Health and Safety Policy

Our statement of general policy is:

* to provide adequate control of the health and safety risks arising from our work activities
* to provide adequate control of the health and safety risks for children and parents whilst in the nurseries care/building
* to consult with our employees on matters affecting their health and safety
* to provide and maintain safe equipment
* to ensure safe handling and use of substances
* to provide information instruction and supervision for employees
* to ensure that all employees are competent to do their tasks, and give them adequate training
* to prevent accidents and cases of work related ill health
* to prevent accidents and minimise the risks of contact with ill health
* to maintain safe and healthy working conditions
* to maintain a safe and healthy environment
* to review and revise this policy as necessary and at yearly intervals.

Responsibilities

* Overall the final responsibility for Health and Safety is that of **Jo O’Bryan-Tear**
* Day-to-day responsibility for ensuring this policy is put into practice is delegated to **The Manager**
* To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas;

**The Cook**- Food safety and COSHH

**The Manager**-First Aid, Fire safety

All employees have to

* co-operate with supervisors and managers on health and safety matters

* not interfere with anything provided to safeguard their health and safety
* take reasonable care of their own health and safety
* make sure they are not under the influence of alcohol or other substances
* Report all health and safety concerns to an appropriate person (as detailed in this policy)

Health and safety risks

* The Nursery is a NO SMOKING area and has a No Smoking policy
* Rubbish must not be allowed to accumulate in any part of the building
* All tables are wiped with antibacterial cleaner before snack and meal times. Table cloths (where provided) are used for meal times
* Toilets are checked regularly for hygiene and safety and cleaned with appropriate disinfectant
* Potties are cleaned and disinfected after every use
* Paper towels are used for drying hands
* Disposable gloves and aprons are worn for nappy changes
* Staff undertake Manual Handling training as part of induction
* Risk assessments will be undertaken by the Managers with **room leaders and staff members.**
* Findings will be reported to the Manager and proprietor
* Action required to remove/control risks will be approved by the manager and proprietors
* The Manager will be responsible for ensuring the action required is implemented
* The manager will check that the implemented actions have removed/reduced the risks
* Assessments will be reviewed annually or whenever an activity changes, whichever is soonest.

Consultation of employees

* Employees will be consulted through regular staff meetings and daily interactions

Safe equipment

* **Room leaders** will be responsible for identifying equipment in their own area that needs maintenance
* **Staff** are encouraged to clean and maintain toys, furnishings and dressing up clothes. Monthly checklists are kept by each room.
* **The Cook** will have responsibility for identifying equipment in the Kitchen that needs maintenance
* **The Manager** will have responsibility for identifying equipment in the rest of the building that needs maintenance
* **The Manager** will be responsible for ensuring effective maintenance procedures are drawn up and that all identified maintenance is implemented
* Any problems found with equipment should be reported to **The Manager**
* **The senior management team** will check that all new equipment meets health and safety standards before it is purchased

Safe handling and use of substances

* **The Cook** will be responsible for identifying all substances that need a COSHH assessment and undertaking COSHH assessments
* **The Manager** will be responsible for ensuring that all relevant employees are informed of COSHH assessments
* **The Cook** will check that all new substances can be used safely before they are purchased
* Assessments will be reviewed annually or when substances change whichever is soonest

Information, instruction and supervision

* The Health and Safety Law poster is displayed in the setting. Health and safety information is given to all staff during their induction
* Health and safety advice is available from Environmental Health services. South Kesteven District Council
* Supervision of trainees will be undertaken/monitored by **The Manager**, **Student Mentor** and **Room leaders.**

Competency for tasks and training

* Induction training for all staff will be undertaken by **Management** and **Room Leaders**
* Job specific training will be undertaken by each **room leader**
* Jobs requiring specific health and safety measures;

*Nappy changing*- disposable aprons and gloves should be worn

*Dealing with bodily fluids*- disposable gloves should be worn when dealing with bodily fluids.

*Serving food and drink*-hands to be washed before eating and drinking. Tables/highchairs wiped with anti bacterial spray

*Food preparation-*covered by safer food better business file kept in kitchen.

**Accidents, first aid and work-related ill health**

* All staff are paediatric First Aid trained on a rota basis and a trained member of staff is on duty in each room daily
* The first aid boxes are kept in the Kitchen, in baby room bathroom and the nursery/pre-school bathroom. These are checked and restocked 6 monthly
* The appointed first aiders are **Please see individual nursery policies**
* All accidents and cases of work related ill health are recorded in the accident book which is kept in the office
* The manager/proprietors are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority under RIDDOR regulations

**Monitoring**

* Health and safety is monitored by training, re-training, checklists and visual monitoring
* Accidents are investigated by the Manager.
* Back to work interviews are held for all staff after any certificated absences. Staff and children must be free from any stomach bug for 48 hours prior to return. Parents are contacted to collect their child if they are unwell during a nursery session. Children may not attend nursery if they are unwell
* Building checks are undertaken as legally required;
* Yearly checks: PAT, Gas safety, Boiler and Legionella, Fire extinguishers,
* 6 monthly checks; Fire alarm system, Security system
* Monthly checks; Fire alarms, Emergency lighting

**Emergency procedures-fire and evacuation**

* **The Manager** is responsible for ensuring the fire risk assessment is undertaken and implemented
* Escape routes must be kept clear and checked daily by **room leaders** and **manager**
* Children who are physically impaired may need an individual evacuation plan
* Fire extinguishers are checked every month by **room leaders**, maintained when necessary and inspected annually.
* Emergency evacuation is tested every 3 months or when new staff are recruited.

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