Statement of Health and Safety Policy

Alburgh with Denton and Harleston Preschool Nurseries are committed to providing and maintaining safe and healthy working conditions, equipment and systems of work for all our employees and our volunteers and to provide such information, training and supervision as they need for this purpose. We also accept responsibility for the health and safety of all other people who may be affected by our activities. Our policy is to ensure that all practicable steps are taken to secure the health, safety and welfare of all persons using the Alburgh with Denton and Harleston Preschool Nurseries facilities.

Alburgh with Denton and Harleston Preschool Nurseries will:

- Maintain safe and healthy working conditions.
- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our employees and volunteers on matters affecting their health and safety.
- Provide and maintain safe equipment.
- Ensure safe handling and use of substances.
- Ensure, as far as is reasonably practicable, the provision of information and instruction to enable employees and volunteers to avoid hazards and contribute positively to their own health and safety.
- Attempt to prevent accidents and cases of work-related ill health.
- Provide a safe environment for the development and learning of children in our care.

The allocation of duties for safety matters and the particular arrangements which we have made to implement the policy are set out in our Health and Safety Policy and apply to all employees, self-employed persons, volunteers and visitors working in the premises of Alburgh with Denton and Harleston Preschool Nurseries.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed on a regular basis.

The Board of Trustees have overall and final responsibility for Health and Safety.

The Nursery Manager has day to day responsibility for ensuring this policy is implemented in both settings.

Health and Safety Policy

Organisational Responsibilities

Board of Trustees

The Board of Trustees have executive responsibility for ensuring compliance with Health and Safety legislation. They will ensure that:

- Health and Safety policy documentation and Health and Safety Management System are implemented, monitored, developed, communicated effectively, reviewed and amended as required
- appropriate resources are made available to meet all health and safety requirements
- adequate insurance cover is in place
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- consultation processes are in place with staff regarding health and safety
- health and safety training programme is in place to ensure staff are competent to carry out their work in a safe manner
- emergency response plans are in place for situations involving imminent danger

Nursery Manager

The Nursery Manager and nominated deputies are responsible for ensuring the Board of Trustees is assured of appropriate Health and Safety practice and performance and compliance. They will ensure:

- the development, review and implementation of the Health and Safety Policy, other safety related policies and the health and safety management system
- staff understand the allocated responsibilities for health and safety defined in this policy
- Safe systems of work are developed and implemented as required
- Risk assessments are undertaken and documented and control measures identified are implemented and findings communicated to staff,
- Risk assessments are reviewed on an annual basis or when there is a material change
- Provide appropriate PPE where risk assessment identifies a requirement
- Appropriate health and safety induction and other appropriate safety training is provided to all staff and refreshed on a regular basis.
- Consult with staff on health and safety issues, particularly changes to arrangements and encourage reporting of hazards and other safety concerns

to managers and suggested improvements to health and safety in the settings.

- All accidents, near miss incidents and work-related ill health are reported and investigated and where necessary, reported to the HSE under the (Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1992)
- health and safety objectives are set and their achievement is measured and reported in the annual report.
- Emergency response procedures are in place in the event of imminent danger, that these procedures are tested and communicated with staff
- Safety inspections are conducted regularly and that safety related statutory checks are undertaken to meet compliance standards and provide a safe working environment

Employees and Volunteers Responsibilities:

All employees have the responsibility to:

- take care for their own work-related health and safety and the safety of others affected by their work activities
- Co-operate with the Nursery Management by following safe working practices and carrying out their health and safety responsibilities as detailed in this and other health and safety related policies
- Report accidents, work-related ill-health, health and safety related incidents, near misses, hazards or inadequacies in health and safety procedures
- Take part in any health and safety training identified as necessary by the Nursery management
- Use work equipment safely and in accordance with instructions or training
- Report any defects they discover in work equipment or the work premises
- Ensure that activities, events or projects (including research projects) that they organise that involve employees, volunteer or visitors to the Nurseries are risk assessed as part of the planning stage and suitable control measures implemented
- Co-operate with health and safety investigations, monitoring and auditing
- Seek advice if they do not feel competent to carry out their responsibilities.

Arrangements for the implementation of this policy

<u>Health and Safety Signage</u>

All staff, volunteers and visitors shall comply with the requirements of health and safety signage.

<u>First Aid</u>
First aiders have the responsibility to:

- ensure they hold a current and valid First Aid Certificate
- administer First Aid in accordance with the current legislation and approved code of practice
- record all accidents that are reported to them in the Accident Book
- re-stock first aid boxes at regular intervals and when necessary.

Fire safety

When the fire alarm sounds in a building, all building occupants must leave the building and remain outside the building until permission is given to re-enter. All fires which have required the use of a fire appliance must be reported to Nursery Manager whether or not damage or injury has been caused, so that appliances can be replaced immediately.

Fire Marshals have the responsibility to carry out the duties for which they are trained when emergency evacuation of the workplace is required.

Fire risk assessment is undertaken for nursery buildings and reviewed regularly in line with the Regulatory reform (Fire Safety) Order 2005 and statutory fire safety checks are undertaken in line with relevant British Standards for compliance.

Fire drills are undertaken by Nursery management every 6 months as required by Ofsted.

Smoking

It is against the law for anyone to smoke in any buildings or in any vehicles used for Nursery business. Smoking and vaping are not permitted within the boundaries of the Preschool Nursery sites.

Hazardous substances

All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturers' instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations, 2002) label on them, and the guidance on this label must be followed in full.

Asbestos

No work or other activity shall be undertaken that involves drilling into, removing, damaging or disturbing the building fabric (e.g. surface coatings, ceilings, panels, removing blackboards, etc.) without the approval of the Nursery Manager (in conjunction with the Landlord). This includes minor work such as fixing picture hooks or knocking in nails or drilling walls. Uncontrolled work on, or damage to the fabric of, older buildings can potentially cause a number of health and safety issues, for example: release of asbestos fibres, damage to concealed cabling, and damage to structural elements that provide fire safety protection. It is important therefore that such work is only undertaken by competent persons and in conjunction with the Landlord. Any damage to building fabric should be reported to the Nursery Manager.

Risk assessment

All line managers are required to carry out regular risk assessments of the area and activities under their management. These risk assessments should be reviewed at least annually, or when there is a material change.

The risk assessments should be documented with an agreed target date for implementation of any control measures that have been identified.
Risk assessment findings and changes to risk assessments must be communicated to staff and volunteers.

Manual handling

All employees who are involved in any lifting or carrying must receive appropriate training in relation to manual handling. This training must be refreshed as required and the manager is responsible for ensuring that all employees requiring this training attend the training course at the appropriate time.

Accidents

All accidents and near miss incidents must be reported immediately to the manager. It must also be recorded in the accident book.
If any of the following occur they must be reported to the Health and Safety Executive under the RIDDOR procedures (www.riddor.gov.uk):

- Fatal accidents
- Specified injuries (as specified in the Regulations)
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they have been taken to hospital.

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

A record must also be retained by the organisation of accidents resulting in an absence of more than 3 days.

Following any accident or near miss incident, the situation will be investigated to determine whether changes need to be made to equipment, training or systems to work so that a similar situation can be prevented in the future.