



## **Merry Poppets Nursery**

### **Health and Safety Policy**

#### **Statement of Intent**

Merry Poppets recognises that as an employer the provision has a responsibility to ensure the health, safety and welfare at work of the children, employees, whether paid or voluntary and visitors. The provision also recognises that it has a responsibility to any other people who may be affected by its activities. In accordance with the Health and Safety at Work Act, the provision maintains safe working conditions and ensures that all employees, paid or voluntary, are sufficiently aware of and practise safe systems of working.

This Policy and the provision's practices will be reviewed periodically and kept up-to-date in accordance with any changes in legislation.

#### **The member of staff responsible for Health and Safety is**

**JANE LAYCOCK and THE DESIGNATED NURSERY OFFICER**

He/ she has undertaken health and safety training and regularly updates his/her knowledge and understanding. They will promote good practice by;

- Ensuring that the Health and Safety Policy is satisfactorily implemented;
- Ensuring that all new employees, whether paid or voluntary, are aware of and observe the Policy;
- Conducting a full investigation of any accidents or incidents that result in injury.

All employees, whether paid or voluntary, have a responsibility for Health and Safety including the safety of others that may be affected by their acts or omissions. As such, they should familiarise themselves with the Health and Safety Policy of the Provision and the safe practices appropriate to their place of work.

#### **Insurance Cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the reception.

#### **Children's Safety**

Only persons who have a clear enhanced disclosure from the Disclosure and Barring Service (DBS) checks and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.

- Adults do not normally supervise children on their own
- Whenever children are on the premises at least two adults are present
- All children are supervised by adults at all times
- Our adult to child ratio conforms to Ofsted requirements for each age range
- Systems are in place for the safe arrival and departure of children
- Registers are used to record the children in each room via iconnect on the ipads. The record of attendance is completed daily by staff via iconnect on the ipads.

- Staff sign themselves into the daily attendance record via iconnect on the ipads.
- Visitors and volunteers sign into the visitors' book.
- The personnel possessions of staff and volunteers are securely stored and away from children's reach
- Children do not have access to the kitchen
- Heaters, radiators and hot water are made safe or inaccessible to children to prevent burns or scalds. Hot drinks are kept away from children at all times.
- All materials – including paint and glue - are non-toxic
- All equipment is regularly checked for cleanliness and safety and dangerous items repaired or discarded
- There are agreed procedures for outings, administering medication, sickness and emergency treatment
- Windows are protected from accidental breakage or vandalism and secured so that children cannot climb through them.
- Precautions are taken to prevent children's fingers being trapped in doors.
- Systems are in place to prevent unauthorised/unsupervised access to building.
- All faulty equipment must be reported to your health and safety officer: Jane Laycock & the maintenance team/Office Administration Team

### **Risk Assessment**

We have detailed risk assessments in place which identifies potential hazards and risks. These are reviewed on a regular basis. We also undertake a risk assessment for each outing and follow the guidance in our outing procedure. Young person's Risk Assessments are completed for under 18's working within the setting, this also applies to students and volunteers. Risk assessments are completed equally for woman that are pregnant.

We also maintain lists of health and safety issues which are checked

- Daily before the session begin and at the end of the day
- Three monthly

### **Accident**

#### *Prevention and Reporting*

Maintenance of property and equipment to ensure personal safety is the overall responsibility of the Management. All employees, whether paid or voluntary, are responsible for the correct and safe use of all property and equipment in the Provision and for the reporting of any faults or hazards to their Deputies/Managers. The aim of any policy relating to accidents must stress that in the first instance every effort should be made to avoid an accident happening. The following list provides an indication of areas that require special attention:

- Beware of wet floors;
- Equipment should not be left turned on when unattended and in such a position as to cause others to trip over it;
- Doors and drawers should be closed when not in use;
- Equipment should be stored in a safe manner in cupboards;
- Filing cabinets should not be overloaded;
- Climbing onto chairs or desks is not permitted. Appropriate equipment should be used to reach high levels;
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- Step-ladders must be properly adjusted and secured. If more than the three lower steps are to be used it needs to be supported by a second person;
- Correct methods must be employed when lifting or moving heavy objects;
- Working areas must be kept tidy and clear of obstruction;
- Fire doors must not be wedged open.

In the event of an accident; employees, paid or voluntary, have a duty to report to their immediate supervisor any such incidents; to assist in determining the cause and to help in any subsequent investigation with the aim of preventing a recurrence. A report of all accidents should be brought to the attention of the Management Committee.

### **Accident Record Books**

All accidents resulting in personal injury will be recorded. Childrens Accidents/Incidents are recorded via iconnect on the ipad and the information is fed directly into the child's file. Employees, paid or voluntary that have an accident whilst on the premises, the accident/incident will be recorded using the Accident/Incident proforma and sent to HR. These will be kept safely and accessible and will be reviewed at least half termly to identify any potential or actual hazards.

*RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)*

We have responsibility under RIDDOR to report certain work related incidents to the Health and Safety Executive. This will be done via the website

(<http://www.hse.gov.uk/riddor/>) with fatal and major injuries reported by telephone - 0345 300 9923. We also have to inform OFSTED on 0300 123 1231

Any accident requiring treatment by a general practitioner or hospital, overnight stay in hospital, or the death of a child or adult will be reported to Ofsted (within 14 days) and to the local office of the HSE in line with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). Any death, serious injury or accident of any child in our care will be reported to the Local Children's Safeguarding Board (LSCB). On 0300 300 6455 and OFSTED On 0300 123 1231

### **First Aid**

First Aid Boxes are readily accessible in every room It is the responsibility of the Health and Safety officers to ensure directly, or by delegation, that the First Aid boxes are properly stocked and comply with the Health and Safety (First Aid) regulations.

The provision has an appointed First Aider who is always on duty.

### **Cleanliness of Premises**

The Provision recognises that it has a duty to set appropriate standards of cleanliness throughout its premises and to maintain these by:

- Investigating and acting upon any accidents/incidents that have occurred due to lack of cleanliness;
- Providing enough equipment and cleaning products to achieve and maintain a good standard of cleanliness;
- Providing facilities for the safe and convenient storage of cleaning equipment and materials;
- Promoting good housekeeping practices amongst employees and other users of the premises.



All employees, whether paid or voluntary, have a responsibility to maintain a good standard of cleanliness by:

- Observing good personal and environmental hygiene practices;
- Carefully disposing of rubbish into appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned;
- Tidying up and putting away equipment and materials after use;
- Cleaning up spillages, debris, litter etc., as soon after the occurrence as possible;
- Reporting any shortfalls in standards to the appropriate person.

### **COSHH (The Control of Substances Hazardous to Health Regulations)**

Chemicals are widely used for a variety of processes in office work and cleaning, and some are extremely hazardous. To comply with these regulations a list will be kept by the manager of all hazardous or potentially hazardous substances that are used in the Provision. A copy of this list will be kept at the setting. All such items will be purchased from a regular supplier/source and safety data sheets will be obtained from the manufacturers for all items.

In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.

The Senior Supervisor is to be informed of any hazardous substances which it proposes to bring onto the premises for use by employees, paid or voluntary or other users.

Any person(s) using such chemicals must observe the following guidelines:

- all substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe place preferably under lock and key;
- all hazardous substances e.g. bleach, solvents, glues containing solvents are to be used with care;
- always read the label before use and follow the manufacturer's instructions;
- avoid inhalation, ingestion and skin contact of all chemical substances;
- always wear the appropriate protective clothing e.g. gloves etc;
- products must never be mixed as this could give rise to hazardous by-products e.g. bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic;
- Those using the substance must be familiar with the First Aid procedures to be used in the event of an accident.

In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

### **Driving Safety**

The provision has a responsibility to ensure that where any of our services arrange transport for their users, those people who do the driving are aware of the Driving Safety Policy.

All persons driving on behalf of the Provision have a responsibility for their own safety and to ensure that their acts or omissions do not endanger the safety of



others. They also have a responsibility to adhere to the principles laid out in this Policy.

If on occasions, a person uses their own vehicle for transporting service users, it is their responsibility to ensure that their vehicle is properly insured, taxed, has a current MOT and is roadworthy.

### **Electrical**

It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc, BEFORE using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No-one should attempt to repair the equipment themselves.

The following list shows examples of electrical faults:

- Equipment not working;
- Loose wiring;
- Broken casing around wires or applications;
- Electrical arcing (sparks);
- Plugs becoming warm...etc.

All employees, whether paid or voluntary, have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, i.e.:

- Ensure that hands are dry before using an electrical appliance;
- Ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions;
- Leads should never be pulled to remove a plug or to lift or move an appliance;
- Switch off at the mains, unplug and put away all electrical equipment (where appropriate) when not in use;
- Sockets must not be overloaded by the use of adaptors (when in doubt err on the side of safety/seek qualified advice);
- If extension cables are used then these must be placed in such a way so not to cause a hazard to anybody else.

All electrical equipment will be maintained (PAT tested) on a routine basis.

### **Environment and the workplace**

The Provision is legally obliged to maintain a safe and acceptable working environment in as far as is reasonable and practicable. Employees, paid or voluntary, have a responsibility to co-operate to maintain this environment.

#### *Lighting*

Must be suitable and sufficient in every part of the Provision through which people either pass or work. Doorways and potential hazards like steps must be well lit. Artificial lighting apparatus must be properly maintained and fluorescent lights must be flicker free.

#### *Noise at work Regulations 1989*

Apply to all workplaces requiring assessment of noise levels and the taking of appropriate preventative action where excessive.

#### *Space*

Around machinery and equipment must be adequate to ensure that safe working practices are achievable.

### *Heating*

The Provision must ensure that a reasonable temperature (not less than 16 centigrade) can be maintained in every room in which people are employed to work.

### *Ventilation*

Must be effective and suitable to ensure circulation of adequate supplies of either fresh or artificially purified air.

### *VDUs*

For safe operation the equipment needs to be properly installed and consideration given to the following points:

- Make sure that the screen is sharp, clean and individual characters can be easily read;
- The characters should not flicker or move;
- There should be no reflection on the screen;
- Ensure that there is adequate lighting to the desk surface adjacent to the machine;
- Ensure that the user's chair has an adjustable height and back support so that a proper sitting position can be maintained.

### *Security*

- Access to the building should be controlled to prevent unsupervised/uncontrolled entry.
- Staff should not be alone in the building or leave alone after dark.
- Personal possessions should be stored securely.

## **Fire Precautions**

Management is responsible for ensuring that every precaution is taken to prevent a fire. Routine maintenance of fire safety equipment is carried out through risk assessments that are carried out Daily and Monthly by the fire officer in each setting. The Fire equipment is checked annually by a company called "Home & office fire extinguisher services"

It is the duty of all employees, paid or voluntary, to co-operate in the implementation of this Policy and to report to the Management any instances where the property procedures are not being implemented e.g. wedging open of fire doors, escape routes obstructed by furniture or rubbish and the reporting of faulty electrical equipment.

Fire door are clearly marked and records will be kept of fire drills.

Within the premises, the Provision operates a Policy of No Smoking. It is the responsibility of each individual smoker to ensure that they only smoke outside the building and ensure that their cigarette is properly extinguished.

## **Food Handling**

The Provision has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food.

All employees, paid or voluntary, who handle food, have a responsibility to:

- Maintain a high standard of personal hygiene
- Hold a relevant food hygiene certificate
- Refrain from handling food when they or anyone at home are suffering from an infectious disease or have boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge;





- Adhere to the Provision's Health and Safety Policy;
- Staff who prepare and handle food receive appropriate training to comply with food safety and hygiene regulations
- Report shortcomings to the appropriate person, e.g. faulty or damaged storage, preparation and service equipment.

#### *Principles of Safely Handling Food*

- All foods must be checked to ensure that they are of the quality, substance and temperature required and that they are within their use-by-dates;
- All foods must be stored under conditions that will prevent their deterioration. Instructions on the label, if present, should be followed.

#### *Keep it Clean – Keep it Cool – Keep it Covered*

- Food and food only, must be stored in areas designated specifically for that purpose (refrigerators, cupboards etc.);
- Saucepan handles should not overhang stove or worktop edges;
- Any food or liquid spillage must be cleaned up immediately;
- When cooking food, recipes or packet instructions must always be followed;
- Food not eaten at the meal for which it was prepared/issued must not be kept or offered for service at a later time;
- Signs of any type of pest infection must be reported immediately.

#### *Principles of Safely Using Equipment in Catering Areas*

- All electrical equipment must be switched off and the plug removed from the power source when it is being cleaned or not in use;
- Refrigerators, freezers and other types of temperature control equipment must be routinely checked to ensure their effectiveness;
- All equipment must be used according to manufacturer's instructions;
- Doors and lids of equipment in use should fit securely;
- Hob burners, grills, ovens etc., must always be turned off when not in use;
- All cooking equipment should be checked when in use to ensure that it is functioning correctly. Any slight electrical shocks received from the equipment must be reported immediately;
- All equipment and working surfaces must be kept in a clean and hygienic condition;
- Cleaning chemicals should be used at the prescribed dilution rate.

#### **Health and Safety**

The Provision recognises that hygiene is a basic part of any health and safety programme. As such, the Management Committee is responsible for ensuring that the premises are cleaned regularly and that a good standard of cleanliness is achieved overall. Washing and toilet facilities are provided and maintained. Any shortcomings should be reported immediately to Management who will ensure that the necessary action is undertaken.

Employees, paid or voluntary and other users, have a responsibility to ensure that their personal hygiene meets an acceptable standard and that they observe good environmental hygiene practices, e.g. by using the appropriate waste bin for the disposal of rubbish.

### **Induction and Training**

All employees, paid or voluntary, read through this policy as part of their induction programme. Management has a duty to ensure they are aware of current legislation and that relevant information is disseminated to the appropriate person.

Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.

As necessary, health and safety training is included in the induction training of staff and health and safety is discussed regularly at staff meeting

### **Lifting and Manual Handling**

The Provision has a moral and legal responsibility to its employees, paid or voluntary; to reduce the risk of work associated back problems and other lifting and carrying injuries.

It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person.

For general guidance, all employees may from time to time have to lift or handle some objects. Firstly, consider whether it is necessary to lift the object, consider if there are any alternatives and if you are at all unsure do not attempt to lift. You are responsible for your own safety and for the safety of those you work with.

If you decide to proceed with the lifting activity the correct way to lift is as follows:

- Keep the back straight;
- Place the feet slightly apart;
- Bend the knees;
- Grip firmly (with palms not fingertips), then lift slowly holding the object as close to your body as possible;
- Do not twist the body during the lifting procedure.

### **Accidents and Medication:**

Please see the Accident and medication policies

### **REVIEWING THE POLICY**

The Policy will be reviewed every year unless a change in legislation necessitates a shorter review period or there are changes in the activities or personnel of the Provision that require changes to be made.