

# LITTLE ACORNS



## Day Nursery and Pre-school

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## Health, Safety and Welfare Policy

Date Reviewed: March 2020

Next Review: March 2021

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## **Health, Safety, and Welfare Policy Statement**

In accordance with Health and Safety at Work Act 1974 the Management of Health and Safety at Work regulations 1999.

### **General Statement of Health and Safety Policy for Little Acorns Day Nursery Ltd.**

Little Acorns Day Nursery has a commitment to provide and maintain an environment which is safe and without risk, in so far as in reasonably practicable, and that all equipment and systems for employees, children and families of Little Acorns and others who may be affected by our work are safe and without risk; and that any training and supervision is adequate for such purpose.

Little Acorns will take all reasonable measures to ensure the safety, health and welfare at work allocating sufficient funds to implement the policy; to establish safety control and to provide the specialist advice, training and protective clothing equipment. These measures will also be aimed at protecting others who may be affected by our daily work activities.

The allocation of the duties for safety matters and the particular arrangements, which will be made to implement the policy.

Actions will be taken to control specific hazards and instructions in compliance with applicable Regulations and Codes of Practice. Training will be given to employees through induction on how to recognise and guard against foreseeable hazards and how to meet the responsibilities placed on them.

The co-operation of every person is necessary in order that standards may be maintained or improved wherever possible.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the Company Directors and the Health and safety officer will review the policy and the way in which it is operated, at least annually. Any improvements required will be implemented immediately.

Signed: .....

Print:.....

Date:.....

Position: Company Director.

## **Responsibilities**

The directors are wholly responsible for the Health Safety and Welfare of Little Acorns Day Nursery Ltd and will define all objectives in respect of Health and Safety and formulate the general policy in accordance with the Health and Safety at Work Act 1974 and the management of Health and Safety at Work Regulations 1999.

They are also responsible for appointing other members of management and supervisory staff and ensure appropriate training is given to staff, to ensure compliance with all aspects of the Health and Safety functions of the company and that records are kept of such training. Also they will set an example to all employees by following all the requirements contained in the Health and Safety Policy.

The Directors have ultimate responsibility for the overall Health and Safety of the staff and have the responsibility for the overall safety procedures of the Company being implemented. Including the monitoring of the Safety Performance.

In accordance with the Health and Safety at Work Act 1974 and the Construction (Health and Safety Welfare) Regulations 1996, Directors / Managers / Co-ordinators will establish and maintain procedures and controls which ensure safe working practices and safe systems of work, that are effective and relevant to the working activities being undertaken.

Also they will be responsible for ensuring that all members of staff and any other persons effected by the Company's working activities are informed, instructed and where necessary trained in accordance with the Company Policy and current Legislation.

The company have trained and appointed a designated Health and Safety Officer: **Melissa Toft** In her absence, Gemma Grace will take on the Health and Safety role.

### **Management will ensure that:**

- All staff are made fully aware of all Safety Policy and management systems.
- All members of staff are fully trained in Paediatric First Aid.
- All new employees are informed of the company's Risk Assessments Health & Safety Policy at induction.
- All staff follow company procedures with regard to the use of PPE protective aprons and gloves.
- All staff are familiar with procedures for reporting accidents.
- All staff receive appropriate training to satisfy their Health and Safety responsibilities and to ensure they are trained appropriately for the work they undertake.

- An environment free from bullying and harassment is provided and staff are instructed to report any such incidents to Senior Management.
- A Health & Safety Law poster is displayed in the staff room.
- All dietary/allergy sheets are updated termly or as/when needed and given out to all the rooms
- All staff are trained in using the life vac on induction

**All Employees:**

Are required to have an involvement in safety matters and report any unsafe equipment or dangerous situations to their appropriate Manager / Supervisor. Where applicable and under normal circumstances all staff are responsible for complying with Company safety procedures and legal requirements during any activity taken.

Should assist in maintaining Safe Working Practices and Conditions and should observe and refer to management, any particular concerns with regard to the Health, Safety or Welfare arrangements and Policy.

Must avoid taking unnecessary risks and anyone found endangering health and Safety of themselves or others will be disciplined immediately, in accordance with the Company's disciplinary rules. Staff will receive a comprehensive induction upon starting work and should follow the procedures as set down within the document.

**General arrangements**

**1 Accident Reporting**

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

All staff accidents must be reported to management, who will in turn ensure it is recorded on an Accident sheet which will be kept at the main office. Any serious accidents will be investigated and any necessary changes implemented.

Accident analysis's will be carried out at the end of each term by the room supervisors. These will assess all four rooms and the outdoor area. They will look at what type of accidents occur, and how, and will look at putting procedures in place to minimize the risk of it happening again.

**Reportable Events (under RIDDOR): -**

Death of an employee at work, or major injury resulting in an employee taking over three days sick leave or having to spend over 24 hours in hospital. HSE will be notified on Form 2508.

**Reportable Diseases: -**

If a doctor confirms an employee is suffering from a work related disease, as defined in the Regulations, it will be reported to the HSE on F2508A.

## **2 Asbestos**

The Control of Asbestos 2006 together with the control of Lead at Work Regulations 1990 require an assessment of the likely exposure of employees and thereafter-appropriate measures to be taken.

All staff who may be exposed will be given training in the risks, hazards together with the control measures associated with asbestos.

### **Monitoring and Review**

The Company Health and Safety Policy will be constantly monitored and reviewed by the Company Directors who will take into account: -

- Advice from OFSTED
- Visits from, and correspondence with, enforcing authorities and insurers.
- New & current Legislation.

The Safety Policy reflects the Company's approach to safety and should be current and known to all employees. It should be practical and feasible in its content and application.

Its basic objective is to promote co-ordination between employers, employees and the general public, the participation of the prevention of accidents and the provision of good health and welfare facilities.

## **3 Consultation with Employees and Parents/Carers**

As part of the Health and Safety (Consultation with Employees) Regulations 1996 The Company will consult with all employees and learners on health, safety, welfare and environment matters.

The Company employees have no recognised union representation, therefore the management will so far as reasonably practicable consult through the following means:

### **Representatives**

All of the staff have a duty of health and safety and are encouraged to promote this with parents and target individual families and tailor needs to what individual families require support with.

Melissa makes all signs for parents to inform them of any health and safety information that they need to know. There is a large repertoire of health and safety information leaflets such as road safety, stranger danger, electric appliances in the home ect. These leaflets are made and tailored to individual families and also to rooms depending on themes that they might have going on.

## **4 First Aid & Health/LifeVac**

The Health and Safety (First-Aid) Regulations 1981 stipulates that all workplaces must have: -

- A competent First Aider will be appointed and trained.
- A First Aid box will be kept in individual rooms and replacement of used items from stocks kept at the Company office.

The statutory guidance from DFE states that **all staff** now must be pediatric first aid trained and this needs to be renewed every two years.

The nursery owns a LifeVac choking device and all staff are trained in how to use this on induction.

## **5 Fire Precautions**

In accordance with the Regulatory Fire Reform Order 2005

- All combustible substances and waste materials shall be placed in suitable receptacles provided, and shall be removed from working area on a regular basis.
- Flammable materials and substances shall be contained and used in a correct manner and employees misusing any such materials and substances will be reported to a person of authority, immediately.
- In an emergency, the prime consideration is the conservations of escape, and in case of fire, or explosion, that no passageway or door impedes exit.
- All staff will be made aware of the fire safety procedures and evacuation plans in place and their responsibility to abide by these procedures in the event of any emergency.
- Fire Extinguishers should be clearly displayed and marked with precise operating instructions available. Portable appliances will be available for use on identified sites.
- All equipment shall be regularly tested and dated.
- Staff will be made aware of the varying types of equipment available, and their specific range of use.

### **Fire Risk Assessment**

Regulatory Fire Reform Order 2005 places a duty on all companies to undertake a Fire Risk Assessment to support the arrangements in place, even where fire Certificates are being held, as required within the Fire Precautions Act 1971.

Gemma Grace is the named fire safety officer and Melissa Toft in her absence.

### **Procedure**

The Manager will conduct fire drills on a 6 weekly basis.

All doors are fire safety doors.

An evacuation plan is displayed in all rooms showing the most appropriate route of exit.

A headcount procedure is part of the nurseries policies to ensure children are counted in and out of the building.

The fire risk assessment and associated plans will be reviewed on an on-going basis at least once per year, if twice per year then they will be done with a 6 months interval.

### **Arrangements**

All Health and Safety Policies and Risk Assessments are reviewed a minimum of once each year, further reviews are implemented where major changes or developments occur. These documents are stored in the office.

### **Training**

Staff within the organisation will be identified within the Health and Safety Policy with responsibilities for Fire and Emergency evacuations. All persons identified have received training regarding their responsibilities, which is reviewed on an annual basis.

## **6 Signs and Notices**

The manager/health and safety officer will ensure the appropriate Safety signs are displayed throughout the nursery such as lit up exit signs, wet floor signs ect.

## **7 Control of Substances Hazardous to Health (CoSHH)**

- The impact on Health and Safety of all substances in use will be assessed by the Nominated Person and a record of assessment kept.
- Employees are informed, instructed and trained on the risks and precautions.
- Exposure of employees will be controlled so far as practicable (ventilation etc.), with PPE provided if preventive measures alone will not suffice.
- Where necessary, the exposure of employees will be monitored and the Health surveillance of employees set up.
- No hazardous substance is to be used by any member of staff until a suitable assessment of risk has been completed.

### **Safe Handling of Substances**

The Company is committed to an assessment and control programme aimed at risk reduction in accordance with the Control of Substances Hazardous to health Regulations 1994 and the amendments of 1997 and 1999 by such measures as: -

- Selecting safer methods, such as cream cleaner rather than sprays.
- Good housekeeping
- Providing Personal protection, gloves, aprons etc.
- Keeping all cleaning solutions in a locked cupboard. Where cleaning solutions are not high risk ie washing up liquid or anti-bacterial spray, they must be stored on a high shelf or cupboard.

## **8 Information, Staff Induction, Training and Supervision**

### **Staff induction**

A thorough induction is carried out over a 3 weeks to orientate each new staff member in all our policies and procedures.

A comprehensive interview process is completed for any prospective member of staff including:

References

Enhanced CRB check

Verification of a candidate's identity by photographic evidence at interview

An Application form and Question and Answer sheet is completed by every candidate to ascertain their knowledge, experience and competence.

All candidates must have at least a Level 3 childcare qualification.

### **Supervision of children and Training**

The management will hold monthly meetings to ensure staff are competent and aware of up to date practices and procedures.

A record of all training provided will be kept for each employee.

The all staff in every room will, visually complete a risk assessment on their rooms daily.

Any faulty or broken equipment will be reported to management as soon as possible.

Staff will be made aware that Visitors, Parents/Carers and Children, are to be protected by whatever means are at the disposal of the Company, so far as reasonably practicable.



To maintain the correct supervision of all children, staff/children ratios are maintained by registers which state children's DOBs and the numbers of children attending. Times entering the room and leaving are recorded by staff for every child. A 'Buddy System' is in place for all staff where any areas of concern can quickly be identified and dealt with appropriately, either by additional training or other strategy. Use of small equipment is covered at induction. Regular observations are carried out on all staff to ascertain their competence. Staff reviews/appraisals are carried out yearly to discuss each member of staff's health and safety and training needs.

## **9 Maintenance**

The nursery employs a maintenance worker to carry out any decorating and repairs needed. Staff are told at induction to report any maintenance issues either at the monthly staff meeting or in the office if immediate repairs are needed. The nursery has an Insurance Policy including Employer's Liability which is renewed annually.

## **10. Manual Handling**

Manual handling policy is in place for staff to follow to highlight more in depth expectations of moving and handling expectations and regulations.

The Company will endeavor where practical to use safe working practices when handling children/objects in accordance with the Manual Handling Regulations 1992.

The nominated person will carry out an assessment where appropriate and will ensure that the relevant high, medium or low risk levels are identified. Children who require additional one to one will have a personalized moving and handling risk assessment for them.

Staff will be made aware at induction of the nurseries Manual Handling policy and will be trained in good handling techniques.

No employee will lift or attempt to lift, any child, equipment, or load unassisted that clearly requires the assistance of others.

***Refer to moving and handling policy for more details.***

## **11 Personal Protection Equipment (PPE)**

In accordance with the Personal Protective Equipment Regulations 1992 the Company will ensure that: -

- PPE will be provided for all staff to supplement the existing preventive and protective measures.
- PPE will be readily available in all areas.

## **12 Risk Assessments**

The procedures for the Management of Risk will be documented and shown within the attached annex. These will include the monitoring and reviewing of in-house policy controls of safe working practices. Pregnant staff members will have a risk assessment done for them in regards to moving and handling.

## **Procedure**

The Manager will ensure inspections of the setting and working arrangements are conducted at regular intervals. A morning check of the full setting is carried out each morning by one of the managers and this is documented and stored on the staffing board at all times.

A visual risk assessment of every room and its contents are carried out at the start of every working day by the room supervisor and any issues are reported to the manager.

The purpose of Inspections is to ensure that the working environment, facilities, equipment and working practices are maintained to acceptable safety standards.

The results of the inspections of all locations will be interpreted into actions / developments required. These remedial actions will be addressed by the relevant Manager / Supervisor

## **13 Inspections & Audit**

Inspections and audits are required by a number of Health and Safety Regulations, principally the Health and Safety at Work Act 1974 etc. and the Management of Health and Safety at Work Regulations 1999.

The Company will through the following guidance and procedure so far as reasonably practicable ensures compliance with the Regulations.

### **Statutory Inspections**

The most current OFSTED Inspection report is readily available for parents/carers to download or read on nurseries website.

## **14 Display Screen Equipment**

**The Health and Safety (Display Screen Equipment) Regulations 1992** set down minimum health and safety requirements for work with display screen equipment.

The Company will through the following guidance and procedure so far as reasonably practicable ensures compliance with the Regulation.

Further assessment may be required if it is agreed that significant change has occurred in either the user personal circumstances or through changes in the working environment.

Staff ensure that children do not overuse the iPads and spend too much time on them in accordance with this.

## **15 Gas & Electricity**

Electrical installations will be where applicable:

- Examined periodically for signs of damage, interference etc.
- All electrical items tested annually by a qualified electrician
- Gas boilers are serviced and tested annually by a Gas Safe engineer and a certificate of safety is issued
- A combination lock has been placed onto the electric cupboard for quick access incase of any electrical faults/ electrocutions.

## **16 Alcohol and Drugs**

The Company aims to ensure that the use of drugs or alcohol does not impair the safe running of the company or the health of its employees and learners.

The company has a zero tolerance to Alcohol and Drugs policy as set out in the Staff Hand Book

The management will ensure that this policy is adhered to and all staff have an individual responsibility to act in accordance with this policy and guidance.

## **17 Security**

The Company aims to ensure the safety of children and staff by the use of a biometric controlled access system.

All parents that are signed up to the system are given a talk on how to use the system and how to adhere to the rules of the system in order to comply with our safeguarding policy.

Staff will not let anyone in the building who they do not know. If a family member has come to pick up a child they must have the correct password to match their password on their file.

All visitors must sign the visitor's book and ID is required at all times.

## **18 Violence**

The company aims to protect all staff and children from violence and aggression by displaying a notice informing parents/carers and visitors of the zero tolerance policy in place.

## **19 Waste Management**

General and Clinical Waste is disposed of through regulatory means.

Both bins must be kept locked at all times to prevent any arson attacks on the nursery. The bins in the kitchen and in the room are emptied regularly to prevent pest infestation.

## **20 Trips and outings**

A set procedure and appropriate paper work is in place for every staff member to follow. A risk assessment is in place and an outings form must be completed on every occasion the children are taken away from the setting. A first aid bag is taken on walks and the staff also take a phone, rape alarm and money in case of any urgent emergencies/ danger that may occur to them.

## **21 Sickness/illness**

All staff adhere to the HSC guidance on infection control relating to illness and children are made to have the required amount of time off to recover from an illness. Staff are given sick days to recover from illness and follow correct procedures as in their employee handbook in regards to calling in sick ect.

## **22 Medication**

Staff must complete an 'in house' training programme before they can administer medication. Medicines should only be given if prescribed by a Doctor, nurse practitioner, Dentist or pharmacist prescriber.

Exceptions to this rule is: Teething gel which can be given at any time. Calpol or its equivalent is only given with consent and if the child's temperature is higher than 37.5°C or if a child shows signs of distress when teething etc. If this is the case verbal consent must be sought from the parent/carer. Parent/carers have a form which they need to fill in in order for the medication to be administered.

**23 Kitchen/dietary requirements**

The nursery employs a cook who adheres to all health and safety and food hygiene regulations. color coded chopping boards and knives are provided to prevent any cross contamination. The cook has an allergy/dietary sheet which she adheres to and follows to ensure that all children’s dietary requirements are met. No students or children are allowed access to the kitchen also due to health and safety reasons and to keep them safe.

Review date: May 2019

Next review due: May 2020

Signed: .....