

BLACKSHAW NURSERY

HEALTH AND SAFETY MANAGEMENT SYSTEM

File: Health and Safety Policy – July 2016(4) Documents

Blackshaw Nursery
Date: July 2016

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Constructed by Janjer Ltd

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Health and Safety Management System

Introduction

1.1 Health and Safety Policy

The Management Committee of Blackshaw Nursery (hereinafter referred to as `the Company`) place great importance on, and are committed to, ensuring the health and safety of all employees and other persons who may be affected by the work activities of the Company. This policy document has been prepared in accordance with the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974 and other relevant legislation, and is issued for the direction, guidance and information of all employees, children, students, trainees, parents, contractors and members of the public who may be affected by the work activities of the Company. The objectives, aims and targets of the policy are based on the following principles: - "ALL INJURIES CAN BE PREVENTED" and "ALL ACCIDENTAL LOSSES CAN BE CONTROLLED".

This policy document also applies to employees working on Company business on other premises, sites or situations.

1.2 Health and Safety Policy Statement

This General Policy Statement confirms the Blackshaw Nursery's commitment and responsibility to provide a safe and healthy working environment for our all employees, children, students, trainees, parents and contractors. The Main Health and Safety Policy provides the information and documentation necessary to assist those persons using it to fulfil their Health and Safety obligations.

Our aims are:

- To ensure, as far as is reasonably practicable, the Health and Safety of all employees whilst at work;
- To comply with all relevant Health and Safety legislation, regulations and codes of practice;
- To provide and maintain a place of work that is safe and without risk to the safety, health and welfare of all our employees, tenants, contractors, members of associated companies and the general public, so far as is reasonably practicable;
- To provide a safe environment for all those attending our premises through regular assessments of risks in the workplace;
- To provide and maintain a safe means of access and egress to and from our premises, including emergency procedures for use when needed;
- To provide and maintain safe equipment and safe systems of work; ensuring that all necessary safety devices are installed, equipment is properly and regularly maintained and that appropriate protective clothing is provided;
- To ensure that the required controls are in place for the safe handling of substances;
- To provide the necessary information, instruction, training and supervision in safe working methods and procedures for all members of staff to ensure that all employees are competent to carry out their tasks safely and without risk to themselves or any persons who may be affected by their actions;
- To conduct incident and accident investigations to review the effectiveness of existing control measures; identifying and implementing additional control measures as necessary;
- To promote co-operation between members of staff to ensure that safe and healthy conditions are maintained and that safe systems of work are suitable and sufficient through discussion and effective consultation with staff;
- To provide all resources necessary to meet the requirements of this policy;
- To regularly monitor and review the effectiveness of the management of Health and Safety at work, making any necessary changes and bringing these to the attention of all staff.

This policy applies to those working at all levels and grades, including Managers, employees, consultants, contractors, trainees, part-time and fixed-term employees, casual and agency staff (collectively referred to as staff in this policy).

This policy will be reviewed annually or sooner if there is a change to procedures and the changes will be brought to the attention of all employees.

Signed:

Name:

Title:

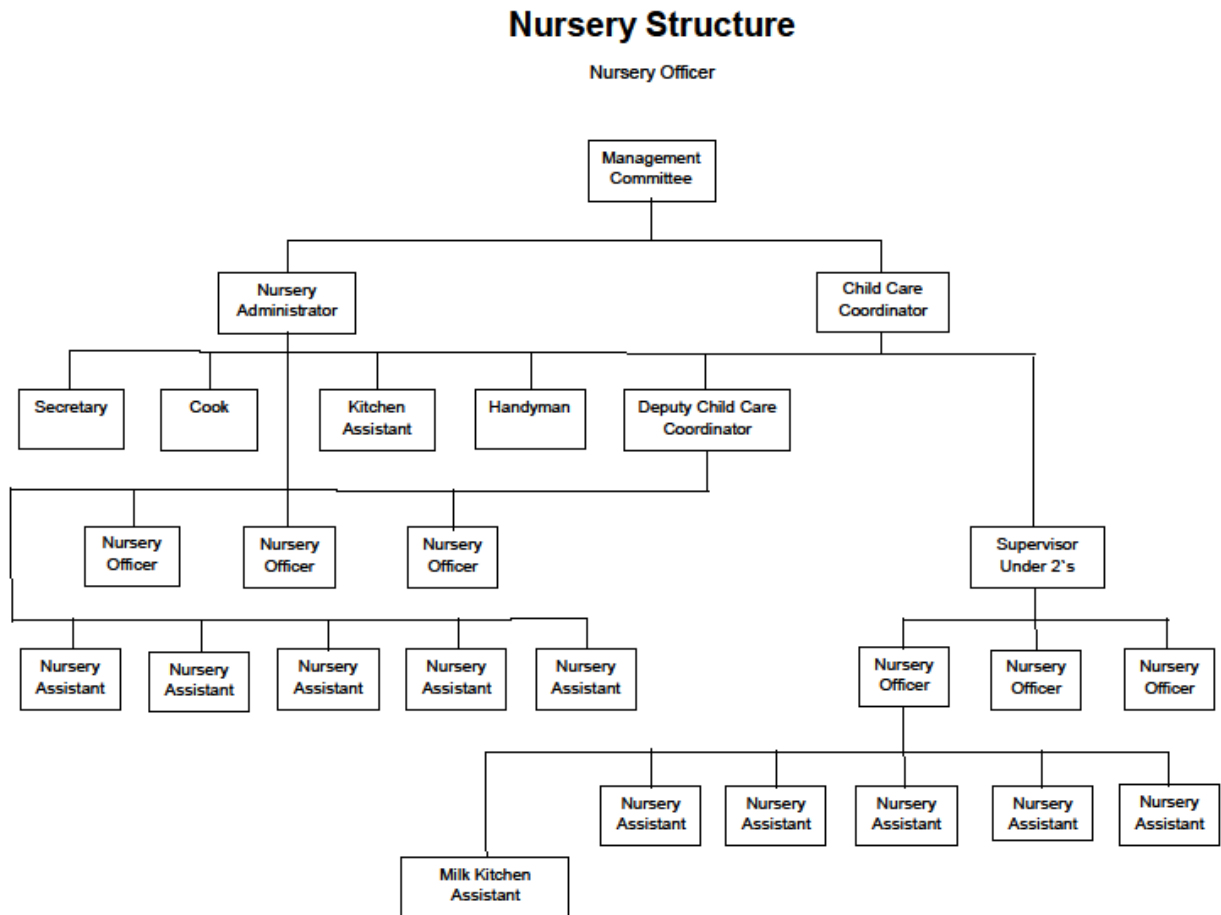
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Section 2: Introduction

2.1 Company Organisation

All persons within the Company must be aware of the lines of communication and levels of responsibility that exist to ensure that health and safety matters are dealt with effectively and efficiently.

The management structure shown relates specifically to health and safety issues and not necessarily to other management functions.



Section 2: Company Organisation

2.2 Responsibilities of the Management Committee

The Management Committee and Management team have the ultimate responsibility for Health and Safety and will:

- Recognise and accept overall accountability for all matters resulting from Blackshaw Nursery operations, including Health and Safety issues;
- Ensure sufficient financial and other resources are made available for effective implementation of this policy;
- Provide the final authority on matters concerning Health and Safety at Work issues arising from Nursery decisions and activities;
- Ensure responsibilities are properly assigned;
- Ensure employees, contractors and others as necessary are provided with adequate information, instruction and training to fulfil their responsibilities;
- Ensure that effective communication is provided;
- Require routine monitoring and reporting of compliance with statutory and policy requirements;
- Ensure the Nursery has access to a competent Health and Safety Advisor;
- Provide appropriate training, instruction, information and supervision to all staff as is necessary or advisable;
- Ensure that risk assessments are conducted for all tasks and that suitable and sufficient control measures are identified and implemented to reduce or eliminate risk;
- Ensure that written safe systems of work are in place and communicated to all relevant staff;
- Ensure that staff Health and Safety training are maintained;
- Ensure this Policy is reviewed at least annually and arrange for any changes to be implemented as necessary;
- Ensure a standardised approach to Health and Safety across all Nursery operations;
- Ensure that all staff and others involved in the Nursery's operations are aware of their contribution to health, safety, welfare and environment issues and encourage active involvement;
- Liaise with Health and Safety enforcement officers, insurers, environmental health officers, Fire Service etc. and ensure that the recommendations are completed;
- Comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Signed:

Name:

Title:

Date:

Section 2: Company Organisation

2.3 Management Team Responsibilities

The Childcare Co-ordinator, the Deputy, the Administrator and the Supervisor are managerially responsible for the safety of the nursery (in their absence, the Nursery Officer on the premises should be advised in the event of an accident or to highlight a potential problem, the Nursery Officer should then advise one of the Nursery managers) whose responsibility includes:

- The implementation of the Health and Safety Policy for all employees etc. for which they are responsible;
- Safeguarding, as far as is reasonably practicable, the Health and Safety of all persons working in or visiting the Nursery and for all equipment under their control;
- Ensuring that, in the event of accident, prompt and appropriate first aid is administered, that further medical assistance is obtained if necessary, that the circumstances of the incident are investigated and reported on and that recommendations made as a result of an investigation are submitted to the Administrator;
- Ensuring that the Health and Safety File is accessible to all;
- Ensuring that the content of the Health and Safety file is brought to the attention of every employee under their control to enable employees to understand their duties;
- Ensuring that personal protective clothing is used at all times where and when necessary e.g. gloves and aprons etc.;
- Ensuring that employees under their control are made aware of the accident / hazard reporting procedure and that notification of hazards is passed to the appropriate person for action and to submit a health and safety report to the Management Committee every 6 months

Administrator

Is responsible for arranging annual checks for safety on the following items:

1. The gas boiler
2. The gas cookers
3. Electrical appliances, i.e. plugs/wiring
4. Automatic fire detectors
5. Hot water thermostats in children's bathrooms
6. Accident at work investigations
7. Emergency lighting (2-hour test)

The Administrator is responsible for completing display screen equipment assessments on an annual basis and advising staff that regularly use the equipment of the availability of a free eye-sight test every year, and provision of spectacles if special ones are required (up to £40).

Ensuring that users of display screen equipment are advised to take regular breaks.

Risk assessments, including all manual handling, working whilst pregnant, COSHH and general risk assessments must be completed/reviewed on an annual basis by the Management Team.

The Administrator is responsible for ensuring that emergency lighting is tested every 3 months (20-minute test).

Childcare Co-ordinator

The Childcare Co-ordinator to liaise with the local authority environmental health department, Public Health Laboratory Services and the health authority and any other organisations from time to time as required in order to ensure that they are aware of any outbreaks of infections which may occur within the Nursery.

The Childcare Co-ordinator is responsible for ensuring that staff receiving basic health and safety training, fire training, paediatric resuscitation training and food hygiene training where appropriate during their induction programme.

The Childcare Co-ordinator is also responsible for ensuring that all staff are aware of the special dietary requirements of any child.

Deputy Childcare Co-ordinator

The Deputy Childcare Co-ordinator is responsible for organising fire drills on a monthly basis, also for ensuring that firefighting equipment is inspected annually, and covering for Childcare Co-ordinator when not on duty.

In the event of a fire, the Childcare Co-ordinator, her Deputy or the Administrator will be firstly responsible for calling the Fire Brigade.

Signed:

Name:

Title:

Date:

Section 2: Company Organisation

2.4 Health and Safety Responsibilities

Blackshaw Nursery staff are responsible for:

- Assisting the Nursery Managers in the assessment and reduction of risk and hazards, by being aware of the implementation and effect of procedures and tasks within the workplace;
- Advising the Nursery Managers about Health and Safety concerns that have been identified and to liaise / assist in the identification and implementation of suitable and sufficient control measures;
- Being a proactive member of staff
- Completing accident / hazard report forms;
- Completing accident investigations;
- Ensuring compliance with the responsibilities laid down in this Health and Safety Policy and reporting any non-compliance to the Management Team immediately.

Signed:

Name:

Title:

Date:

Section 2: Company Organisation

2.5 Employees, Students, Trainees and Bank Staff Responsibilities

All employees, Students, Trainees and Bank Staff will:

- Co-operate with the Blackshaw Nursery and others, so far as is necessary to enable compliance with relevant Health and Safety legislation;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety;
- Not carry out any task unless they are trained, authorised and competent;
- Use all work items, provided by the Blackshaw Nursery, correctly and in accordance with the training and instructions they receive;
- Use the correct tools and equipment, keep them in good order and ensure they are checked before, during and after use;
- Use and dispose of all personal protective equipment safely and correctly e.g. disposable gloves and aprons;
- Warn staff (employees, contractors and others as appropriate) of known hazards or danger;
- Report any hazard, defect, accident or incident to their manager, immediately;
- Report any work situation that may present serious or imminent danger immediately to their manager immediately;
- Notify management of any shortcomings in the Health and Safety arrangements even when no immediate danger exists, so that management can take remedial action;
- Keep the working area in a clean, tidy and safe condition at all times;
- Follow local site Health and Safety rules when visiting other premises, as applicable.

Section 7 of the Health and Safety at Work Act requires every employee while at work:

- (a) To take reasonable care of his/her own health and safety and that of other persons that may be affected by his/her acts or omissions; and
- (b) To co-operate with his/her employers and others to comply with health and safety legal requirements.

Section 8 of the Health and Safety at Work Act requires employees not to misuse anything provided in the interests of health, safety or welfare.

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 requires that:

- (a) Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device in accordance with any training or instruction provided.
- (b) Every employee shall inform his employer or person responsible for health and safety of any situation which represents a serious and immediate danger or any shortcomings in the arrangements for health and safety.

Failure to comply with health and safety legal requirements can lead to prosecution. Further information is available from the Health and Safety Poster - 'Health and Safety Law - What you should know', or the equivalent HSE leaflet.

All Employees

Whilst working in the Blackshaw Nursery you must report:

- ✓ **ANYTHING** which may be hazardous to you or anyone else
- ✓ Equipment malfunctions or electrical defects
- ✓ The discharge of any extinguisher
- ✓ Any medical condition which may affect your safety while using equipment or which may be hazardous to other persons
- ✓ **ALL** accidents and ensure they are recorded in the accident book
- ✓ **ALL** incidents (near-misses) regardless of any lack of damage or injury
- ✓ **ALL** accidental or otherwise damaged equipment
- ✓ Any suspicious activity
- ✓ Comply with safety signs and follow the warnings given
- ✓ Ensure your workplace is kept clean and tidy
- ✓ Pick up litter, mop up or report spills
- ✓ Use correct manual handling techniques or where applicable use a mechanical means e.g. trolley
- ✓ Ask for assistance if you are not sure of anything

Whilst working in the Blackshaw Nursery you must:

- ✗ Not leave equipment in a condition or position where it may later injure you or someone else.
- ✗ Not lift anything, which may cause you injury
- ✗ Not let any person operate or touch equipment for which only you have been trained
- ✗ Not empty any hazardous substance down the drains

Section 2: Company Organisation

2.6 Visitors and Contractors Responsibilities

Visitors:

In order to ensure that health and safety management within the Nursery is effectively implemented and carried out all visitors shall:

- (1) Report to the Nursery office upon arrival and leaving.
- (2) Comply with the Nursery Health and Safety Policy and any relevant rules and procedures.
- (3) Report immediately any injuries or damage incurred by them to the Nursery.

Contractors:

In order to ensure that health and safety management within the Nursery is effectively implemented and carried out all contractors and their employees shall:

- (1) Comply with the Nursery Health and Safety Policy and any relevant rules and procedures.
- (2) Comply with all relevant legal requirements, codes of practice and guidance relating to their operations and work activities.

- (3) Ensure that their own company`s health and safety policy and relevant safe working procedures are made available before any work commences and during the period of the work.
- (4) Ensure that any plant or equipment brought onto the Nursery`s premises are in a safe condition and is maintained in accordance with any relevant regulations or codes of practice.
- (5) Ensure that they do not alter or misuse anything provided for their use or interfere with any plant or equipment on the site, unless authorised by the Nursery.
- (6) Provide information and assessments of noise levels and other risks arising from plant, equipment or operations brought onto the company`s premises or site.
- (7) Report to the Nursery office upon arrival and leaving.
- (8) Report immediately any accidents or incidents resulting in injury or damage to the Nursery.

Introduction

Section 3: General Arrangements

This section defines the standards, rules and procedures of the health and safety related issues and areas of risk that apply to the company`s work activities.

It is the responsibility of all employees to observe these rules and procedures and to conduct themselves and carry out their work in a safe and reasonable manner.

Failure to comply with the following arrangements could render employees liable to disciplinary procedure or criminal prosecution.

The Nursery recognises that it is not possible to prepare in written form every safety rule that applies to the work activities and to employees as circumstances may vary depending upon the nature of work.

Each department may also be required to develop procedures in relation to the specific work activities and tasks that are carried out.

All tasks will require the persons in control to apply `planning` and `monitoring` to the activities.

PLANNING: Prior to commencement of work, the person in control of any task, must determine which of these arrangements apply, and ensure that the appropriate materials, equipment and procedures are available to enable them to be implemented.

MONITORING: It is essential that the persons in control of any task ensure that the standards are maintained throughout the life of that task, therefore requiring standards to be monitored on a continual day to day basis.

It should also be noted that any statutory references and guidance information referred to in the arrangements is not to be considered as an exhaustive list but merely a guide. Additional requirements may apply depending on local circumstances and conditions.

3.1 Accident Reporting and Investigation

Responsibilities: All

Accident Reporting:

An accident is defined as any undesired event that results in personal injury or damage to equipment, buildings etc. A near miss is an incident that did not result in injury or damage to equipment, buildings etc. but could have done.

All accidents and near misses must be reported immediately and recorded using the Accident and Incident Reporting documentation.

In the event of any accident or near miss incident occurring the risk assessments should be reviewed and additional control measures identified and implemented to prevent a recurrence.

3.1.1 Accident Investigation:

It is the intention of Blackshaw Nursery to safeguard the Health and Safety of all persons, so far as is reasonably practicable, from hazards leading to possible injury. Blackshaw Nursery will investigate each near miss incident and accident. The Nursery accepts that investigation of accidents is an important part of the safety management system, allowing analysis on system failure or human error.

Evidence will be collected in a timely manner e.g. signed witness statements, risk assessments, safe systems of work, safety checklists etc. During the accident investigation process relevant employees and /or contractors will be consulted and asked to assist as necessary

3.1.2 Responsibilities

The Childcare Co-ordinator or the Deputy, the Administrator and the Supervisor are managerially responsible for the safety of the nursery (in their absence, the Nursery Officer on the premises should be advised in the event of an accident or to highlight a potential problem, the Nursery Officer should then advise one of the above Nursery Managers) whose responsibility include:

Management is directly responsible for ensuring that suitable and sufficient risk control measures are put in place so that persons within their control are not injured whilst working for the Nursery. In the event of an accident the relevant Manager will be tasked with managing the immediate situation.

Duties will include, as appropriate:

- First actions at the scene
- Collection of photographic and material evidence
- Decision of scale of investigation (dependant on severity)
- Collection of relevant Health and Safety documentation
- Completion of the accident book

- Interviewing witnesses
- Preparation of witness statements
- Analysis of the evidence to include in the investigation report for submission to the Management Committee
- Recommendations for improvements within the safety management system
- Identifying when external help and advice may be required e.g. Health and Safety Advisor etc.

Responsibilities of The Management Committee

The Management Committee will:

- Review the accident reports and use the information to prevent reoccurrence.
- Liaise with the appointed Health and Safety Advisor
- Review the performance of the Management Team in respect of accident investigation
- Provide adequate resources to ensure incidents can be adequately investigated and do not recur
- Ensure Managers are appropriately skilled and equipped to carry out investigative functions

Responsibilities of Employees, Students, Trainees, Bank Staff, Visitors and Contractors

Employees, Students, Trainees, Bank Staff, Visitors and Contractors may also be required to assist in the investigation process

3.1.3 Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

RIDDOR reportable accidents, dangerous occurrences or ill-health incidents will be reported as required by the Management Team or their nominated deputy. It is the responsibility of the Management Team to ensure that each reported incident is correctly recorded and investigated appropriately. In the event of a serious accident occurring the Police and HSE / EHO (Environmental Health Officer) may consider the incident site to be a potential crime scene and will expect the scene to be left undisturbed.

Section A: How to Report to the HSE

Online - Complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records. The forms are available from: <http://www.hse.gov.uk/riddor/report.htm>

- Report of an injury
- Report of a dangerous occurrence
- Report of a case of disease
- Report of flammable gas incident
- Report of a dangerous gas fitting

If you have problems accessing a form, this may be due to the (Internet) security settings on the PC that you are using.

Telephone - All incidents can be reported online but a telephone service remains for reporting fatal and major injuries **only** - call the Incident Contact Centre on 0845 300

9923 (opening hours Monday to Friday 8.30 am to 5 pm)

Reporting Out of Hours - The HSE and local authority enforcement officers are not an emergency service. The type of circumstances where HSE may need to respond out of hours are:

- Following a work-related death
- Following a serious incident where there have been multiple casualties
- Following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc.

If your incident fits these descriptions ring the duty officer on 0151 922 9235.

Section B: What is reportable under RIDDOR? Death or "Specified" Injury

When an accident involves the following:

- An employee, or a self-employed person working on the company's premises is killed or suffers a "specified" injury (including as a result of physical violence); or
- A non-employee such as a member of the public is killed or taken to hospital from the site of the accident;

The relevant enforcing authority or Incident Contact Centre must be notified without delay (e.g. by telephone or by submitting an online form, available on the HSE website).

Reportable "Specified" Injuries

These include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which:
 - covers more than 10% of the body; or
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness or
 - requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day Injuries

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on the company's premises, suffers an over-seven-day injury an online accident report form (F2508) must be completed on the HSE website.

An over-seven-day injury is one which is not major but results in the injured person being away from work or unable to do the full range of his/her normal duties for more than seven days (including any days he/she wouldn't normally be expected to work such as weekends, rest days or holidays) and not counting the day of the injury itself.

Reportable Dangerous Occurrences

If any type of incident that is classed as a dangerous occurrence must be reported immediately (e.g. by telephone) to the relevant enforcing authority and an online form completed on the HSE website.

There are 27 different categories of reportable dangerous occurrences including:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- accidental release of any substance which could cause injury to any person.

The full list of dangerous occurrences can be found in the detailed guide to the Regulations.

Reportable Occupational Diseases

If an employee reports diagnosis of an occupational disease, where it is likely to have been caused or made worse by their work, a report of the diagnosis must be sent using Form F2508A to the relevant enforcing authority without delay.

These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;- any disease attributed to an occupational exposure to a biological agent.

The full list of reportable diseases, and the work activities they are related to, can be found in the detailed guide to the Regulations. <http://www.hse.gov.uk/riddor/>

Children Accident & Illness Reporting

Any injury sustained on nursery premises should be recorded in the Accident Book and the injury should then be reported to one of the Management Team and investigated.

Any urgent matters should be referred to the Accident & Emergency department at St. George's Hospital or Occupational Health department.

Children arriving with an injury:

The parent must give information on an accident sheet.

Children sustaining an injury at Nursery:

The parent must sign the accident sheet as an acknowledgement.

Illnesses in either staff or children, i.e. conjunctivitis, temperatures, diarrhoea and vomiting must always be reported to the Management Team. For advice on temperatures, refer to the Control of Temperature & Administration of Medication policy. For advice on dosage of Calpol to be given to children, check the bottle for instructions.

3.2 Alcohol and Drugs

Responsibilities: All Employees, Agency Staff, Students, Trainees and Bank Staff

The Blackshaw Nursery policy is to prohibit the misuse of all prescribed and non-prescribed drugs or alcohol in the work place. This is to avoid the associated risks to those taking the substance and those who may be affected by the consequences. Any misuse or abuse of alcohol or drugs at work will be treated as gross misconduct and will be subject to disciplinary action.

We as employers must ensure that employees and others are not put at risk by work activities (ss.2 and 3 of the Health and Safety at Work Act 1974 (HSW Act)) which therefore obliges us to ensure that no employee endangers fellow employees at work due to being under the influence of alcohol or drugs.

Where we have occasion to discuss a drug or alcohol-related issue with an individual we shall document this event and the need for medical confidentiality will be taken into account. The policy, which applies to all employees, students, trainees and bank staff aims to:

- Promote the health and well-being of employees, agency staff, students, trainees and bank staff and to minimise problems at work arising from the effects of alcohol or drugs
- Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage

Employees, Agency Staff, Students, Trainees and Bank Staff Responsibilities

The effects of alcohol or drugs at work can create serious Health and Safety risks. Therefore, the following rules should be adhered to:

- ✗ Do not come to work under the influence of alcohol or drugs
- ✗ Never drive or operate machinery if you are affected by alcohol or drugs
- ✓ Ask your general practitioner and advice on sensible limits of alcohol consumption.
- ✓ Offer support and advice to colleagues who you suspect of suffering from alcohol or drug abuse: do not "protect" them by keeping silent.
- ✓ Ask for assistance if you feel that matters are beyond your own control.

3.3 Asbestos

The artex ceilings around the Nursery contain some asbestos: the ceilings must not, under any circumstances, be disturbed/drilled/pinned or worked upon in any way without consulting a specialist. If any damage is noticed, staff must inform the management team. A full Asbestos report is available in the Office.

3.4 Baby Room

(see **Childcare Code of Practice for further information**)

- All bottles and feeding equipment must be washed thoroughly and be sterilised. Teats must be cleaned using soapy water then rinsed thoroughly.
- Manufacturer's instructions must be followed when preparing milk feeds: i.e. scoop to fluid, shelf life of opened tin, bottles now to be colour coded with the initial of the child on the lid and used within one hour.
- Blended dinners to be kept in refrigerator at a temperature between 0c and 5c for a maximum of one hour and re-heated until the minimum core temperature is 70c for 2 minutes. A Probe is available in Milk Kitchen.

- Foods must be suitably chilled and cut up (if applicable) before serving to the children.
- Jars and dried baby foods to be prepared as per manufacturer's instructions.
- Sleeping babies under 2 years must be observed every 15 minutes and a chart (available in the Sleep Room) must be ticked and initialed each time the check is carried out.
- All staff who handle food should have completed food hygiene training.

Changing Nappies/D&V

In addition to the aforementioned precautionary advice on protective clothing, disposal and hygiene, staff must ensure that, in an outbreak situation, disposable blue roll is placed on the changing mat when changing a soiled nappy and disposed of after each use.

3.5 Consultation with Employees

Responsibilities: All Managers

The Health and Safety (consultation with Employees) regulations 1996 require all Employers to consult with their Employees who are not represented by Safety Representatives under the 1977 Regulations (Safety Representatives and Safety Committees Regulations).

Blackshaw Nursery recognises the importance and benefits to be gained by consultation with our Employees. Consultation on matters relating to employees Health and Safety at work is the responsibility of the Management Committee and Management Team who will ensure that consultation takes place in good time. We will make the necessary information available to enable our employees to participate fully and effectively in any consultation we may have.

Regular meetings are held with our employees where Health and Safety is discussed and reviewed. Employees should report any urgent issues immediately to a member of the management team for appropriate action rather than wait for the meeting to take place. When necessary an additional or dedicated meeting will take place to consult staff on realistic actions, agree practical improvements and ask for assistance in making changes.

Staff will be given information, instruction and training; including an induction and training on specific tasks, hazards, control measures etc. Information given to employees takes account of their level of training, knowledge and experience. Special consideration will be given to any employees with language difficulties or with disabilities to ensure that they fully understand the information given.

Blackshaw Nursery "should maintain access to a Competent Health and Safety Person who, in addition to fulfilling the "Competent Person" role as defined within the Management of Health and Safety at Work Regulations, will visit premises and provide advice as required. This will be carried out by Janjer Ltd (Paul Danks CMIOSAH MinstLM Health & Safety Consultant/Trainer).

Health and Safety signs are displayed on the premises under our control giving information, warnings, etc.

3.6 DSE - Working with Computers

Responsibilities: All Employees

It is the intention of Blackshaw Nursery to secure the Health and Safety of all persons so far as is reasonably practicable from the use of display screen equipment, by assessing the risks to prevent or control any ill health effects or accidents arising from such use.

DSE Risk Assessment:

Each person within Blackshaw Nursery who is identified as a Display Screen Equipment User will complete an annual self-assessment DSE Risk Assessment. Additional control measures will be discussed with the Administrator who is responsible for resources being made available as appropriate.

Any employee who has difficulty in reading the display screen is entitled to a free mid-vision eyesight test. Suitable corrective eyewear to a value of up to £40 will be provided only if it is found by the optician that these are required for display screen equipment work.

Computer Use

Display screen users shall ensure they take regular breaks.

The Nursery relies on its IT systems and employees must never load any unauthorised software onto the system.

Email Use

You are expected to treat recipients and senders of mail with respect and not expose the Nursery to charges of libel, racism or sexism. Abusive, hurtful, malicious and purposely untruthful communications will not be tolerated and will expose the writer to charges of gross misconduct.

Whilst it is appreciated that we cannot limit the type of material coming into the offices, further dissemination of pornographic, abusive, hurtful and malicious emails will not be tolerated and will be considered gross misconduct.

Internet Use

You are expected to be aware of the security risk to the Nursery of Internet use, and to exercise caution. The downloading of any pornographic, abusive or other unsuitable sites will not be tolerated and will be considered gross misconduct.

3.7 Electrical Safety

Responsibilities: All Staff

Electrical equipment can present a risk of electric shock, burns and possibly death. In Nursery, we want to make sure that we meet the highest safety standards for electrical equipment, to help keep everybody safe. You have a responsibility under the Health & Safety at Work Act, 1974 to take reasonable precautions to ensure your own safety and that of others in your workplace. As part of this responsibility you must comply with our systems for keeping electrical equipment safe to use.

Private electrical equipment must not be brought onto Blackshaw Nursery premises without prior authorisation from the Administrator. Where written permission is granted it will be on condition that all such equipment will be tested in conjunction with this Electrical Safety Policy.

Under the Waste Electrical and Electronic Equipment (WEEE) Regulations all waste electrical equipment including light bulbs, electrical appliances and batteries must be disposed of through a licensed contractor or taken to a waste disposal site. You must never dispose of Waste Electrical and Electronic Equipment in an office or household waste bin.

Administrator Responsibilities

Is responsible for arranging Potable Appliance Testing and Statutory Electrical Inspections.

Whilst working in the Blackshaw Nursery you must:

- ✓ Inspect the cable, plug and equipment for signs of misuse, damage or wear prior to using it
- ✓ Unplug/switch off electrical equipment when not in use

Whilst working at Blackshaw Nursery you must:

- ✗ Not bring any personal electrical equipment onto Blackshaw Nursery premises unless authorisation has been given
- ✗ Not leave trailing cables which you or others may trip over

Types of Inspection

Pre use Visual Inspection: These inspections are of a simple nature and must be conducted by all staff before each use. Always switch off the electrical supply and unplug appliances before checking them for defects.

If you discover any faults the item should be marked “not to be used” until it has been repaired, discarded or replaced.

1. Plugs and sockets

For plugs and sockets please check and report the following:

- hot plugs or sockets, scorch marks, fuses that often blow, or flickering lights - they are all signs of loose wiring or other electrical problems
- badly wired plugs – any coloured wires sticking out of the plug could come loose and debris could also get into the plug
- overloaded sockets – plugging too many electrical appliances into one socket can lead to overheating

2. Cables and Leads

For cables and leads please check and report the following:

- frayed and damaged cables or leads – make sure the outer covering of all power leads is in good condition and replace if necessary
- badly positioned cables or leads – they shouldn't be anywhere that they could be tripped over, or near water, cookers or other sources of heat
- cables or leads that are run under rugs or carpets where they can wear through without anyone noticing – position them elsewhere

3. Appliances

For electrical appliances, you should never:

- get them wet – this includes appliances, plugs and sockets e.g. never put a vase of flowers on top of a computer; never use an electrical appliance next to the sink etc.
- leave electrical appliances on at night – unless they are designed to be left on e.g. fridges
- put anything in the microwave oven that is made of metal, or has a metallic finish or parts
- store any items on or around the microwave; the microwave oven should be placed a minimum of 20mm away from rear wall, 7.5cm on each side from any wall/object
- overcharge mobile phones; always switch off the electricity supply and unplug them from the socket once they have fully charged

Defective or damaged equipment, including cables, will be immediately withdrawn from service and not re-used until repaired by a competent person or replaced. The use of insulating tape as a temporary repair is prohibited. Flexible cables will be kept as short as possible and will be frequently checked (daily visual) and properly repaired before use by a competent person or replaced where defects are identified. Cables should be fully unwound from reels or drums to reduce the potential for overheating.

Monthly Inspections: A person designated by the Administrator will be responsible for carrying out monthly visual checks of all electrical appliances using the checklists supplied. Always unplug appliances before checking them for defects! If you are asked to carry out a monthly visual check of electrical items, you must first check whether any new items have been acquired during the month, and add them to the existing list of appliances. Then check each item thoroughly, looking for:

- Physical damage, such as cracked sockets or plugs
- Wear and tear, such as worn cabling or bare wires
- Whether the item works properly – try it out if there is no obvious danger

If you discover any faults the item should be marked “not to be used” until it has been repaired or discarded and replaced.

Combined inspections and Repair: These will be carried out by the nominated contractor:

- whenever there is a reason to suspect the equipment may be defective, but this cannot be confirmed by a visual inspection;
- after any repair, modification or similar work;
- at periods appropriate to the equipment, the manner and frequency of use and the environment.

These inspections will be carried out in conjunction with testing and should usually include a check for correct: polarity; fuse rating; termination of cables and conductors, together with the equipment's' suitability for its environment.

Portable Appliance Testing (PAT Testing)

A qualified electrician will carry out rigorous tests once a year to check the appliance's safety. If the appliance passes the test, the electrician will put a date sticker on it to show that it is safe to use. If the appliance does not pass, the electrician will give a recommendation as to what should be done with it.

PAT testing is tested by the St. George's Hospital annually.

3.8 Fire Safety

Responsibilities: All Employees

Blackshaw Nursery recognises the continual risk of fire to our premises. The Nursery will assess the fire risks in the workplace and ensure that a fire can be detected in a reasonable time and that procedures are in place to warn people of such an occurrence.

The Nursery will ensure that people who may be in the building can exit in a safe manner and will provide reasonable firefighting equipment and ensure that such equipment is checked and maintained.

To control risk all staff must remain vigilant, ensure fire exits are unlocked and are not obstructed and that waste is frequently removed from site.

In the event of a fire the Childcare Co-ordinator, her Deputy or the Administrator will be firstly responsible for calling the Fire Brigade. Their principle duty is to ensure that the building is fully evacuated, with everyone being accounted for and to liaise with the Emergency Services.

Fire Safety Training:

The **Childcare Care Coordinator** is responsible for ensuring staff receive fire training and during induction are trained and instructed on:

- Action to be taken upon, discovering a fire
- Action to take on hearing the, alarm
- Location and use of, fire equipment
- Means, of escape
- Assembly points and roll call procedures
- Isolation of power, supplies
- The need for clear unobstructed, egress
- Which type of extinguisher to use for specific types of fire and how to operate them.

Fire Safety Precautions:

The **Deputy Childcare Co-ordinator** will:

- Organise fire evacuation drills on a monthly basis and record these in the Fire Register
- Organise and arrange for the examination and testing of all firefighting equipment and emergency lighting annually by a competent person
- Monthly recorded visual inspections of all fire exit doors, fire evacuation routes, fire doors, fire extinguishers and fire call points throughout the Head Office
- Maintain all appropriate records
- Liaise with the Fire Authority on proposed changes, which will affect the fire precautions of Blackshaw Nursery or any special operation to be carried out

- Ensure fire doors are fitted with crash bars and fire exit signs
- Ensure that fire extinguishers are wall mounted with clear access
- Ensure all fire exit routes, passageways and routes through the premises are kept clear
- Ensure the safe use, storage, handling and transportation of flammable materials

The **Administrator** is responsible for the annual checks of:

- Organising and arranging for the examination and testing of automatic detection and emergency lighting (2 hours' test) by a competent person.
- The Administrator is responsible for ensuring that emergency lighting is tested every 3 months (20-minute test).

Emergency Procedures

Designated persons have specific tasks to perform in the event of emergencies and require all employees, children, students, trainees to participate in testing and evacuation drills.

Alarm Testing

If the fire alarm is to be tested, or a fire drill is about to take place, the following steps must be taken:

Automated fire testing – To place your system On Test
RING; 0844 879 1706

Enter your User Number: 10211982 then press #

Then enter your Password: 1982 then press #

Press 1 for the On Test menu. Press 1 to confirm test.
Your alarm is now on test for one hour. Carry out your normal testing procedure.
The test period can be extended at any time by calling the system again and by selecting Option 2. This will allow you to extend the test for a maximum of 4 hours.

Automated fire testing – to clear your system from Test
RING: 0844 879 1706

Enter your User Number: 10211982 then press #

Then enter your Password: 1982 then press #

Listen to the test results to ensure that the fire alarm has been received and that a restore was also received afterwards. The SmartTEST computer will not allow you to take your system off test unless the firm alarm is restored. Press 3 to clear your fire alarm from test.

Manual Fire Testing

If you prefer to ring the operations department you may do so by ringing 0906 802 0160, please quote your user number and the agent will process your request as soon as possible. Note all calls are charged at 60 pence per minute and are recorded for training purposes.

If you have any difficulties with the above process please ring our help desk on: 0844 879 1715.

Accidental/Misuse of the Fire and Burglar System

The Entry/Exit code for the system remains the same, as does the password.

Please note the following:

**When entering the nursery: Enter code, press 'ENT'
When leaving the nursery: Enter code, press 'A'**

WHEN LEAVING THE NURSERY MAKE SURE THE BUILDING IS EMPTY

You have one minute to leave the building and close the front door.

If you make a mistake and the alarm is activated, press 'A' and the panel will tell you what to do.

If you know that you have entered an incorrect code press 'ESC' and re-enter the correct code, then press 'ENT' if entering or 'A' if leaving.

If a false alarm is made, wait for the alarm company to call on the nursery phone and quote the password. If you do not remember the password, then the police will be called.

If a false alarm has been made and the panel requires an engineer to reset, please contact the following number for instructions: 0844 879 1703 and Quote W0037. Await instructions and notify the on-call manager of the situation.

Once you have made the call to the security company, the line should be kept free as they will need to phone you back, therefore please use another phone to make any further calls, i.e. the nursery fire phone or a mobile phone.

Fire Registers

The fire register must be completed by the parent as each child arrives and departs from Nursery. Staff should identify where the registers are kept in individual rooms.

Fire registers for the children on early shift must also be completed by staff (whilst the children are altogether) in case of fire/fire drills. This must also be done at the end of the day when rooms are grouped together.

The staff register is kept in the office and must be completed by staff on their arrival and departure.

In the event of a fire or practice evacuation, a full register of all employees, children, students, trainees, visitors and contractors on site should be taken by the Fire Officer or

senior member of staff present. The information regarding persons on the premises should be taken from the fire registers.

All Employees

Whilst working in the Blackshaw Nursery you must:

- ✓ Know your fire escape routes and the relevant evacuation procedures
- ✓ Know where the extinguishers are and how to use them
- ✓ Sound the alarm on discovering a fire or shout 'FIRE', 'FIRE', 'FIRE'!
- ✓ Report to the assembly point on hearing the fire alarm or any person shouting 'FIRE'!
- ✓ Know the correct type and operation of extinguishers
- ✓ Keep fire exits clear of all obstructions
- ✓ Report any suspected fire hazards immediately

Whilst working in the Blackshaw Nursery you must:

- ✗ Not smoke
- ✗ Not tackle a fire BEFORE sounding the alarm and only then if you are confident that you can put it out without endangering yourself or others
- ✗ Not re-enter a building after a fire until authorised to do so
- ✗ Not try and use a Fire Extinguisher unless trained to do so

3.9 First Aid

Responsibilities: All Employees

It is our policy to comply with the Health & Safety (First Aid) Regulations 1981, relevant Codes of Practice and good working practices by training and appointing a suitable number of people and providing suitable and sufficient facilities. We will make provision for additional training of first aid personnel as necessary to take account of specific hazards.

Blackshaw Nursery is committed to providing safe and healthy places of work and will at all times strive to reduce the incidence of injury to employees.

Any employee who has an accident whilst at work will be given first aid care and treatment within the work place, and anyone suffering an injury which may require specialised attention should go to the A&E department at St. George's Hospital.

A Nursery Manager will be informed as early as possible and no longer than one hour after the occurrence.

All accidents and incidents are recorded.

Management will encourage suitably trained staff to be nominated as first aiders. There must be at least one trained first aider on site at all times.

Management will ensure that all staff are fully conversant with the procedure to be adopted in the case of an accident occurring at work.

A first aid box is provided within each room and also in the Office.

All Employees

Whilst working in the Nursery you must:

- ✓ Know who can administer first aid
- ✓ Administer first aid if you have completed the relevant course
- ✓ Contact the emergency services if you need help with treating a serious injury
- ✓ Report anything that you suspect may cause an injury

- ✓ Report any accident to the appointed person who should record it in the accident book
- ✓ Check the content of the First Aid box and ensure that all items used are replaced
- ✓ Check that all items in the First Aid box are within date and replace as necessary

Whilst working in the Nursery you must:

- ✗ Not use the first aid cabinets to store any personal items
- ✗ Not use the contents of the First Aid box for any other purpose than to treat a person in the event of an accident

3.10 Food Hygiene and Handling

Responsibilities: All Staff

Safe food handling is an extremely important aspect of the care and support Blackshaw Nursery provides, and it is essential that the provision, storage, preparation and serving of food is carried out safely and correctly. It is essential to recognise that failure to fulfil the Safe Food Hygiene and Handling Policy may cause harm and ill health to the Children in Blackshaw Nursery.

- It is the Childcare Co-ordinator's responsibility to ensure all new employees understand the process involved in ensuring safe food hygiene throughout their role.
- During induction all new employees will be given appropriate direction and support to implement safe food hygiene and handling.
- All staff will receive Safe Food Hygiene and Handling where appropriate during their induction training.
- All staff must always ensure that all duties carried out in relation to preparation and handling of food and drink must be carried out in accordance with the Safe Food Hygiene and Handling course as part of their induction training.

Kitchen

- No child is allowed in the kitchen unless they are supervised by an adult on a one to one basis.
- No parent is permitted in the kitchen at any time.
- Hazard analysis forms must be completed by kitchen staff - appropriate training will be given as necessary.

- **Cooking**

Cook food thoroughly to kill germs in it, and reheat food properly to kill germs that have multiplied since it was cooked.

Hot foods must be removed from the ovens/heat sources 15 -30 minutes before leaving the kitchen

- ✓ Cook food thoroughly and evenly, so that it is steaming hot all the way through.
- ✓ Use a temperature probe to check the temperature of foods and record this.
- ✓ If you cook rice, keep it hot until it is eaten, or cool and refrigerate it within 1 hour.
- ✓ Only reheat food once, and check food is steaming hot all the way through.
- ✗ Dont serve raw or partially cooked eggs or dishes made with them.

- **Fridge/Freezer**

Chill food properly to help stop germs growing, and take care with frozen foods, especially when defrosting.

- ✓ Put any frozen food in the freezer straight away.
- ✓ Keep salads and perishable foods in the refrigerator.
- ✓ Set the refrigerator at 5°C or below, and check and record the temperature daily.
- ✓ Keep the freezer at or below minus 18°C, and check and record the temperature daily.
- ✓ Consider using cool bags to keep food chilled during transport (e.g. on outings).
- ✓ If cooked food won't be eaten immediately, cool it and put it in the fridge within 2 hours.
- ✓ Use up any leftovers within 48 hours.
- ✓ Thoroughly defrost food before cooking (unless the instructions say cook from frozen).
- ✓ Ideally, defrost food in the fridge.
- ✓ Once food has defrosted, keep it in the fridge and use it within 24 hours.
- ✓ Only defrost food in the microwave if it will be eaten straight away.
- ✗ Never refreeze food.
- ✗ Don't use food after its use-by date.

Transportation of food/serving food

- Children must be seated safely before food leaves the kitchen.
- Whilst children are on the premises staff are to use the kitchen door in the Tweenie bathroom.
However, when trolleys are being used for breakfast, lunch or tea the main kitchen door in the Tweenie room may be used as long as the children are seated.
- When using trollies for transporting and serving -care must be taken at all times to avoid accidents or injury to children or staff members.
- Hot food must not be placed near or in front of any child
- Food must be cut up/blended and left to cool in a safe place away from the children and put out of their reach.
- No child in any room is to help distribute **hot** dinners or puddings
- If meals need re-heating, staff must ensure the core temperature reaches 70c for 2 minutes.
- Freshly cooked food must reach 70c and be served within 90 minutes.

Food allergies/Other allergies

All staff must be aware of any child with an allergy and the nature of the allergic reaction -a list will be put up in the child's room and office.

Food allergens and labelling

The most common foods causing adverse reactions are:

- Cow's milk
- Eggs
- Shellfish
- Fish
- Soya
- Peanuts

- Wheat
- Other nuts

These eight allergens account for about 90% of all allergic reactions.

New allergy labelling laws mean that pre-packaged food manufacturers are now obliged to declare the presence of the 8 most common allergens plus a further 6, listed below, in ingredients list.

- Celery
- Mustard
- Lupin
- Sesame
- Molluscs
- Sulphur dioxide and sulphites

This makes it much easier when shopping and cooking for people with allergies.

Many food labels now contain an allergy advice panel as an additional way of highlighting the presence of allergens like milk, eggs and wheat. But it isn't compulsory for food labels to give this type of statement ' some foods have them but many don't. You should always check the ingredients list ' this is your safest way to check for the presence of the allergens you are concerned with (i.e., milk, eggs and wheat).

Once again, staff should be aware if a particular child has a nut allergy and the allergic reaction shown. Staff should also make themselves aware of the action needed following an allergic reaction.

3.11 Gas

Responsibilities: Administrator

Gas health and safety law aims to ensure the safe installation, maintenance and use of gas in domestic and business premises. The Gas Safety (Installation and Use) Regulations 1998 place responsibilities on a wide range of people, particularly businesses, engineers and landlords.

Anyone carrying out work on gas appliances or fittings at Blackshaw Nursery must be a Gas Safe Registered engineer and will have a registration card.

Blackshaw Nursery will be responsible for arranging the servicing of gas appliances, heating boilers and cookers.

General Information

The installation and maintenance of any fixed gas appliance must be arranged. An approved and selected contractor must be used to complete an annual service safety check on all fixed appliances and to provide a call out and maintenance service.

Further Considerations

The location of gas isolation switches is situated beneath the kitchen sink, the pipe which enters the meter has a lever which should be turned until it reaches a 90 °c. angle to switch off the gas supply.

The supply should also be terminated from outside the nursery, where the meter is situated behind the red louvre doors (turn out of the nursery to the right then proceed approx. 10 yards). The key is kept in the office.

Signs should be displayed by the switches themselves and staff made aware of their

locations.

DO NOT TOUCH ANY ELECTRICAL SWITCHES IN ANY AREA WHERE A GAS LEAK IS NOTICED.

Where gas cookers and boilers are located a carbon monoxide detector should be fitted and where sited – the devices should be subject to regular safety checks as part of the regular servicing arrangements of the boilers and reference made to them in the fire risk assessment.

If you smell gas, in or around the nursery building, the following action should be taken:

If the gas smell is strong evacuate the building immediately.

If the smell of gas is light:

- Open all the doors and windows
- Shut off the gas supply at the isolation point
- If you still suspect a problem, call the Gas Emergency Freephone number 0800 111 999.
- Make sure that any investigations or repairs are carried out by a Contracted Gas Safe registered company
- Inform the Manager

3.12 Hazardous Substances

Responsibilities: All Employees

The Control of Substances Hazardous to Health Regulations or 'COSHH' Regulations requires employers to evaluate, control and monitor any process, which may damage health. Under these Regulations duties are also placed on employees to co-operate with management by following instructions and correctly using the identified control measures. It is the intention of Blackshaw Nursery to secure the Health and Safety of all persons so far as is reasonably practicable from hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

Some work at the Nursery involves the use of hazardous substances, e.g. cleaning products etc. This work may be done by employees or contractors but must be managed in the same way. Only those trained and authorised may use these substances, following the safe systems of work and controls specified. If you are not trained and authorised, do not use any substance known to be, or marked as, hazardous. Only approved substances will be used and these will be securely locked away in an appropriate storage cupboard when not in use. Paints and chemicals to be stored/locked away in the shed outside the building and be kept out of children's reach.

COSHH Assessments will be compiled for each substance. Data sheets or COSHH Assessments will be kept in the COSHH file available for reference at all times. If anyone is exposed to a hazardous substance, a copy of the data sheet will be taken to hospital / doctor with the injured person.

Employees

Whilst working in the Blackshaw Nursery you must:

- ✓ Follow the safe use, transportation, handling and storage of substances from the COSHH assessments provided

Responsibilities of Management Committee and Management Team

Blackshaw Nursery will, as required:

- Assess the health risk from exposure to hazardous substances and select and implement suitable control measures
- Ensure that control measures are effectively maintained
- Where necessary monitor exposure of employees
- Provide information, instruction and training to all employees who are exposed to hazardous substances.

COSHH Safety:

When using substances:

- ✓ ALWAYS stop what you are doing and get help immediately if you start coughing, wheezing or feel light headed or unwell, in any way
- ✓ ALWAYS report any adverse incidents or accidents
- ✓ ALWAYS wear the PPE provided e.g. gloves and aprons
- ✓ ALWAYS read and follow safety and warning instructions on labels and safety information that is provided for you.
- ✓ ALWAYS return substances to their safe storage area after use.
- ✓ ALWAYS wash hands before using the toilet, smoking or consuming food/drink.
- ✓ ALWAYS replace container lids/tops between applications and when not in use. (To prevent the substance from escaping or being spilled)
- ✗ NEVER smell substances to try and identify them.
- ✗ NEVER use substances etc. unless you understand how to use them safely - IF IN DOUBT READ THE INSTRUCTIONS ON THE CONTAINER.
- ✗ NEVER pour contaminants down the sink or drains.
- ✗ NEVER mix substances.
- ✗ NEVER pour substances into un-lidded, unmarked or unsuitable containers.
- ✗ NEVER smoke, eat or drink when using substances.

3.13 House Keeping

Responsibilities: Cleaning Company and All Staff

The Nursery contracts the cleaning to an external cleaning company to ensure that the premises are kept clean. Concerns about cleanliness in any way should be made clear to the management.

'Slippery Floor' warning signs to be displayed when floor cleaning is undertaken or if there has been a spillage.

Whenever possible, wet floors should not be walked upon; under no circumstances should a child walk unaccompanied across a wet floor

Always ensure that the floor is free from dangerous objects which may be harmful to a child if put in their mouth or walked upon.

When washing plastic table cloths in washing machine, extra care must be taken whilst removing them from the machine: the cloths are not absorbent therefore water can spill onto the floor and extra care must be taken to avoid slipping.

CLEANING UP BODY FLUID SPILLS - UNIVERSAL PRECAUTIONS

Spills of body fluids: blood, faeces, nasal and eye discharges, saliva and vomit must be cleaned up immediately.

Wear disposable gloves. Be careful not to get any of the fluid you are cleaning up in your eyes, nose, mouth or any open sores you may have.

Clean and disinfect any surfaces on which body fluids have been spilled. An effective disinfectant is anti-bacterial s

Discard fluid-contaminated material in a plastic bag along with the disposable gloves. The bag must be securely sealed and disposed of in yellow bags.

Mops used to clean up body fluids should be cleaned in a bucket (not a kitchen sink), rinsed with a disinfecting solution and dried.

Ensure contaminated clothing is sent home with parent in a bag.

Soiled underwear to be discarded by placing in two nappy sacks and placed in nappy bin.

Regularly clean the nursery facilities and outdoor areas according to nursery cleaning checklists and routines.

Empty and clean all bins regularly keeping all refuse areas and containers clean and tidy

Record all cleaning activities

Clean and maintain associated office areas on site

Pets

Staff must ensure pets are cleaned out and fed regularly and hands washed after touching.

Toys

For the safety of the children and staff, it is essential that 'cluttered floors' are avoided, excessive amounts of toys on the floor are tripping hazards; staff must therefore ensure that the floor space is kept as tidy as possible without spoiling the activity taking place. Toys must be washed at regular intervals using the toy inventory rotation charts to avoid cross infection/contamination. Cleaning charts may be inspected at staff meetings to check progress.

3.14 Information, Instruction and Training

Responsibilities: Management Team

The Health and Safety at Work etc. Act 1974 places an obligation on the Blackshaw Nursery to train, instruct and give information to employees and others who may be affected by the hazards and risks associated with their work activities to ensure their Health and Safety. The Nursery will provide a Health and Safety training programme which is continuously revised and updated covering specific training requirements:

- Induction training
- Basic Health and Safety Awareness training
- Fire training
- Paediatric Resuscitation Training
- Food Hygiene training

Responsibilities – Management Committee:

The Management Committee recognise the importance of Health and Safety training of staff and Health and Safety training for managers and supervisors is essential as they have a key responsibility for maintaining a safe working environment.

The **Childcare Coordinator** is responsible for the:

- Co-ordination of all Health and Safety training
- Production and implementation of a formal training plan
- Compliance with statutory Health and Safety training requirements e.g. 1st Aid
- Ensuring the update of the Health and Safety Policy on training
- Provision, compilation and maintenance of Health and Safety training records

Health and Safety Induction – All Employees:

The **Childcare Coordinator** will assess the Health and Safety induction training needs for each new employee. Induction training may be delivered to a group of new employees or on a one to one basis. No employees will be asked to perform tasks for which they have not been adequately trained.

The Health and Safety induction training will include:

- An overview of Health and Safety systems at the Blackshaw Nursery
- Health and Safety Policy and organisational arrangements
- Employee's legal duties and responsibilities
- General Health and Safety rules and procedures
- Safe working practices and procedures e.g. the correct use of equipment and substances
- Risk assessments, specific hazards and control measures
- How to report Health and Safety concerns, near miss incidents, accidents and work-related health problems
- Safe use and disposal of protective clothing e.g. aprons and gloves
- Safe handling, storage and disposal of waste
- Good Housekeeping Practices to avoid slipping, tripping and falling accidents
- Safe manual handling techniques
- Machinery and Equipment - range of equipment used / identified hazards / correct use / defect reporting e.g. trolleys, computer equipment etc.
- Substances – range of substances used at the Blackshaw Nursery (e.g. cleaning fluids) and the methods of assessment, prevention, substitution, control and monitoring. Identify all substances hazardous to health and the specific safe working practices, precautions, possible effects of over exposure and emergency procedures. Inform where data sheets are kept and issue as appropriate a copy of COSHH assessment to employees using this substance and arrange appropriate training in their use to include PPE e.g. gloves and aprons

- Fire - means of escape and the need for good housekeeping to maintain them. Provide details if appropriate of the use and storage of flammable liquids and any rules on smoking; fire extinguishers, alarms and evacuation
- 1st Aid procedures – The requirement for all employees to complete the Emergency First Aid at Work training, location of 1st Aid boxes, reporting documentation, emergency response
- Electricity - describe the safe means of visually checking and using equipment and instruct that no unauthorised repairs or modifications are to be attempted. Advise on the reporting of damaged / defective equipment.
- Nursery rules and procedures concerning the care, outings, feeding and play of the children.
- Occupational health provision

Health and Safety Induction – All Managers

In addition to the above Health and Safety induction all Managers will attend a further induction session to include:

1. Relevant Legal Requirements:

- Acts, e.g. Health and Safety at Work etc. Act 1974, Fire Precautions
- Regulations, e.g. Control of Substances Hazardous to Health Regulations, Electricity at Work Regulations 1989, Management of Health and Safety at Work Regulations 1999 and related legislation
- Powers of enforcing authorities

2. Responsibilities:

- Explanation of supervisors' and managers' responsibilities for Health and Safety as defined in the Blackshaw Nursery's Health and Safety Policy and job description
- Leading by example
- Training needs analysis

3. Monitoring of Health and Safety standards:

- Regular preventative inspections
- Monitoring safety checklists
- Initiation of remedial action i.e. further control measures

4. Accident Investigation and Prevention:

- Typical causes of accidents; sequential failure of control measures; relationship between near misses, minor and serious accidents
- Accident investigation and identification of actions needed to prevent recurrence

Basic Health and Safety Awareness Training

Health and Safety training will be provided to all employees. The Management Committee will conduct a training needs analysis to ensure that all employees receive the correct training to carry out their job role safely. Those employees needing specific skills and knowledge will be identified and appropriate training given. Training will be delivered either on or off the job and will include (as appropriate):

- Adequate Health and Safety training for all levels of management and supervisors to enable them to manage Health and Safety in their departments
- Identification of hazards or activities where risks exist and the training necessary for their control e.g. DSE, Manual Handling, Fire, etc.
- Information, instruction and training for all employees who may be affected by the use, handling, storage and transport of goods and substances

- How to conduct Risk Assessments and procedures for monitoring risk

All training will be recorded, signed for by recipient and reviewed for updating / refreshing as necessary. Records of all training (with certificates) will be held in personal files.

We recognise the importance of evaluating the outcome of training to make sure that people are competent in the areas in which they have received training.

Additional Health and Safety Training:

The need for further training will be considered when:

- Employees transfer or take on new responsibilities. There may be a change in the work activity, risk assessment, control measure or in the work environment
- There is a change in the work equipment or safe working procedure in use. Any change is likely to need a review and re-assessment of risks, which may indicate additional training needs. If the change includes introducing completely new equipment or technology the training may be delivered by the supplier. Competent external advice may also be needed.

Refresher Training:

An employee's competence can decline if skills (e.g. in emergency procedures) are not used regularly. Training therefore needs to be repeated periodically to ensure continued competence.

Certain Health and Safety training programmes e.g. the Emergency First Aid at Work requires refresher training on a three yearly basis.

Information from personal development / performance reviews, Health and Safety inspections / audits, accident investigation and near miss incidents will be used to establish a suitable period for retraining.

3.15 Machine, Plant and Equipment

Responsibilities: All Employees

Blackshaw Nursery will provide and ensure that work equipment (includes everything used in connection with the Nursery) is safe and appropriate for its use. This requirement includes all items whether or not owned by the Nursery. If equipment is hired-in or borrowed, then appropriate maintenance details will be made available.

Maintenance – Blackshaw Nursery will ensure that work equipment is properly maintained, serviced, repaired or modified.

Specific Risks - where any use of work equipment is likely to involve a specific risk to the Health and Safety of any person, management will restrict its use to only those trained to operate it.

Information and Instruction - all persons using work equipment will be given adequate Health and Safety information and, where appropriate, written instructions.

Training – Blackshaw Nursery will ensure that those using work equipment and those supervising or managing such use, will receive adequate training, including the risks and precautions to be taken. Any specific training requirements for specialised equipment's will be documented on the relevant risk assessment.

Maintenance Operations – only specialised contractors may repair, modify, maintain or service equipment.

Markings – Any work equipment provided for use should carry the CE Mark to confirm its compliance with all appropriate UK and European legislation.

All Employees

Whilst working in Blackshaw Nursery you must:

- ✓ Report any defects in equipment to the Nursery Managers, who will arrange for repairs, or replacement, as appropriate.
- ✓ Faulty equipment: clearly mark and take out of use any faulty equipment until repaired/condemned.
- X Not operate ANY equipment unless you have been trained and authorised to do so

3.16 Manual Handling

Responsibilities: All Employees

Blackshaw Nursery is committed to managing the risk to health from manual handling operations and manual handling activities are to be avoided where practicable. Manual work will be carried out using suitable equipment where practicable e.g. trolleys. For the remaining tasks, Manual Handling Risk Assessments will be conducted and suitable and sufficient control measures identified and implemented to reduce the risk to the lowest level reasonably practicable.

Employees will receive training in safe manual handling techniques for general manual handling and lifting children/babies.

Blackshaw Nursery will assess the risks to prevent or control any ill health effects or accidents arising from or arising out of any manual handling activities.

Management will ensure that all manual handling accidents / incidents are investigated and subsequent action implemented to prevent recurrence and that all changes are communicated to the relevant employees.

Employees must co-operate with management; use the protective equipment provided; not endanger themselves or others; report awkward, hazardous, dangerous operations; follow the training and guidance provided to prevent injury to themselves and others.

Movement of goods/play equipment

Manual handling risk assessments are available.

Take care when lifting heavy objects - refer to the training checklist.

Lift correctly (always ask for assistance from a colleague if the object is heavy or awkward or use the sack barrow).

Do not lift any excessive weights during pregnancy.

High shelves/Cupboards

When removing items to/from high shelves/cupboards, staff must ensure that the area is clear beneath and use the elephant footstool.

3.17 Medicines

All medicines must be stored in the refrigerator in the Milk Kitchen: they must never be accessible to the children. Children are forbidden from entering the Milk Kitchen.

Parents inform the Nursery regarding consent for giving Calpol or equivalent and a record of this is kept in the children's files available in the office.

Please refer to the Control of Temperature & Administration of Medication policy before giving medicines.

The medicine sheets must be completed and signed by the parent before any medication is administered as prescribed by a GP.

3.18 Monitoring Safety Arrangements

The Nursery Managers will ensure that safety arrangements are reviewed.

The Nursery Managers will undertake inspection of equipment and produce reports for the management committee at regular intervals, as mentioned in the Health & Safety policy. Any concerns, however minor, must be brought to the attention of the Management Team.

All staff has a responsibility to be familiar with the requirements and report any instances where they are not complied with to the Nursery Managers.

3.19 Occupational Health

Responsibilities: All Employees

Occupational Health is defined as ensuring, so far as is reasonably practicable, the well-being of our employees.

Section 1 – Pre-employment Health Screening

The Equality Act 2010 limits the circumstances when employers can ask pre-employment health-related questions before offering the individual a job. Before interview the Blackshaw Nursery will only ask health-related questions:

- to help decide whether any reasonable adjustments are needed for the person during the selection process
- to decide whether an applicant can carry out a function that is essential ('intrinsic') to the job
- to monitor diversity among people making applications for jobs
- to take positive action to assist disabled people
- to assure yourself that a candidate has the disability where the job genuinely requires the jobholder to have a disability

Once a candidate has passed the interview and been offered a job (whether this is an unconditional or conditional job offer), the Blackshaw Nursery will ask appropriate health-related questions. If the Health Screening process identifies a health issue that could affect the employee's ability to carry out their job role, the Blackshaw Nursery will conduct an

individual risk assessment to identify any reasonable adjustments that can be made.

Employees must ensure that any changes in health that could affect their ability to carry out their job role must be reported to their Manager. Blackshaw Nursery will conduct an individual risk assessment to identify any reasonable adjustments that can be made.

Employees Health Screening records will be held on the personal file during employment and for at least a further 10 years.

Section 2 – Health Surveillance

Where an on-going health risk due to exposure at work is recognised during risk assessment, routine monitoring of employees exposed will be carried out and records kept for 40 years after they leave Blackshaw Nursery.

When seeking to identify possible hazards created from processes or materials that may affect individuals risk assessment will be used. When assessment indicates that recognised medical conditions could result from a process or activity then health surveillance will be introduced for any person exposed.

The effectiveness of control measures will be reviewed where necessary if surveillance indicates individuals to be displaying occupational health conditions. Specialist medical advice will be sought where appropriate.

The Occupational Health department situated within St. George's Hospital can be approached by any member of staff who is concerned about their health. They will also do vaccinations as required. A counselling service is also available to staff by appointment.

It is staff s own responsibility to ensure they are up to date with the relevant vaccinations: Tetanus, Hepatitis B, TB immunisations and polio drops. They should also be Rubella immune. Occupational Health will advise other protection required, including advice on individual 's chickenpox status. This is subject to change in accordance with current recommendations.

3.20 Permit to Work

Hot Work Permit

Many aspects of maintenance work involve welding, burning, cutting, grinding and working with bitumen boilers etc. If these activities are carried out in direct contact or in close proximity to flammable or combustible substances there is the risk of fire or explosion, with the potential to cause serious injury, ill-health and or damage to property. It is therefore important to have a procedure in place to reduce the risks associated with hot work to an acceptable level.

Hot work – activities that involve the application or generation of heat during the task. Such activities include work with flame cutting apparatus, oxyacetylene welding apparatus, electric welding apparatus, blow lamps, grinding equipment, any other equipment producing flame, intense heat or sparks, working with bitumen boilers. Examples where hot working may be required include roof repairs, plumbing, fabrication etc.

Permit issuer – person who has arranged for the hot work to be carried out (Nursery or building manager).

Permit acceptor – competent person in charge of undertaking the hot work.

Hazards

The hazards arising from hot working include:

- The ignition of flammable vapour within a confined space
- The risk to the building or surroundings as a result of work activities that generate sparks and heat, such as grinding, burning and welding etc. in areas containing combustible and flammable materials
- The risk of eye injury including ultra-violet damage (i.e. "arc-eye"), burns and heat exhaustion
- Asphyxiation by gases and vapours and/or asphyxiation or poisoning by toxic fumes.

Hot works permits must be completed by the contractor and the Nursery Responsible Manager before any hot work is carried out on the building, which is likely to affect the fire safety risk assessment for the building, even if only temporarily.

The hot work permit records the checks made and the control measures needed to ensure that hot work is properly managed.

The contractor undertaking the work and the Responsible Manager will jointly check the worksite, working arrangements and note on the form what they have agreed will be the control measure to prevent a fire.

If at any stage it becomes necessary to stop the work or if the work extends over several days, any Hot Work Permit will need to be closed and signed off after suitable checks have been made of the work site.

A new Hot Work Permit will need to be issued and the process repeated when the work can start again.

Nursery staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and children. on the premises

On completion of the hot work, the area must be made safe. The person in charge of the work must re-visit the work area after a suitable period of time (provisionally one hour) to ensure that there are no signs of possible causes of fires – this should be stipulated on the permit to work.

All the control and preventative measures stipulated in the hot work permit must be rigorously followed.

3.21 Personal Hygiene

Responsibilities: All Staff

Effective Infection Control is critical. Blackshaw Nursery has a responsibility to ensure best practice at all times and a responsibility to ensure all staff are aware of the guidelines to be followed to prevent the spread of infection.

Action Taken by Blackshaw Nursery

- All staff will be appropriately trained and instructed as part of their induction and ongoing training with the Nursery in the safe handling related to the control of cross infection.

- All environments will be assessed by the Management Team to ensure safe practice is followed to ensure the safe control of cross infection.
- All staff will wear appropriate protective clothing such as disposable gloves etc. for specific duties.
- To protect others from infection, it may not be appropriate for staff to work if they have an infection or illness.
- The sickness notification system in the Nursery means that the Manager can assess whether the employee is putting themselves, other members of staff or the children at risk by coming into work.
- All Blackshaw Nursery employees will be instructed during their induction on how infection is spread and how to combat this.
- All staff will wear protective gloves to handle linen that is soiled with blood or body fluids.
- Safe disposal of soiled items or items with bodily fluids on will always be adhered to, with the use of appropriate bags.
- Blackshaw Nursery will liaise with the Communicable Diseases Department for the area and always act on their advice and guidance if an employee or child has contracted or has been in contact with anyone with any illness which presents as contagious or infectious.
- Children **must** be encouraged to wash their hands after using the toilet, being in the garden or outdoor play areas, after visits and before meals.
- Babies and all children's face and hands to be washed with warm water using a disposable towel and then dried at appropriate times of the day.

All Employees

Whilst working in the Blackshaw Nursery you must:

- ✓ Wash your hands before and after using the toilet and always before handling food or drinks. Hands should be dried using paper towels or hand dryer.
- ✓ Always leave toilets, washbasins or eating areas in clean condition
- ✓ Hair must be tied back by all staff when using the kitchen or serving food and aprons must be worn
- ✓ Nails should be kept short. No heavy make-up/nail varnish or jewellery is to be worn by kitchen employees.

3.22 Personal Protective Equipment (PPE)

Responsibilities: All Employees

Personal Protective Equipment (PPE) is defined as all equipment, which is designed to be worn or held to protect against a risk to health or safety e.g. gloves and aprons Under Health and Safety legislation PPE is always considered as a temporary or last resort control measure when additional control measures cannot, for whatever reason, be applied. Where PPE is considered to be necessary to safely undertake the work it will be provided and will be subject to an assessment to ensure that it gives the appropriate protection.

The Managers will ensure the correct provision, maintenance, information, instruction, training and recording of suitable PPE. Suitable means that the PPE must protect the wearer, be appropriate for the risks and work conditions, give adequate protection and fit properly, take adequate account of a worker's needs and be compatible with any other item of PPE worn. As the physical dimensions of employees will vary, more than one size or type of PPE may be required e.g. small, medium and large and extra large size disposable gloves.

PPE provided by the Blackshaw Nursery includes disposable gloves and aprons. Employees are required by law to co-operate with Blackshaw Nursery and wear the PPE provided.

Management must ensure that:

- They assess the risks and select the correct PPE to protect the employee against all known hazards from the task and circumstances in which it is to be used
- That PPE is the right type, size and comfortable for the task
- Records are maintained for all PPE issued and training in its use
- Employees know how to use the PPE issued to them
- PPE is being used correctly
- Employees know how to safely dispose of the PPE after use

Cleaning staff

Whilst working in Blackshaw Nursery you must:

- ✓ Wear Overalls
- ✓ Rubber gloves when hands submerged in cleaning fluids/materials, or dealing with blood/bodily fluid or human excrement.

Kitchen staff

Whilst working in Blackshaw Nursery you must:

- ✓ Apron or overall (not to be removed from the kitchen) High heeled shoes should not be worn.
- ✓ Closed in shoes should be worn. Oven gloves/cloths to be used.
- ✓ Blue plasters should be used to protect wounds. Hair to be tied back
- ✓ Hat to be worn
- ✓ All jewellery should be removed.
- ✓ No personal belongings, i.e. bags, coats, etc are allowed to be kept in the kitchen

Nursery Staff

Whilst working in Blackshaw Nursery you must:

- ✓ Gloves must be used for changing nappies or handling food
- ✓ Red disposable aprons must be used when changing nappies
- White plastic disposable aprons to be worn when serving food
- Yellow plastic disposable aprons to be worn for general care (i.e. painting)
- Blue plastic disposable aprons to be worn when entering the kitchen
- ✓ Gloves to be used when dealing with cuts or blood spillages/vomit/stools/urine.
- ✓ Gloves to be used when handling breast milk.
- ✓ Overalls are provided for children's use during messy activities
- ✓

Whilst working in the Blackshaw Nursery you must:

- ✗ Not wear earrings within the nursery
- ✗ If bracelets/rings are sharp these should not be worn in the nursery.

STAFF MUST TAKE CARE WHEN DEALING WITH ANY BODILY FLUID AND ENSURE THAT THEY DO NOT GET ANY IN THEIR EYES, NOSE, MOUTH OR ANY OPEN SORE THEY MAY HAVE.

If this does happen you must report it immediately to the Management Team and go to Occupational Health.

3.23 Playground/Garden and Play Cooking

- Staff to child ratios as described in the Children Act 1989 must be adhered to (copy of Children Act 1989 kept in the office).
- Children must be observed at all times.
- Children must always be suitably dressed for the weather, i.e. during winter months' coats, hats, scarves, gloves, wellies etc should be worn; during summer months' sunhat/cap, suncream (high factor) should be worn.
Skin must be covered at all times and not exposed to the sun. Children must not go into the garden on exceptionally hot/cold days.
Please ask a member of the management team regarding this.
- Sun cream must be applied to the children with at least 2 staff present in the room - please refer to the bottle regarding application, timing etc.
- Staff to ensure that they are suitably protected from the sun i.e. sunhats, clothing.
- Staff must ensure that they are situated separately in all areas of the garden.
- Equipment should be checked for safety before the garden is used each time: a risk assessment must be completed before the children enter the garden.
- Any concerns about the safety of the playground or playground equipment must be notified to the office.

Sandpit

The sand pit must be covered when not in use to avoid risk of Toxocariasis.

Plants

Before planting any plants, advice must be sought to ensure that the bulb/plant is not poisonous and does not contain any fungicide.

3.24 Pregnant Workers

Responsibilities: All Employees

The Management of Health and Safety Regulations 1999 (MHSW) provides the legal requirements on employers to protect their employees who are or in the future could be a new or expectant mother.

Employees are advised to notify management of pregnancy to ensure their tasks will not cause any detrimental health effect to themselves and their unborn child.

It is important that employees inform the Blackshaw Nursery Management in writing and as early as possible, that they are pregnant, have given birth in the previous six months or are breastfeeding.

All such information will be in the strictest confidence and as a result, changes of work or routine may have to be introduced to reduce any risk identified.

Blackshaw Nursery will conduct a New and Expectant Mothers Risk Assessment to identify any specific hazards/risks and implement suitable and sufficient control measures. The New and Expectant Mothers Risk Assessment will be regularly updated to reflect any changes; including health advice provided by the employee's GP or Midwife. Where risks remain, we shall:

- change the employee's hours; or
- change the conditions of work to eliminate the risk; or
- offer the employee alternative work

Definitions and Applicability:

New or Expectant Mother - an employee who is pregnant, who has given birth within the previous 6 months; or who is breast feeding.

Given Birth – an employee who has delivered a living child or after 24 weeks of pregnancy, a still born child.

Infections

Some infections, if caught by a pregnant woman, can pose a danger to her unborn baby.

Chickenpox:

This can affect the pregnancy of a woman who has not previously had the disease. If a pregnant woman is exposed early in pregnancy (the first 20 weeks) or very late in pregnancy (the last 3 weeks before birth) she should promptly inform her GP and whoever is giving her ante-natal care who can do a blood test to check if she is immune.

German Measles (Rubella):

If a woman who is not immune to Rubella is exposed to this infection in early pregnancy her baby can be affected. Female staff should be able to show evidence of immunity to Rubella or, if that is not available, have a blood test and, if appropriate, immunisation. If a woman who may be pregnant comes into contact with Rubella, she should inform her GP promptly.

Slapped Cheek Disease (Parvovirus):

Occasionally Parvovirus can affect an unborn child.

If a woman exposed early in pregnancy (before 20 weeks) she should promptly inform whoever is giving her ante-natal care.

3.25 Provision of Welfare Facilities

Responsibilities: All Directors / Managers

The Blackshaw Nursery Management Committee will provide a safe place of work by ensuring:

Maintenance of equipment and devices: the workplace and all equipment and devices used on our premises are properly maintained

Ventilation: that 'effective and suitable provision' is made to ventilate every enclosed workplace.

Workplace temperature: the temperature is controlled inside the workplace to ensure that it is above 16°C during working hours

Lighting: suitable and sufficient lighting; as far as is reasonably practicable this should be provided by natural light. Emergency lighting will be provided if people are exposed to danger in the event of failure of the artificial lighting

Cleaning and decorating: the surfaces of all the floors, walls and ceilings of the workplace must be capable of being cleaned or re-decorated. Drains must be kept clean. Waste material must not be allowed to build up

Room dimensions and space: the Workplace (Health, Safety and Welfare) Regulations require adequate space for people to work safely.

Suitability of workstations: all workstations are suitable for the people working there and any work that is likely to be done there. The seat will be adjustable for the user and where necessary a footrest will be provided

Floors: floors are to be properly constructed and maintained. Floors must not have holes, slopes or uneven surfaces that are likely to cause a danger to any person; they are to be

kept clear from obstruction as much as is possible in a nursery environment, and from any article or substance which may cause a person to slip, trip or fall; and have an effective means of drainage provided where necessary

Doors and gates: all doors and gates are suitably constructed so as to not cause injury to people

Glazing: safe materials will be used for doors and gates where any part of the transparent or translucent surface is at shoulder level or below. Safe materials will be used for windows, walls and partitions where any part of the transparent or translucent surface is at waist level or below

Cleaning windows: no new workplaces or modified existing workplaces should design or construct any window skylight or ventilator, which causes a danger when being opened, closed or adjusted without suitable devices, where necessary, to allow them to be cleaned safely

Sanitary conveniences: suitable and sufficient sanitary conveniences are provided for all people working on our premises. These are adequately lit and ventilated, kept clean, in an orderly condition and properly maintained

Hand washing facilities: adequate hand washing facilities are provided

Drinking water: an adequate supply of wholesome drinking water is provided and maintained for all persons

3.26 Risk Assessments, Safe Systems of Work and Method Statements

Responsibilities: All

Risk assessments will normally be conducted by the Administrator who will identify and document potential hazards and appropriate control measures to ensure that those activities can be undertaken safely. The purpose of a 'risk control system' is to make sure that work place precautions are implemented, maintained and reviewed.

Training will be provided to any person who is required to conduct risk assessments. The findings of risk assessments will be available to all relevant personnel so that they understand the hazards and what they need to do to work safely.

On site tasks, undertaken by Blackshaw Nursery staff, will be the subject of a Risk Assessment that will be reviewed on an annual basis.

The Risk Assessment will need reviewing if any new hazards are identified or there is a change to tasks carried out. The revised Risk Assessment will need to be agreed by the Manager in charge before work starts / continues (as applicable).

Risk Assessments and Safe Systems of Work will be held in the Health and Safety file in the Office.

All employees must ensure that they work safely in compliance with the relevant Health and Safety documentation.

Risk Assessment – this document is used to identify, assess, record and control the risks to our employees and any others who may be affected by our work activities.

In particular management will:

1. Ensure that all relevant risks or hazards are addressed by:

- Identifying hazards, i.e. those aspects which have the potential to cause harm e.g. equipment used, work practices, electrical safety etc.;
- Complying with specific Acts or Regulations;

- Assessing the risks from the identified hazards (if there are no hazards, there are no risks);
- Ensuring all aspects of the work activity are assessed and reviewed on a regular basis.

2. Assess what actually happens in the workplace or during the work activity within all areas of responsibility by;

- Assessing non-routine tasks e.g. a one off activity;
- Assessing interruptions and changes to work activities to prevent accidents and incidents;
- Assessing the management of incidents and accidents;
- Reviewing the safe working procedures and practices;
- Checking that actual practice does not differ from the agreed procedure;
- Ensuring that all groups of employees and others who might be affected by our activities are considered in the risk assessment process e.g. office staff, cleaners, contractors, visitors;
- Identifying groups of workers who might be particularly at risk, for example, young or inexperienced workers; those who work alone; any disabled staff; new or expectant mothers;
- Assessing our existing control measures to ensure that they are suitable and sufficient;
- Ensuring that the risk assessments and control measures are communicated to all relevant persons.

Control Measures - Once a risk has been identified, practicable and realistic risk reduction control measures will be identified, agreed and documented in the relevant Risk Assessment Action Plan. Control measures help to prevent, eliminate or reduce risk e.g. wheelchair checks, training, fire alarm testing etc.

To reduce risk Blackshaw Nursery will often use a combination of the following control measures to provide the best protection for our staff:

- Elimination - it is always best to avoid a risk altogether, e.g. do the work in a different way whilst taking care not to introduce any new hazards;
- Substitution – e.g. we could substitute a cleaning product for one, which is less hazardous;
- Control the risk at source – e.g. using a trolley to transport files;
- Wherever possible, adapt the task to the individual e.g. correctly set up the computer workstation for each individual;
- Education and Training – ensure that workers and others understand the risk and know what they must do e.g. discuss Health and Safety during induction training and team meetings;
- Personal Protective Equipment – this should only be used as a last resort as it is the least reliable form of protection. Disposable PPE is made available as appropriate e.g. gloves and aprons.

3.27 Security/Safeguarding/Child Protection

Security

Staff and parents are put on the finger scanner on induction, this allows only those known to the Nursery to gain access without intervention. Other visitors are required to ring the doorbell.

Doors and outside gates should be securely closed and bolted, if applicable. Parents and students must not open doors to strangers. Fire exits are to be suitably ready - i.e. clear for fast exit as necessary.

CCTV is installed in and outside the Nursery for everyone's safety.

Panic alarms are available by the front entrance (to the left of the toilet door) and in the Office (above the light switch). These are connected directly to Central Station. In the event of any emergency, press the two red buttons together downwards.

On late shift the front and back doors should be closed securely. All doors and windows to be kept closed.

If concerned about any incident, the Police or hospital Security (ext. 3333) must be contacted.

On early shift all doors to remain closed, but 'fire exits' be unlocked.

Lockers are available in the Staff Room for safekeeping of personal belongings. The Nursery does not accept responsibility for personal items lost or stolen from Nursery premises.

Safeguarding/Child Protection

Please speak to the designated Safeguarding Officer or senior member of staff if at all concerned; reference is also made in the Childcare Code of Practice and Child Protection Policy which all childcare staff must read to update themselves on a regular basis, and upon induction.

3.28 Smoking Policy

Responsibilities: All Employees

Blackshaw Nursery is committed to the health, safety and wellbeing of all its staff and wishes to promote a healthy and pleasant work environment.

Smoking is a risk to health for smokers and those nearby. It also involves a risk of fire from unsafely discarded smoking materials.

Premises under the control of Blackshaw Nursery are smoke-free environments. This is a legal requirement aimed at protecting the Health and Safety of non-smokers. This means that you are not allowed to smoke in any work premises or outdoor areas at any time.

3.29 Stress

Responsibilities: All Employees

The HSE defines work related stress as “the process that arises where work demands of various types and combinations exceed the person’s capacity and capability to cope”. It is Blackshaw Nursery’s policy to address all work related illnesses to control, reduce or eliminate stress so far as is reasonably practicable. An individual Wellbeing Risk Assessment will be conducted for staff as appropriate.

We recognise that our personnel are Blackshaw Nursery’s most valuable asset and that any problem associated with work related stress is a management responsibility. Employees are reminded at induction and routine supervisions to report any such problems so that appropriate help and support can be provided.

HSE Management Standards

The HSE’s Management Standards define the characteristics, or culture, of an organisation where the risks from work related stress are being effectively managed and controlled. The Management Standards cover six key areas of work design that, if not properly managed, are associated with poor health and well-being, lower productivity and increased sickness absence.

The six Management Standards that cover the primary sources of stress at work are:

- **Demands** – this includes issues such as workload, work patterns and the work environment.
- **Control** – how much say the person has in the way they do their work.
- **Support** – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- **Relationships** – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- **Role** – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- **Change** – how organisational change (large or small) is managed and communicated in the organisation.

Possible Work Related Stressors

Examples include:

Deadlines, overworked, under challenged, change, promotion prospects, racial or sexist remarks, personal relationships with superiors and other members of staff, travelling, job satisfaction, harassment, confrontation, likes and dislikes.

Recognition of Stress

Examples include:

Inability to cope, anger, frustration, general feeling of being unwell, over indulgence in drinking, smoking, eating, withdrawal behaviour, nausea, sleeplessness, anxiety, palpitation, loss of energy, reluctance to get up and go to work, lack of confidence, excessive mistakes, poor concentration.

It is the duty of all management to be alert to these symptoms in employees, seek guidance and instigate pro-active measures to reduce work related stress.

Coping with Stress

Stress is not necessarily a work related issue. An employee may feel the need to talk about stress created by personal circumstances.

All employees are asked to report any symptoms of stress to their Line Manager or a member of the Management Team in confidence so that they can offer you help and support.

3.30 Violence and Aggression

Responsibilities: All Employees

Violence and aggression include physical and verbal abuse. Whilst it is unlikely that violence at work will occur, Blackshaw Nursery is committed to ensuring the Health and Safety of all our employees.

Bullying and Harassment

It must be clearly understood that any form of bullying, verbal or physical, will not be tolerated in any form and Blackshaw Nursery will take disciplinary action against the individual(s) as necessary for its eradication. Any racist, sexist, general derogatory remarks, obscene language and/or physically demeaning acts which could humiliate any person, lower general morale, provide resentment and belittle persons is wholly unacceptable and will not be tolerated.

Reporting

All complaints regarding bullying and harassment at work will be thoroughly investigated and wherever possible confidentially maintained.

Any employee may contact their immediate Manager or Management Team to alert them to confrontational situations. All management and supervision are to be vigilant to such behaviour.

Arrangements for dealing with violence and potential violence

Although it is unlikely that violence will arise out of work activities, employees should be vigilant when:

- leaving the office/nursery e.g. leaving the building
- Driving
- Carrying money, valuable or attractive items

Assault

- If possible call for assistance, i.e. Police/Security
- If possible call a colleague as witness.
- Remain calm and avoid reacting to abusive remarks.
- Do not attempt to restrain the person.
- Report the incident to the Management in writing, and keep a copy.

Action Following a Violent or Aggressive Situation

Any employee suffering from shock or injury should be seen by a doctor as soon as possible after the event.

As with accidents and incidents, management should investigate the circumstances and take remedial action as appropriate. The investigation should be recorded as soon as possible after the event when those persons involved have recovered.

3.31 Visitors and Contractors

Visitors:

In order to ensure that health & safety management within the Nursery is effectively implemented and carried out, all visitors shall:

- 1) Report to the Nursery office upon arrival and leaving
- 2) Comply with the Nursery Health & Safety policy and any relevant rules/procedures
- 3) Report immediately any injuries or damage incurred by them to the Nursery Management

3.32 Visits and Outings

Farm Visits

Staff can take groups of children to the farm at the discretion of the nursery Management Team.

Outings

A risk assessment must be completed prior to any outing. Staff to child ratios can be determined via this; however, as a guide, the following can be observed:

- 1:2 for children aged under 3
- 1:3 for children aged 3 or over

A First aid kit and surgical gloves must be available for dealing with excrement, sick, blood or any bodily fluid (keep away from your eyes, mouth, nose or any open sores you may have).

Accident sheets and medication sheets must be taken.

Knowledge of nearest Accident & Emergency department must be obtained prior to departure from the Nursery in case any specialised treatment is required.

Head checks every 10 minutes.

No activity which may place either child or staff at risk can be undertaken.

Pregnant staff must avoid twisting, pushing, lifting.

The management team must be notified of the mobile telephone number of a member of staff going on the trip so that they can be contacted in an emergency.

3.33 Waste disposal

Rubbish to be discarded in hospital bins which are situated at the top of the back alley outside the Staff Room. Yellow bins for nappies or bodily fluids; green bins for other items such as paper, kitchen rubbish and any other non-contaminated rubbish.

Broken or sharp objects to be well wrapped and placed in a bin liner clearly marked with contents.

Soiled nappies to be placed inside a nappy sack before being placed in the bin or disposed of in yellow bin liners.

Sanibin to be used for disposal of sanitary protection etc.