



## Standard Operating Procedure

### DCS, MOD Schools, Early Years Settings

#### Standard Operating Procedure (SOP): Health and Safety including manual handling, risk assessments and COSHH

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Date written: 01.08.2021

Reviewed Date: 23.08.2023

Review annually or if any changes are made to support practice.

#### 1. Purpose

To ensure all individuals are aware of health and safety within the setting and are able to carry out their role safely.

#### 2. Scope

- All staff to complete a Health and Safety Induction within the first week of employment.
- Before undertaking a task that involves manual handling, staff must risk assessment to establish whether they are able to lift the item in a safe manner BEFORE undertaking the task. The acronym TILE can be used to help a decision to be made. **T**ask **I**ndividual **L**oad **E**nvironment. Please contact the SHEF Coordinator to undertake Manual Handling Training.
- Staff to be read, acknowledge and understand risk assessments as part of their induction.
- All new activities, resources, equipment and events to be risk assessed prior to being undertaken.
- COSHH – setting has a full and comprehensive list and safety data sheets for all chemical substances used and stored within the setting, now held in school as colocation.
- Equipment must be stored in a safe manner. Heavy objects near the bottom.
- Damaged equipment/resources to be removed immediately and manager informed.

#### 3. Responsible Persons

Everyone is responsible for Health and Safety in the workplace.



#### **4. Responsibilities**

- Everyone is to be aware of Health and Safety processes.
- Staff responsible for requesting support for any heavy objects.
- Staff to inform manager of any hazards not supported by a risk assessment.
- Manager to ensure risk assessments are reviewed on an annual basis.
- Staff responsibility to familiarise themselves with relevant risk assessments within their area of work.
- All staff are responsible to ensure chemical substances are not within children's reach, child locks once be used at all times for cupboards under sink and under nappy changing unit.
- Staff to store equipment in the correct area and in a safe manner.
- Staff to report any resources or equipment that are damaged.

#### **5. Directive**

- This SOP links directly with the SHEF Directive and all other SHEF matters which you will find on the SharePoint
- [https://scschools.sharepoint.com/sites/MODSchoolsIntranetServices/DCYP\\_SHEF](https://scschools.sharepoint.com/sites/MODSchoolsIntranetServices/DCYP_SHEF)