



## **Health and Safety Policy**

### **Purpose**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in this policy and sufficient resources will be made available to honour our commitment. The policy will be kept up to date, particularly as the business changes nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

### **Policy**

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this we will actively work towards the following objectives:

1. To establish and maintain a safe and healthy environment throughout the nursery.
2. To establish and maintain safe working procedures amongst staff and children.
3. To make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
4. To ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as part of their induction.
5. To maintain a safe and healthy place of work.
6. To formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises.
7. To follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation.

We believe the risks in the nursery environment are low but to maintain the maximum protection for staff we consider it necessary to:

1. Ensure the highest standards of cleanliness are maintained.
2. Ensure safe and clear access and egress from the building, including fire exits.

3. Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action.
4. Ensure that all staff are aware of the fire procedures and 6 weekly fire drills are carried out.
5. Ensure that all members of staff are aware of the procedures in case of accidents.
6. Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear PPE where appropriate.
7. Prohibit smoking or vaping on the premises or within a 10 metre radius of the premises.
8. Prohibit any contractor working on the premises without prior discussion with the Manager to negate any risks to the staff or children. Ensure that contractors used during opening hours have a DBS in place or are supervised by a senior member of the team for the duration of the visit.
9. No inappropriate jewellery to be worn.
10. Sensible shoes for playing with children indoors and outdoors.
11. No running inside premises.
12. All cleaning materials/toilet cleaner to be placed out of the reach of children in locked areas.
13. All staff should familiarise themselves with the First Aid boxes and should know which members of the team are First Aid trained.
14. Children must be supervised at all times.
15. No student should be left unsupervised at any time.

The management considers this policy to be of such importance that breach of health and safety procedures by staff constitutes misconduct and will be dealt with as a disciplinary matter. Staff and management must constantly be mindful of their responsibilities individually and collectively for the safety of themselves and their colleagues.

### **Alcohol/drugs**

Any member of staff who turns up for work under the influence of alcohol or drugs will be instantly dismissed for gross misconduct. If a member of staff is taking medication which may affect their ability to care for children, the staff member should seek medical advice. Any parent under the influence of alcohol or drugs who turns up to collect a child, will not be able to take their child with them. The setting will try and contact another family member on the contact list. If this happens on a regular basis the Local Safeguarding Children's Board will be informed.

### **Roles and Responsibilities**

The overall and final responsibility for health and safety is that of the Directors. Day-to-day responsibility for ensuring this policy is put into practice and Risk Assessments are reviewed on a regular basis is delegated to the Nursery Managers. To ensure health and safety standards are maintained and improved all employees have responsibility to:

- Co-operate with Managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety

- Report all health and safety concerns to the appropriate person.

All employees have a responsibility for Health and Safety. The policy will be kept up to date, particularly as the business changes in nature and size, and will be revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy. Office Workers Workstation risk assessments must be in place for all office workers or those who spend more than 1 hour a day working at a desk. A visual display unit risk assessment is also required for all those who spend more than 1 hour per day in front of a computer to support the below:

- adjusting the screen controls to prevent eyestrain
- keeping the screen clean
- reporting to their manager any problems associated with use of the equipment
- planning work so that there are breaks away from the workstation.

Seating and posture for typical office tasks:

- good lumbar support
- seat height adjustability
- no excess pressure on underside of thighs and backs of knees
- foot support if needed
- space for postural change, no obstacles under desk
- forearms approximately horizontal
- minimal extensions, flexion or straining of wrists
- screen height and angle should allow for comfortable head position
- space in front of keyboard to support hand/wrists during pauses in typing
- seat back adjustability.

All office-based employees are required to complete the Health and Safety – Use of Display Screens training available in-house Staff can help to prevent health problems by:

- sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen
- maintaining a good posture
- changing position regularly
- using a good keyboard and mouse technique with wrists straight and not using excessive force
- making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light.

Associated documents:

- Display Screen Equipment Risk Assessment
- Healthy Workplace Policy
- Safety Checks, COSHH and Bodily Fluids Policy
- First Aid Box Checklist
- Manual Handling Policy
- COSHH Risk Assessments
- Blank Risk Assessment