

# HEALTH & SAFETY

## Health and Safety Policy

### Purpose

Our overall objective within this policy is to make the contents of this document intrinsic to our working practices on a day to day basis.

### Policy

- To provide adequate control of the health and safety risks arising from our work activities
- To regularly review any risks and check that control measures remain adequate
- To consult with staff on key matters affecting their health and safety
- To provide and maintain safe equipment
- To ensure safe handling use and storage of any substances
- To provide the necessary instruction, training, information and supervision for all staff. To prevent accidents/ill health through good risk assessment processes
- To create a culture of “thinking safety” where staff regularly bring forward any observations/concerns
- To provide adequate funds to rectify any health and safety issues
- To review and revise this policy as necessary at regular intervals
- To comply with the Health & Safety at Work Act 1974

Signed

Date

# HEALTH & SAFETY

## Responsibilities

- Overall and final responsibility for health and safety is that of:
  - Ally Anderson (Director) & Debbie Chadwick (Director)
- Day-to-day responsibility for ensuring this policy is put into practice is that of:
  - Debbie Chadwick (Manager/Director)
  - Other members of the management team (e.g. Deputy Nursery Manager, Supervisor, Senior Nursery Practitioner)
- All staff have to:
  - Co-operate with all members of the management team regarding health and safety matters
  - Not interfere with anything provided to safeguard their health and safety and that of others
  - Safeguard the safety and welfare of the children in their care
  - So far as is reasonably practicable safeguard the safety and welfare of those persons who they are supervising
  - Take reasonable care of their own health and safety and that of others including any visitors to the premises
  - Report all health and safety concerns to an appropriate person

## Health and Safety Risks Arising From Our Work Activities

- An Annual Risk assessment will be undertaken using the *Full premises Annual Risk Assessment* form. This will be undertaken by: Debbie Chadwick (Manager/Director)
  - Records will be retained in the H&S, Emergency & Maintenance file
- The findings of the risk assessments will be reported to: Ally Anderson (Director)
- Action required to remove/control risks will be approved by: Ally Anderson (Director)
- The person responsible for ensuring the action required is implemented will be: Debbie Chadwick (Director)
- The person who will check that the implemented actions have removed/reduced the risks will be: Ally Anderson (Director)
- Daily Risk Assessments for specific areas will be undertaken by staff first thing every morning and recorded on the relevant *Room Check Sheet* as follows:

<b>309 London Road</b>	<b>319 London Road</b>
Baby Room	Conservatory
Toddler Room	Messy Areas
Green Room	Internal Play Areas
Yellow Room (incorporating role play room)	Garden
Garden Room	
Garden	

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- These check sheets will remain on display and then checked and filed at the end of each week in the office file
- Fridge temperatures are checked daily, corrective action taken and details recorded on the *Fridge Temperature Chart*. Records will be retained in either the Kitchen File or the Office File.
- Ad-hoc risk assessments resulting from daily operations will be undertaken by:
  - Relevant staff as appropriate (e.g. checking toys) and where necessary, reviewed by Debbie Chadwick, or in her absence, the relevant Deputy / Supervisor
  - Action required to remove/control these risks will be implemented by relevant staff as appropriate and where necessary, reviewed by Debbie Chadwick, or in her absence, a member of the management team
- Completion of Check Sheets is vital in order to:
  - Maintain safety
  - Comply with regulations
  - Meet business insurance requirements
- Risk assessments will be reviewed annually or when work activity changes, whichever is soonest

### Safe Plant and Equipment

- Debbie Chadwick (Manager/Director) will:
  - Be responsible for identifying all equipment needing maintenance
- Debbie Chadwick (Manager/Director) & Jim Anderson (Maintenance) will:
  - Be responsible for ensuring that all identified maintenance is implemented.
  - Check that new equipment meets health and safety standards before it is purchased.
- Any problems found with plant/equipment should be reported to the above persons.

### Specific Equipment

- Staples are only to be used as a last resort and should not be used directly on walls, doors, furniture or other nursery fixtures.
- Where staplers and staple guns are used in children's areas, they must be kept out of the reach of the children

### Safe Handling and Use of Substances

- Debbie Chadwick (Manager/Director) will:
  - Be responsible for identifying all substances that need a COSHH assessment
  - Be responsible for undertaking COSHH assessments
  - Be responsible for ensuring that all actions identified in the assessments are implemented
  - Be responsible for ensuring that all relevant employees are informed about the COSHH assessments
  - Check that new substances can be used safely before they are purchased
- Assessments will be reviewed annually, or when the work activity changes, which is soonest
- A list of products used in the nursery that have been identified as requiring a COSHH assessment are recorded on the *Safe Handling & Use of Substances Product List*

# HEALTH & SAFETY

## Children's Sleep Monitoring

- Sleeping children are checked at a minimum of every 10 minutes

## General Hygiene

### Nappy Changing

- See Nappy Changing & Toilet Training section

### Food Preparation

- Staff must wear fabric aprons provided and are given the option/facilities to wear disposable gloves if required

### Wiping A Child's Nose

- Always use a clean tissue
- Put used tissue in the bin immediately after use
- Always wash hands/use anti-bac gel provided in the children's rooms, immediately afterwards to avoid spreading germs

## Information, Instruction and Supervision

- The Health and Safety Law poster is displayed in each nursery
- Health and safety advice is available from Ally Anderson and Debbie Brett in the first instance, who will consult with external consultants if necessary
- The person responsible for ensuring that our staff working at locations under the control of other employers, are given relevant health and safety information is:
  - Debbie Chadwick (Manager/Director)

## Young Workers (under 18 years)

- Supervision of young workers (under 18 years) /trainees will be arranged and monitored by:
  - Debbie Chadwick (Manager/Director)
- Supervision of young workers/trainees will be undertaken by the member of staff they are assigned to work with
- The Nursery Manager is responsible for completing a *Risk Assessment for Young Workers (under 18 years) Form*. A copy of this form is held in the Staff Handbook

## Manual Handling

- In-house training will be provided
- Posters outlining the correct lifting methods/details are issued to staff within the Staff Handbook

## Competency for Tasks and Training

- Induction training will be provided for all employees by:
  - Debbie Chadwick (Manager/Director) or the designated deputy
- Job Specific training will be provided by:
  - Debbie Chadwick (Manager/Director) or the designated deputy
- Training records are kept at/by:
  - Office by Debbie Chadwick (Manager/Director)
- Training will be identified, arranged and monitored by:
  - Debbie Chadwick (Manager/Director) or the designated deputy

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## Fire & Emergency Evacuation

See separate policy

## Accidents, First Aid and Work-Related Ill Health

### First Aid

- First aid box/es are kept on all nursery sites, either in the office area, toilets and 'Outing Bags'
- A list of appointed first aiders is displayed in the reception area
- There must be a minimum of one trained first aider on the premises at all times
- There must be a minimum of one trained first aider on any external outings

### Accidents, Incidents at Work & Work-Related Ill Health

- All accidents, incidents and cases of work-related ill health relating to staff and visitors other than children are to be recorded in the Accident Book. This is kept in the office area on each site.
- All accidents, incidents and cases of ill health observed for and relating to children in our care must be recorded on the *Children's Accident/Incident Form* and passed to the Nursery Manager.
  - The *Children's Accident/Incident Forms* are stored in the Childrens Folder in the relevant Children's Room
  - A summary of all childrens' accidents/incidents must be recorded in the *Childrens' Accident/Incident File Summary* at the front of the folder
- The Nursery Manager/Deputy will be responsible for:
  - Checking all accident details and information relating to cases of ill health
  - Investigating accidents or work related cases of ill health
  - Recording all children's accidents on the *Monthly Accident Analysis* form, analysing findings and taking any appropriate action. The forms are filed in the 'Other Check Sheet' file in the nursery office area
  - Acting on investigation findings to avoid recurrence

### Children's Accidents at Home

- If a child has an accident at home/away from nursery, the parent/carer should inform nursery staff who will record details on a *Parent/carer Incident Disclosure* form. This form is retained in the child's folder in the office area.
- If staff notice a bump, bruise or other unusual/unexplained mark once the parent/carer has left the child and staff are unaware of what has caused this, staff must inform the nursery manager. The nursery manager may contact the parent/carer and record their findings on a *Parent/Carer Incident Disclosure Form*. The parent/carer must sign this form when collecting the child. If the parent/carer is unsure how the mark has occurred, staff should then complete a *Children's Accident/Incident Form*.

### Reporting accidents, diseases and dangerous occurrences to the enforcing authority

- Serious accidents and certain diseases or dangerous occurrences have to be reported to:
  - The enforcing authority
  - OFSTED
  - Local Child Protection Agency
  - The nursery's insurance company

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- The person responsible for reporting these is:
  - Debbie Chadwick (Manager/Director)
- The enforcing contact details are recorded on the Health Safety Law Poster Displayed on the premises. Full information can be obtained from and reporting can be recorded via:
  - [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/) (for HSE)
    - Examples of reportable injuries from the HSE website are attached to this policy, however, refer to website for current and up to date information
  - 08456 404040 (for OFSTED)
    - See attached Ofsted document for guidance '*Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies*'
      - Relevant incidents must be reported to Ofsted as soon as possible but certainly within 14 days.
  - Reference to insurance details (for insurance company records)

### Monitoring

- To check working conditions and ensure safe working practices are being followed, we will;
  - Develop a culture where staff are aware of safe working practices and they become part of daily routines
  - Carry out random visual monitoring of working practices
  - Carry out an annual audit of Health and Safety management and practices

### Other Records

A Health & Safety, Emergency & Maintenance file is held in the office area of each site. This file is site specific and contains the following:

- **Fire & Evacuation**
  - Fire Marshalls
  - Fire Drill Log
  - Fire Drill Record by Name
  - Fire Risk Assessments – Monthly Check Sheets
  - Staff Evacuation Procedures Training/Refresher Log
- **Premises and Utilities – Emergency & Maintenance Information**
- **Full premises Annual Risk Assessments**
- **Other Contacts**
  - Directors
  - First Aiders
  - Key Holders
  - Fire Engineer
- **Certificates**