be Data Protection and RIDDOR compliant. All Workers will be made aware of their whereabouts.</li> <li>3. All accidents will be recorded in the Accident Book, and signed by a parent/carer to show that they have been informed. Accident forms will be kept.</li> <li>4. Workers will wear disposable gloves when cleaning up body fluids (blood, vomit, urine etc). If bodily fluids come into contact with anyone, they will be washed off immediately.</li> <li>5. Before dealing with wounds, Workers will wash their hands and cover any cuts or sores with a waterproof dressing. After dealing with wounds, Workers will wash their hands again.</li> <li>6. Clinical waste, such as plasters and bloodstained tissues, will be disposed of separately from other rubbish, in a plastic bag.</li> <li>7. Any serious accidents resulting in medical attention will be reported to OFSTED, to the local child protection agency (and to the Health and Safety Executive as required).</li> <li>8. Any accident which is potentially life threatening will be reported to OFSTED and also to the Health &amp; Safety Executive under RIDDOR regulations. (Reporting of Dangerous Occurrences)</li> <li>9. Serious Injuries/Emergencies <ul style="list-style-type: none"> <li>• Stay Calm</li> <li>• Assess the situation</li> <li>• Get First Aider to scene – administer emergency first aid if needed</li> <li>• Reassure victim &amp; remove other children from scene and reassure them</li> <li>• Phone emergency services</li> <li>• Pass on clear details about incident/accident, including information from child's registration form to emergency services</li> <li>• Telephone parent/carers or emergency contacts</li> <li>• Go in ambulance with child</li> <li>• Stay with child until parent/carers or emergency contact arrive</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Phone management committee and inform of accident/incident</li> <li>• Members of staff who witnessed the incident are to complete a dangerous occurrence / accident report form as appropriate . Any serious accident/incident will be investigated by the school as well as reported to the relevant organisations.</li> <li>• First Aid items: Qualified First Aid; First Aid Box; Accident Book; Head Injury Form; Existing Injury Form</li> </ul>
<b>Allergies/Dietary/Medical Requirements</b>	<ol style="list-style-type: none"> <li>1. A record will be kept of all allergies and specific dietary or medical requirements of registered children.</li> <li>2. The nominated person in charge (or acting person in charge) will make all Workers aware of any allergies or specific dietary or medical requirements of children in attendance.</li> <li>3. Parents/carers will give written permission if Workers are required to administer medication to their children. The School's administration of medicines policy will be followed.</li> <li>4. Medication will be stored in the original containers, clearly labelled and kept inaccessible to children. (Staff medication must also be stored securely, out of reach of children).</li> <li>5. A record will be kept of all medication administered to children.</li> </ol> <p>Note: Children who become ill during a session will be cared for in accordance with the School's sick children procedure.</p>
<b>Hygiene</b>	<ol style="list-style-type: none"> <li>1. There is a cleaning schedule for cleaning resources and equipment.</li> <li>2. Tables are cleaned between activities</li> <li>3. Toilets are checked regularly</li> </ol>
<b>COSHH</b>	<p>Control of substances hazardous to health.</p> <ol style="list-style-type: none"> <li>1. We will abide by the COSHH regulations to prevent any employees coming into contact with substances hazardous to health. We will hold a COSHH Register, COSHH Risk Assessments and further information i.e. safety data sheets on any chemicals that are used in the setting.</li> <li>2. Safety data sheets/ COSHH notices are kept in the cleaning cupboard (key from the office)</li> <li>3. We will make staff aware of this information and train, support and monitor them in carrying safe working practices.</li> </ol>
<b>Staff</b>	<ol style="list-style-type: none"> <li>1. Staff are provided with guidance about manual handling</li> <li>2. A pregnancy risk assessment is carried out</li> <li>3. The Health and Safety Law poster is displayed prominently.</li> </ol>

## USEFUL CONTACTS

**HEALTH AND SAFETY COORDINATOR** ESTELLE TENANT

**MANAGEMENT COMMITTEE MEMBER  
RESPONSIBLE FOR H & S** SERGE CREN

## AGENCIES TO CONTACT FOR ADVICE

**BAND (BRISTOL ASSOCIATION  
FOR NEIGHBOURHOOD DAYCARE)**

0117 954 2128

**ENVIRONMENTAL HEALTH  
BRISTOL**

PO BOX 595  
BRUNEL HOUSE  
ST GEORGE'S ROAD  
BRISTOL BS1 5UY  
0117 922 3388  
[health.safety@bristol.gov.uk](mailto:health.safety@bristol.gov.uk)

**FOOD SAFETY**

PUBLIC HEALTH SERVICES  
4<sup>TH</sup> FLOOR, BRUNEL HOUSE  
GEORGE'S ROAD  
BRISTOL BS1 5UY

**HEALTH AND SAFETY EXECUTIVE**

0845 0055  
[www.hse.gov.uk](http://www.hse.gov.uk)  
(for local office contact details see policy)

**KNOWLEDGE, RESOURCE AND INFORMATION SERVICE**

**INFORMATION**

SOMERSET HOUSE  
SOUTHMEAD HOSPITAL  
BRISTOL BS10 5NB  
0117 959 5463  
[leaflets-kris.bristol@nhs.net](mailto:leaflets-kris.bristol@nhs.net)  
[www.avon.nhs.uk/dris/Resources/Leaflets](http://www.avon.nhs.uk/dris/Resources/Leaflets)

**THE INSTITUTION OF FIRE ENGINEERS** [www.ife.org.uk](http://www.ife.org.uk)

**FIRE PROTECTION ASSOCIATION** [www.fpa.fireriskassessment.com/introduction.htm](http://www.fpa.fireriskassessment.com/introduction.htm)

**AVON FIRE AND RESCUE**

[www.avonfire.gov.uk](http://www.avonfire.gov.uk)  
Site includes sample Fire Risk Assessment