

# Health and Safety

## Policy and Procedures Part 2

### **TABLE OF CONTENTS**

INTRODUCTION  
LEGAL FRAMEWORK  
RESPONSIBILITIES  
KEY COMPONENTS OF THE HEALTH AND SAFETY POLICY  
HEALTH AND SAFETY POLICY STATEMENT  
CONSULTATION WITH STAFF  
KEY FEATURES  
HEALTH AND SAFETY CHECKLIST  
COSHH PROCEDURES  
INCIDENT AND ACCIDENT REPORTING (RIDDOR)  
SLIPS AND TRIPS  
WORK EXPERIENCE AND YOUNG PERSONS  
WORKING AT HEIGHT  
MANUAL HANDLING  
RISK ASSESSMENTS  
EMPLOYEE HEALTH AND SAFETY INDUCTION

Updates	Who Updated
September 2022	Sharon Lodge

## **INTRODUCTION**

It is the policy of **Arc** Nursery that all reasonably practicable actions will be taken to ensure the maintenance of a safe and healthy working environment, the health and safety of all persons, and to prevent damage to Nursery property, by promoting awareness of legal, personal and economic responsibilities.

It is the duty of all employees to conform to Nursery Policy and safe systems of work and to accept and carry out their responsibilities. Failure to do this may result in harm, damage or personal injury. This awareness will be achieved through induction, training and the nursery handbook. In this connection, employees are reminded of their own duty under Section 7 of the Health and Safety at Work Act, to take responsibility for their own safety and that of other workers, and to co-operate with the Nursery as to enable it to carry out its own responsibilities successfully.

Employees and Trustees who authorise work to be carried out must ensure that sufficient information, instruction, supervision and welfare facilities are provided to enable others to avoid hazards and contribute to their own safety and health at work. They must also carry out safety inspections of the working environment under their control in order to maintain standards.

All employees should contribute towards making the work area, and access to it, as safe as possible. All working practices should be periodically appraised to ensure that the safest procedures are adopted. These will be achieved by undertaking risk assessments.

All sub-contractors employed by the Nursery will be required to comply with, and adhere to, the Nursery Policy on Safety.

## **Legal framework**

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

## **RESPONSIBILITIES**

The Arc Nursery Proprietors/Trustees, (James Rickard Chair of Board), have overall and final responsibility for Health and Safety, within the Nursery and its operations. They will ensure the Nursery has an effective policy for Health and Safety and will delegate specific responsibilities to ensure that all requirements of current Health and Safety legislation are satisfied.

**Named Health and Safety Officer: Khelood Jubber (Manager) Sonia Gilfillian (Deputy Manager)**  
**Deputy Health and Safety Officer: Lynsey Pope-Dwan 3<sup>rd</sup> in charge and Sharon Lodge Office Manager**

Equipment Maintenance and Inspection	Nursery Manager
Outside services	Proprietor
First Aid Provision	Nursery Manager
Fire Equipment and Evacuations	Proprietor
Computer Equipment	Proprietor
Housekeeping	Nursery Manager
Collection/Delivery Procedures	Nursery Manager
Accident Reporting and Recording	Nursery Manager
Visitors (incl. sub-contractors)	Nursery Manager

Risk Assessments:	Nursery Manager.
COSHH	Nursery Manager
Food Hygiene	Nursery Manager
Drugs and Medicines	Nursery Manager
Waste	Proprietor

**Health and Safety Committee**

- James Rickard                      Proprietor (Chair of Board)
- Khelood Jubber                    Nursery Manager
- Sonia Gilfillian                    Deputy Manager
- Lynsey Pope-Dwan                Rainbow room leader
- Sharon Lodge                        Office Manager
- Craig Pope                            Maintenance

**KEY COMPONENTS OF THE HEALTH AND SAFETY POLICY**

1. What to do IN CASE OF FIRE is covered by separate instructions posted throughout the premises. (See fire procedure section).
2. Employees must report ALL INCIDENTS. Where necessary, these will be followed by an investigation to determine the cause so as to remedy any faults and prevent a recurrence of the incident. (See Incident Reporting Section).
3. FIRST AID. The names of all First Aiders are displayed outside each of our playrooms. Our First Aid boxes are located around the nursery which staff are made aware of.
4. INSTRUCTION of employees in safe working methods and the maintenance of these methods are amongst the duties of mangers/supervisors, who also initiate any steps necessary to improve unsafe conditions.
5. The TRAINING OF EMPLOYEES in health and safety matters necessary to their work and in the operation of emergency procedures is undertaken by the appropriate competent person.
6. GOOD HOUSEKEEPING is considered to be the foundation of our Safety Programme in which everyone must play a part. There are arrangements for:
  - The proper storage of clothing, tools and waste and the removal of waste
  - The provision of adequate space for machinery, equipment and working materials
  - Maintaining clean workrooms, offices, washing, toilet and first aid facilities.

The MAINTENANCE of equipment on which personal safety depends is the responsibility of supervision. All defective equipment will be withdrawn until faults are rectified, and all maintenance work will be undertaken by competent personnel.

Regular SAFETY INSPECTIONS of all areas will be undertaken in accordance with a timetable agreed by Management outlined in the Monitoring section. Remedial action as a result of the inspections to correct potentially harmful situations will be carried out if reasonably practicable to do so.

Every effort is made to provide appropriate PERSONAL PROTECTIVE EQUIPMENT (PPE) in consultation with the employee and Management.

10. Safety procedures and rules for CONTRACTORS are outlined in the Contractors section.
11. RISK ASSESSMENTS will be carried out as required under the current edition of the Management of Health and Safety Regulations.
12. The risk assessments will be MONITORED AND REVIEWED as necessary.

## **HEALTH AND SAFETY POLICY STATEMENT**

We regard the promotion of Health and Safety measures as a mutual objective for Management and Employees at all levels.

It is therefore the Management's policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public, in so far as they come into contact with the Nursery, its operations and buildings. In particular, the Management has a responsibility:

- To provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- To provide training and instruction to enable employees to perform their work safely and efficiently.
- To make available all necessary safety devices and protective equipment and to supervise their use.
- To maintain a constant and continuing interest in health and safety matters applicable to the Nursery's activities, in particular, by consulting and involving employees or their representatives wherever possible.

All employees have a duty to co-operate in the operation of this policy:

- By working safely and efficiently.
- By using the protective equipment provided (PPE) and, by meeting statutory obligations.
- By reporting incidents that have led or may lead to injury to people or damage to property, plant or equipment.
- By adhering to the Nursery Procedures for securing a safe workplace.
- By assisting in the investigation of accidents with the objective of introducing new measures to prevent a recurrence.

A copy of this statement, together with the procedures will be displayed in suitable areas. The policy will be continually reviewed by the Management and amended or added to as appropriate.

## **CONSULTATION WITH STAFF**

The Arc Nursery acknowledges that it has a duty under the Health and Safety (Consultation with Employees) Regulations 1996 to consult employees on health and safety matters. It has chosen to fulfil this duty by direct consultation.

Employees will be provided with such information as is necessary to enable them to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These means will include, but will not be limited to, the following:

- Conversations with individuals
- Staff meetings
- Information displayed on notice boards
- Letters attached to payslips

Any member of staff wishing to raise a matter for discussion should bring it to the attention of the Nursery Manager.

- Interconnected fire and smoke alarm systems
- A commercial kitchen
- Safety and double glazing
- Safety flooring
- Finger guards around doors
- Stair gates
- Door codes

- CCTV throughout
- Fire doors throughout
- Clearly marked escape routes
- Emergency lighting
- Childrens sinks in every room
- Heat regulated taps, flooring and radiators
- Password system for collection of children
- Safety catches on drawers and cupboards
- Secure entry to building and garden
- Animal care

HEALTH AND SAFETY CHECKLIST (Example, to be completed annually)

Date carried out: \_\_\_\_\_ Named H&S Inspector: \_\_\_\_\_

Checklist Item	Date last reviewed	Comment
<b>GENERAL</b>		
1. Review the Health & Safety Policy annually		
2. Are insurances adequate?		
3. Are sufficient funds available for health and safety purposes?		
4. Are all risk assessments current?		
<b>ASSESSMENT</b>		
1. Have all risk assessments been completed?		
2. Have substances been assessed? COSSH		
3. Are there any changes, which need to be considered as part of the assessments?		
<b>INSPECTIONS: ELECTRICS</b>		
1. Have all portable electrical appliances been inspected (pat tested) and are the records up to date?		
2. Are all defective equipment and appliances taken out of service until repaired?		
3. Do all plug sockets not in use have a child safety cover?		
4. Have the consumer units been inspected?		
5. Have all major appliances been inspected?		
<b>FIRST AID</b>		
1. Is the first aid box adequately stocked and readily available?		
2. Are there any changes to first aid procedure?		
3. Do all your staff know who is in charge of and where the nearest first aid point is?		
4. Have all accidents/incidents/existing injuries been recorded and where necessary, reported to the authorities?		
<b>FIRE</b>		
1. Are the fire policy and procedures up to date?		
2. Is the Health and Safety officer known to all staff?		
3. Has a fire risk assessment been completed?		
4. Has all the evacuation equipment been checked (ladders, fire bag, fire slings etc.)		
5. Are there any changes or alterations to the premises which require the modifications to fire alarm procedures or equipment?		
6. Has all firefighting equipment been maintained and serviced by a competent person?		

7. Have the fire drill dates been set and drills recorded when complete?		
8. Has the quarterly inspection been done of the alarm and emergency lighting?		
9. Are the fire evacuation and warning signs still up to date and relevant?		
10. Have the following been inspected (fire seals around doors, fire-glass, blankets, self-closers on doors)		

<b>WELFARE</b>		
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1. Are the welfare facilities suitable and sufficiently maintained?		
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<b>GENERAL</b>		
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1. Are all statutory notices displayed?		
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2. Are in-house rules and procedures ?		
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<b>TRAINING</b>		
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1. Have all employees received suitable training covering their duties?		
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2. Have all employees been made aware of all known hazards and the precautions to be taken in connection with their work?		
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3. Have all employees been made aware of their legal responsibilities?		
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4. Have employees been made aware that they must carry out duties in a safe and proper manner?		
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5. Have employees been made aware about full and proper use of all safety equipment, devices, etc. provided?		
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6. Have employees been made aware to report immediately any unsafe conditions, defective plant, equipment, etc.?		
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<b>FOOD HYGIENE INSPECTION</b>		
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<b>1. CONSTRUCTION, FIXTURES AND FITTINGS</b>		
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1.1 Are walls, floors, ceilings generally in good condition?		
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1.2 Are adequate precautions taken against the infestation of flies, rodents, birds, etc.?		
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1.3 Is all equipment in a clean and serviceable condition?		
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1.4 Are sanitary facilities clean and in good repair?		
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1.5 Are suitable and sufficient washing facilities provided?		
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1.6 Are suitable and sufficient sinks provided and maintained for separate washing of vegetables, other foods and equipment?		
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1.7 Is there an adequate supply of hot and cold water at each sink and wash hand basin?		
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1.8 Is there adequate natural or artificial lighting and ventilation and are they suitable maintained?		
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1.9 Are there adequate changing rooms or locker facilities for the storage of outdoor clothing and personal belongings?		
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1.10 Is there sufficient refrigerator and freezer capacity for the correct temperature storage of foods, i.e. Freezer minus 18°C and Fridge 5°C?		
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1.11 Is there an adequate storage area away from food areas with suitably covered containers for refuse storage and disposal?		
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1.12 Are all food preparation surfaces fabricated from impervious material that can be easily cleaned?		
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<b>2. FOOD PROTECTION</b>		
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2.1 Is food adequately protected from contamination?		
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2.2 Are all high-risk foods at the correct temperatures, e.g. either 5°C or below or 63°C or above?		
2.3 Is food handling minimised by the use of suitable utensils and equipment?		
2.4 Are separate utensils, equipment used for the preparation of cooked and uncooked meats?		
2.5 Are containers of food stored off the floor on clean surfaces?		
2.6 Are stocks of stored food properly rotated i.e. First in first out?		
2.7 Are bins, shelving, containers, etc. cleaned before refilling?		
2.8 Are hazardous substances properly labelled and stored away from foods (in accordance with any assessments carried out)?		
2.9 Are equipment cleaning schedules followed?		
2.10 Are utensils such as pots, pans, knives, cutlery, etc. cleaned and sterilised after use?		
2.11 Are food contact surfaces cleaned and sterilised after use, inspected regularly for signs of corrosion, excessive water, dents, etc.?		
2.12 Are non-food contact surfaces of equipment kept clean?		
2.13 Are all utensil/equipment air dried and properly stored when not in use?		
2.14 Are staff aware of the procedure for advising management of unhygienic practices and equipment failure?		
<b>3. PERSONNEL</b>		
3.1 Is there any staff handling food suffering from ill health, particularly boils, infected sores, cuts, respiratory infections or other communicable diseases?		
3.2 Are all cuts and abrasions covered by a blue waterproof dressing?		
3.3 Have known or suspected cases of communicable diseases been notified to the GP or Health Authority?		
3.4 Are clean overalls and proper hair restraints used?		
3.5 Are food handling staff trained and certified in good hygiene practices?		
3.6 Is there evidence of unhygienic practices e.g. smoking in food room?		
3.7 Do all staff know the name and location of the first aider and/or appointed person and the location of the first aid box?		
3.8 Is the wearing of jewellery kept to a minimum, e.g. plain gold wedding rings, sleeper earrings etc.?		
<b>4. HAND WASH FACILITIES</b>		
4.1 Are wash hand basins clean and supplied with soap, nailbrush and adequate towels or hand drying facilities?		
4.2 Are receptacles provided for disposable towels and are they emptied regularly?		
4.3 Is there a sanitary towel disposal unit available in the female toilet and is it in working order?		
4.4 Are "WASH HANDS", "NO SMOKING" signs prominently displayed?		
<b>5. REFUSE AND REFUSE DISPOSAL</b>		
5.1 Are refuse containers and lids cleaned when emptied?		
5.2 Are bin storage areas cleaned regularly?		
5.3 Is refuse disposed of regularly in an approved manner, i.e. By a licensed carrier?		
5.4 Are recyclable items disposed of correctly?		

## 6. CLEANING PRACTICE

6.1 Are floors kept clean as far as possible throughout the working day?		
6.2 Are walls and attached equipment cleaned at the end of the working shift?		
6.3 Are ceilings and other areas not immediately accessible regularly checked for cleanliness?		
6.4 Is there adequate ventilation with all areas and are they reasonably free from condensation, steam, etc.?		
6.5 Are cooker hoods, exhaust fans, ducts, drip pans, drains, drain covers and grease traps regularly cleaned and in good repair?		

## 7. SECURITY

7.1 Are all keys labelled and duplicates kept in a secure place? Is the key register up to date?		
7.2 Are all locks both internal and external in good working order?		
7.3 When was the burglar alarm last serviced? Do all staff know how to use the burglar alarm? Are the keyholder lists up to date?		
7.4 Are the window locks working and maintained?		
7.5 Are parents and visitors aware of the entry and exit procedures for the nursery?		

## COSHH PROCEDURES

The Nursery acknowledges that it has a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to assess the health risks associated with the substances it uses or produces, either intentionally or as by-products of its activities. It recognises that the purpose of COSHH assessment is to identify the health hazards of substances before they are used and to introduce controls to eliminate risks or to reduce them as far as it is reasonably practicable.

The Nursery will:

- Maintain an up-to-date inventory of substances used or encountered as a result of the Nursery's activities.
- Identify the health hazards associated with the substances listed on the inventory.
- Identify the employees or third parties that might be exposed to the hazards identified.
- Identify the controls currently in place.
- Introduce further controls if required to eliminate risks or reduce them as far as is reasonably practicable.
- Maintain written records of COSHH assessments.
- Review COSHH assessments every two years, or sooner if substances or activities change significantly, to ensure that controls remain adequate.

The Nursery Manager is responsible for maintaining the COSHH inventory and an up-to-date library of suppliers' material safety data sheets (MSDS).

The Nursery Manager is responsible for carrying out COSHH assessments and for bringing any significant findings to the attention of those concerned.

All employees are responsible for using the controls identified in COSHH assessments.

Where any employee considers that the controls identified in a COSHH assessment are not sufficient to reduce the risks to health from substances encountered to an acceptable level this should be brought to the attention of the Nursery Manager immediately.

Where atmospheric monitoring is carried out, either in order to complete a satisfactory assessment or to monitor the effectiveness of controls or as a legal requirement, records will be kept as follows:

- General area monitoring results will be kept for five years
- Personal monitoring results will be kept for forty years.

## **INCIDENT AND ACCIDENT REPORTING (RIDDOR)**

Under the current edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), it is the responsibility of The Wishing Tree Nursery to investigate all incidents and dangerous occurrences to prevent recurrence and to report to the pertinent authority any of those incidents, dangerous occurrences which, according to RIDDOR must be reported. (The Regulations are covered by the Health and Safety Reference <https://www.hse.gov.uk/riddor/>).

### **Deaths and injuries**

If someone has died or has been injured because of a work-related accident this may have to be reported.

### **Work-related accidents**

The accident that caused the death or injury must be connected to the work activity.

### **Types of reportable injuries**

- Deaths
- Major injuries
- Over-seven-day injuries

### **People visiting the nursery**

- Where a member of the public or person who is not at work has died, or
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital for treatment.

### **Reportable major injuries are:**

- Fractures, other than to fingers, thumbs and toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### **Over-seven-day injuries**

As of 6 April 2012, the over-three-day reporting requirement for people injured at work changed to more than seven days. Now you only have to report injuries that lead to an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

## **Over-three-day injuries to staff**

You must keep a record of the accident if the worker has been incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

## **Occupational diseases**

Employers and the self-employed must report listed occupational diseases when they receive a written diagnosis from a doctor that they or their employee is suffering from these conditions and the sufferer has been doing the work activities listed.

- Repetitive Strain Injury
- Carpal Tunnel Syndrome
- Anthrax
- Brucellosis
- Hepatitis
- Legionella
- Ovine or Bird Chlamydiosis
- Rabies
- Tetanus
- Lyme Disease
- Tuberculosis

## **Dangerous occurrences**

Dangerous occurrences are certain listed near-miss events. Not every near-miss event must be reported. Here is a list of those that are reportable:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipe work.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Accidental release of a biological agent likely to cause severe human illness.
- Unintended collapse of:
  - any building or structure under construction, alteration or demolition where over five tonnes of material fall, wall or floor in a place of work.
  - any false work.
- Sudden, uncontrolled release in a building of:
  - 100 kg or more of flammable liquid.
  - 10 kg of flammable liquid above its boiling point.
  - 10 kg or more of flammable gas; or
  - of 500 kg of these substances if the release is in the open air.

## **RESPONSIBILITIES**

The Board of Trustees and Nursery Manager are responsible for investigating all incidents involving personal injury, incidents involving damage to property, machinery, equipment, fittings/fixtures, together with all near misses in those areas under their control.

The Accident log will be entered on to a spreadsheet saved on the server, The Administrator will log all accidents and it will be the responsibility of the Nursery Manager to ensure that these records are correctly maintained.

## **NOTIFICATION OF ACCIDENTS/DANGEROUS OCCURRENCES**

The Nursery Manager will be responsible for reporting any notifiable injuries, diseases or dangerous occurrences to the Enforcing Authority.

## **ENFORCING AUTHORITY**

The Enforcing Authority is:

Southwark Council Environmental Services, <https://www.southwark.gov.uk/allservices>

Tel: 0207 525 2000

It is the Nursery's Policy that verbal communication regarding any accident is expressly forbidden. Any request for information by pertinent and relevant parties must be addressed to the Director in writing, who will make the Nursery's official response. This statement relates to both reportable and non-reportable accidents/incidents under these Regulations.

## **WORK EXPERIENCE AND YOUNG PERSONS**

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees. Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience

Students who are under the age of 18, taking part in work experience/ placements are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations 1999 require employers to specifically take account of young person's when carrying out their risk assessments. If young persons have not previously been employed in the workplace, then existing risk assessments should be reviewed accordingly. The assessment of risks to 'young persons' must be carried out before their employment or work placement period begins.

The health & safety co-ordinator will be responsible for carrying out risk assessments and maintaining records. Significant findings will then be brought to the attention of students on work experience, and the measures they need to take to avoid the risk before they work in the area.

Arc will ensure that the parents/guardians of children, i.e. those under minimum school leaving age (MSLA), are informed of the key findings of the risk assessment before the placement begins. All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

## **WORKING AT HEIGHT**

The Work at Height Regulations 2005 requires that, "every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury'. Under the Management of Health and Safety at Work Regulations 1999 the Employer has duties to undertake risk assessments including the duty to identify, assess and control risks on their premises.

Arc will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely.

Where work at height cannot be avoided suitable and appropriate work equipment will be provided. It will be inspected, tested and maintained on a regular basis by a competent person and records will be kept.

This establishment has a Ladder risk assessment checklist which needs to be carried out before the ladders can be used.

The Health and Safety Officer and manager will be responsible for carrying out the risk assessment for each activity involving significant risk whilst working at height and maintaining the records.

Staff using the equipment should carry out visual checks prior to every use. They must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the appropriate manager should be informed.

All staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

## **SLIPS AND TRIPS**

The Health & Safety at Work Act 1974 requires employers to ensure the health, safety and welfare of employees and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition and a means of access and egress that is safe and without risk.

The nursery recognises that good housekeeping is essential to preventing slip and trip accidents. Accordingly, the following measures will be taken to ensure good housekeeping:

- All staff are responsible for undertaking informal daily checks of their own work areas.
- Informal workplace inspections will be undertaken by the manager on a monthly basis.

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

## **MANUAL HANDLING**

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

**Avoid** the need for manual handling, so far as is reasonably practicable.

It is the responsibility of the caretaker to identify all lone working activities within the nursery and ensure that a suitable risk assessment is undertaken for each.

The responsibility for undertaking lone working risk assessments and ensuring the outcomes are communicated to the lone workers lies with the caretaker.

It is the responsibility of the Manager to ensure lone workers have received adequate lone working information and training, and for keeping training/briefing records.

**Assess** the risk of injury from any hazardous manual handling that can't be avoided; and **reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Employees are required to:

- Follow appropriate systems of work laid down for their safety.
- Make proper use of equipment provided for their safety.
- Co-operate with their employer on health and safety matters.
- Inform the employer if they identify hazardous handling activities.
- Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed.

LBR Health and Safety Function provides 'Manual handling for employees' and 'manual handling for managers' training courses.

If a member of staff develops any medical/physical condition, the responsible person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

Further advice can be found in the Health & Safety Manual CD 2006 and the following document available on the HSE website [www.hse.gov.uk](http://www.hse.gov.uk)

## **RISK ASSESSMENTS**

Risk Assessment reviews are carried out every 3 months where the risks directly affect the children that we care for or every 12 months for more general risk assessments, following an accident or incident, or if circumstances change that warrants a new risk assessment, whichever comes first.

We also conduct daily Risk Assessments within the rooms for the more obvious hazards that if not dealt with then and there might cause harm to the children.

We are required by the Management of Health and Safety at Work Regulations to carry out risk assessments for all activities. Risk assessments are also required by other legislation, i.e. COSHH, Manual Handling etc. All staff members must be aware of all risk assessments and their guidance.

## **AIMS and OBJECTIVES**

To ensure that we protect the health and ensure the welfare of all employees, volunteers, children and visitors to the nursery. The risk assessment process is a key element of ensuring all appropriate measures are identified to assist the achievement of this aim.

- What is the hazard?
- Who might be harmed?
- What is the likelihood and the level of risk?
- What Precautions can we / could we have taken?
- Who has reviewed the risk?
- When is it next reviewed?

## **SUMMARY OF DUTIES**

The Health and Safety Executive (HSE) requires that the nursery shall make a suitable and sufficient assessment of: (a) the risks to the health and safety of our employees to which they are exposed whilst they are at work; and (b) the risks to the health and safety of persons not in our employment arising out of or in connection with the organisations work activities.

## **Policies and Procedures – Master Copy**

The nursery will review any such assessment if: (a) there is reason to suspect it is no longer valid; or (b) there has been a significant change in the matter to which it relates. The Regulations also requires the nursery to record the significant findings of the assessment.

## **DEFINITIONS**

Hazard: Something with the potential to cause harm.

Risk: The likelihood of the harm being realised and the severity.

## **RECORDING RISK ASSESSMENTS**

The "significant findings" of the assessment must be recorded, and this includes:

- The significant hazards identified in the assessment. i.e. those hazards, which if not properly controlled, might pose serious risks to workers or other people who could be affected by the work activity.
- The existing control measures which are place and how effectively they control the risks.
- The people who may be affected by the risks identified.
- The decisions taken as a result of the assessment.
- The results of the risk assessment and the preventative measures identified by it should be shared with those who could be affected by the hazard.

## **RESPONSIBILITIES**

Responsibility for carrying out Risk Assessments for the nursery reside with the nursery managers, Proprietor/Trustees and Health & Safety Officer. Managers have the responsibility for ensuring that there are suitable and sufficient risk assessments for the areas they are responsible for. They may delegate the task of carrying out the assessment to “competent” staff. Competency for the purpose of carrying out a risk assessment means:

- An understanding of the work activity and best practice; -
- An understanding of the regulations they are complying with
- The ability to be objective and remain impartial.

Staff will be expected to comply with preventative measures identified by risk assessments. Failure to do so may put themselves or others at risk and as such failure to follow these measures will be dealt with under the disciplinary procedure. Room Leaders must ensure there are risk assessments for outing/trips and ensure the relevant staff have read and signed they have understood them.

## **MAIN AREAS OF THE NURSERY TO BE RISK ASSESSED**

Policies and Procedures – Master Copy

The purpose of risk assessments is to identify any significant hazard and to ensure that the risk is where possible eliminated or controlled to minimise the potential of injury.

- Fire safety
- Electricity
- First aid
- Food and liquids
- Doors, glass and windows
- Hot appliances
- Manual handling 1
- Manual Handling 2
- Office
- Water hazards
- Waste disposal
- Security
- Display screen equipment
- Large play equipment
- Stacked furniture
- Toys and consumables
- Stairways and Landings
- Floors and flooring
- Storage of sharp objects
- Baby sleep room
- Changing areas
- Body fluids
- Laundry room
- Basement
- Outside walkway, garden and roof garden
- Hazardous substances

- Gas appliances
- Staff room
- Rainbow Room
- Sunshine Room
- Adult toilets
- Lobby areas
- Kitchen and Laundry
- Outing and trips
- Electrical appliances
- Working from heights
- Slips and falls

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