

Egg Day Nursery

Health & Safety Policy

Part 1 STATEMENT OF INTENT

It is Egg Day Nursery's policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, children and all persons likely to be affected by our activities including the general public where appropriate.

Our aims are to:

- Maintain control of health and safety risks arising from our activities
- Consult with all staff on matters affecting their health, safety & welfare
- Provide and maintain safe plant and equipment
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for staff/children/visitors
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- Maintain a safe and healthy working environment ensuring the welfare of all persons
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies & procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

Part 2 ORGANISATION

The overall responsibility for health and safety at Egg Day Nursery is held by the Directors who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult staff regarding suitable health & safety training opportunities
- Monitor and review health and safety arrangements

The Deputy Manager will:

- Develop a safety culture throughout the Nursery
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk as part of the day-to-day management of the Nursery
- Ensure staff are aware of their responsibilities
- Ensure a safe & healthy environment & provide suitable welfare facilities
- Make operational decisions regarding health & safety
- Ensure monthly and annual safety inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health & safety responsibilities
- Update the directors
- Produce, monitor & review local safety policies & procedures

- Monitor and review the health and safety policy periodically & as required

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health & safety and that of others affected by their activities by:

- Supporting the Nursery's health & safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health & safety arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses.

Specific health & safety responsibilities of individuals are as follows:

- *Deputy Manager*
The Deputy Manager advises on the health, safety and welfare within the Nursery
The Deputy Manager will advise new staff and existing of their own individual responsibilities with regards to health and safety at work and offer or arrange appropriate training to staff and stakeholders as required.
- *Early Years Professional, Room Leaders*
The responsibility of applying safety procedures on a day-to-day basis rests with the the above staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise with the Deputy Manager so that the associated risks are assessed and any precautions deemed necessary are implemented. All accidents will be investigated by them in accordance with the current procedures in order that the cause of any accident can be identified and remedial actions taken as appropriate. They are to ensure that all new members of staff under their control are instructed in their own individual responsibility with regards to the Health and Safety at Work etc. Act 1974 and that they frequently make inspections of their areas of responsibility, taking prompt remedial action where necessary.
- *Nursery Nurses, Nursery Assistants, Support Staff, Voluntary Staff and Students*
The above staff have a responsibility to ensure they act in a responsible way towards the health & safety of themselves, other members of the Nursery, visitors, contractors and members of the public. They are required to co-operate with senior staff & safety representatives, and adhere to the safety guidance provided, which will assist in maintaining standards of health and safety within the Nursery.
- *All Staff*
All staff will ensure that all visitors and contractors sign in to the Nursery and are made aware of the Nursery's fire evacuation procedures, health and safety procedures.
- *Fire Safety Co-ordinator – Directors*
The Fire Safety Co-ordinator update staff and stakeholders through training and induction on the Nursery's fire evacuation procedures. The Fire Safety Co-ordinator will oversee and record the weekly testing of the fire alarm system. The Fire Safety Co-ordinator will carry out quarterly fire evacuation procedures.

Part 3

ARRANGMENTS

The safety arrangements set out below are for information, guidance and compliance by all the personnel at Egg Day Nursery.

Health and safety are an essential part of the management at Egg Day Nursery. They are key considerations that underpin and assist educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of the Deputy Manager and staff to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably possible by the implementation of arrangements and procedures developed out of risk assessment for control of risk.

General arrangements can be summarised as follows:

- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities & how to carry out their duties safely
- Providing safe places to work with safe access to and exit from them
- Providing a healthy and safe working environment with adequate welfare facilities
- Providing a system for rapidly identifying and effectively dealing with hazards
- Implementing control measures to reduce risks to as low as reasonably practicable
- Providing suitable personal protective equipment (PPE) & clothing where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort

All personnel have a statutory duty to co-operate in fulfilling the objectives of the Nursery as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery to senior staff.

No person shall intentionally or recklessly interfere with or misuse any equipment or resources.

Accident Reporting

Any accident or injury is to be reported and recorded in line with the Nursery's accident and incident policy and Health & safety legislation.

Accident Investigation

- All significant accidents or incidents that are considered to be dangerous and near-misses are to be reported to the Directors
- The Directors are to carry out an investigation into the incident in order to identify the cause of the accident and to implement measures to prevent reoccurrence.

- Investigations are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.

Safe Working Procedures

All staff must ensure that safe working procedures are developed through:

- Risk assessing the tasks
- Identifying the hazards
- Defining a safe method of work
- Documenting the assessment
- Implementing the safe system of work
- Monitoring the safe system of work
- Reviewing the assessment & method statement

Defective Equipment

- Defects in equipment must be reported to the management
- It is to be removed from use and quarantined immediately and it is to be clearly marked as faulty until its repair or replacement

Working at Height

When using access equipment, such as ladders or stepladders, the correct equipment is always to be used for the job to be undertaken. This selection must always be underpinned by a risk assessment and it must be used in accordance with the training provided.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. The following is to be adhered to at all times:

- Keep corridors and passageways free from obstruction
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Heavy items are to be placed on lower shelves to assist manual handling
- Keep floors clean and dry, wet floor signage to be displayed when required
- Do not obstruct emergency exits
- Fire doors must not be held back or obstructed
- Storage of supplies to be in correct location
- Rubbish & litter to be cleaned & removed at the end of each working day
- Hazardous/Clinical waste is to be disposed of at the end of each working day into suitable yellow Tiger Bags.

Electrical Equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- The use of adaptor sockets & multi-socket adaptors is not permitted, but multi socket extension leads are permitted but not overloaded and reeled extension leads must be fully uncoiled to prevent over heating.
- Protective outer sleeves of electrical cables are to be firmly secured within the plug

- Where the outer sleeve is not secure within the plug, and a wire is visible, a qualified person is to be contacted to rewire the plug correctly
- Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately
- All electrical equipment must be tested annually by a qualified engineer
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested

Display Screen Equipment

- The Display Screen Equipment Regulations 1992 states that every employer shall perform a suitable and sufficient analysis of workstations and DSE. Nursery staff that access a workstation for more than 2 hours continuously per day must complete an annual Workstation Assessment Form
- Nursery staff must co-operate by:
 - attending relevant training related to their DSE working
 - using recommended procedures designed for their safety (eg. adjusting workstations correctly, adopting sensible posture, etc.)
 - taking breaks provided to allow them time away from their DSE
 - wearing any spectacles prescribed to them for DSE working
 - reporting any defect of DSE
 - reporting any concerns about health and safety to their line manager
 - not tampering with or altering the DSE

Control & Use of Harmful Substances

- When using a harmful substances, whether it is a material, cleaning fluid or chemical substance, personnel must ensure that adequate precautions are taken to prevent ill-health
- No new materials or chemical substances are to be brought into use unless a CoSHH assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the Deputy Manager
- Staff must not attempt to use a harmful substance unless suitably trained to do so
- Harmful substances are to be stored in the secure storage when not in use

Smoking

- Smoking is not permitted in the Nursery building or grounds

Kitchen

- All catering staff are to operate within the requirements of the Food Standards Act 1999 and follow the Food Standards Agency and Hampshire County Council guidance
- The Chef and Kitchen Assistant will monitor and record Fridge and Freezer temperature reading daily and report any health and safety issue to the Deputy Manager.
- All Lunchtime Assistants must ensure that they wear appropriate personal protective equipment such as gloves whilst washing up

- Appropriate colour coding must be adhered to when using cloths and chopping boards

Emergency Provision

- Fire, police or ambulance services can be contacted by dialling 9/999 and asking for the service required
- First aid is not to be administered by anyone except first aid trained (in date) staff
- First Aid trained staff are to receive refresher training every 3 years
- Emergency evacuation is to be carried out in accordance with the Nursery's emergency evacuation plan
- Personal Emergency Evacuation Plans are to be provided for those vulnerable persons to be able to ensure safe evacuation in the event of an emergency

Fire Safety

- Fire procedures are available and displayed within the Nursery for all staff, visitors, agencies, hirers and contractors
- Fire safety & evacuation plans are explained to all staff as a part of the staff induction training and thereafter periodically reviewed during staff training
- Fire notices 'Action to be taken in the event of a fire' are posted in the main areas of the building close to the fire points. The notices clearly identify the evacuation routes and assembly point
- Nursery staff are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire
- The most important part of fire control is prevention & all staff should be familiar with the flammable potential of materials and substances that they use, and exercise maximum care in their use, especially with those marked 'flammable'
- Fire evacuation procedures, fire safety training and fire alarm testing are to be carried out in accordance with corporate guidance and the Nursery's Fire Safety Policy
- The fire risk assessment is to be reviewed annually and amended as new hazards or required amendments are identified

Visitors

- It is the duty of all of the staff within the Nursery to ensure the health and safety of all visitors
- All visitors must sign into the Nursery at reception and sign out again when leaving
- Visitors are to be accompanied to their destination as appropriate
- Appropriate staff are to be made aware of visitors to the Nursery

Contractors

- Contractors are to report to the reception upon arrival and departure
- Contractors must comply with the Nursery's safety policies and safe working procedures
- If there are any breaches of safety, then these must be reported to the Deputy Manager at the earliest opportunity
- All contractors are to be appropriately supervised at all times
- Appropriate supervision will need to be determined dependent upon the type of work, levels of perceived risk and length of time that the work will take to complete

Lone Working

- All lone working is to be approved by the Head of Nursery
- The appointed communication link is to be available at all times

Moving & Handling

- Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and a moving & handling risk assessment has been carried out.
- Where any doubts exist about the handling of awkward or heavy loads, then advice is to be sought from the Deputy Manager prior to any manual handling operations commencing

Risk Assessments

- Local responsibility for identifying, assessing and controlling risks rests with the staff within the area of work
- Risk assessments are to be undertaken for all areas where a significant risk is identified or a possibility of such risk exists
- Risk assessments are to be carried out by competent persons only
- All risk assessments & control measures are to be approved by the Deputy Manager prior to implementation
- Completed risk assessments are to be stored in the Risk Assessment File Risk assessments are to be reviewed periodically in accordance with the determined risk assessment review date

This Policy was adopted by Egg Day Nursery on (date):__12/07/11_____

Reviewed_____

Signed by:_____BRWhite_____

Position: _____Director_____