

ABC NURSERY POLICIES AND PROCEDURES**POLICY 18: Health and Safety**

- 18.1 ABC Nursery is committed to managing risks and meeting its legal duties. It is also committed to informing staff, who work within the organisation, of their duties relating to health and safety and the steps that they need to take to fulfil those duties. The Health and Safety at Work Act 2005 imposes certain obligations on the ABC Nurseries, as an employer to take all such actions as are reasonable to safeguard the health and safety of its employees. It also requires ABC Nurseries to be able to show that they are doing so by producing adequate written policies and hygiene procedures.
- 18.2 All employees, at every level, have legal responsibilities for ensuring that the policies and procedures laid down by ABC Nurseries are adhered to. The management consider this matter of such importance that a breach of health and safety procedures by staff would be considered misconduct and would be dealt with as a disciplinary matter.
- 18.3 It is the general duty of every employees to:
- Take reasonable care for the health and safety of himself / herself and other persons around him / her who may be affected by his/her acts or omission at work.
 - To co-operate with the employer on matters of health and safety.
 - To use equipment correctly and report any defects/malfunction to management.
 - To provide guidance to other staff, children and parents and act responsibly to ensure their health and safety.

The ABC Nurseries legal duties:

- 18.4 The ABC Nurseries has a commitment to managing health and safety to ensure that as a business we comply with the law.

The 'competent person' that has overall responsibility for overseeing health and safety is the nursery proprietor.

A responsible person who will be at the level of a Senior Nursery Nurse will be appointed as a Health & Safety representative. This person will be responsible for checking the first aid box on a monthly basis and doing other checks in the nursery such as fire alarms, smoke detectors, emergency lighting.

The Health & Safety representative will have the responsibility for carrying out daily & weekly checks and reporting hazards to the Nursery Manager.

The nursery proprietor will advise the Health & Safety representatives whether or not their duties and current measures are sufficient.

Managing risks:

18.5 ABC Nurseries comply with their legal duty to carry out risk assessments to identify any aspects of our business / the nursery environment that could cause harm to:

- Our employees and volunteers who work for us.
- Our clients: children parents / family members and carers.
- Members of the public.

To this effect we will identify and carry out regular risk assessments of the following.

- The indoor and outdoor nursery environment – identifying hazards and risks.
- The kitchen area – identifying hazards and risks and carrying out HACCP's
- Checking content of First Aid Boxes on a monthly basis

Written Health and Safety Procedures:

18.6 The nursery proprietor is responsible for writing and up-dating the Health and Safety Policy and with the assistance of the Health and Safety representatives at the nurseries, writing and updating risk assessments and fire and evacuation procedures.

Nursery Managers Responsibilities:

18.7 It is the responsibility of the Nursery Managers to ensure that the following are adhered to.

- Ensure that all staff are aware of fire procedures and that regular fire drills are carried out.
- Ensure that all members of staff are aware of their health and safety responsibilities.
- Ensure that staff, parents and visitors adhere to the non-smoking policy as it is illegal to smoke on the premises.
- Report any defects in equipment to the relevant officers-in-charge.
- To ensure fire exits are not obstructed during day-to-day functioning of the nursery.
- To ensure that all staff are aware of the procedures relating to accidents of themselves, other staff, children and parents that may occur on the premises.

The ABC Nurseries Responsibilities:

18.8 It is the responsibility of ABC Nurseries to:

- To have written health and safety procedures
- To assess risks in the workplace for children, staff, parents and visitors.
- To ensure that the workplace satisfies health, safety and welfare requirements for ventilation, temperature, lighting and staff facilities.
- To ensure safe and clear access from the building including fire exits.

- To ensure that there are adequate induction procedures that inform staff of their responsibilities relating to health and safety including fire evacuation procedures, reporting hazards, use of equipment etc.
- To provide staff with appropriate protective clothing where necessary.
- To prohibit any contractor working on the premises without prior discussion with the officer-in-charge to negate any risk to the staff or users.
- To regularly check the premises room by room for structural defects, worn fixtures and fittings and electrical equipment and take the necessary remedial action if necessary to repair any faults and maintain these in good working order.
- To have regular checks as required legally with regard to: portable electrical appliances, fixed wiring checks, fire extinguishers, blankets, smoke alarms etc to ensure that all equipment / systems relating to health and safety are in good working order.

18.9 The procedures for identifying, reporting and dealing with accidents, hazards and faulty equipment are as follows:

Child accident: Refer to Accident Policy

Staff/ Visitor/ Student accident: Refer to Accident Policy and Health and Safety Executive where necessary as per guidelines

Hazards/ Faulty Equipment:

Non urgent- Enter in handyman book and report to manager.

Urgent- Report immediately to Nursery Manager. Manager will assess risk and act accordingly.

18.10 It is not possible to detail here all the health and safety matters that arise on a day-to-day basis so that staff and management must be constantly mindful of their responsibilities individually and collectively for the safety of themselves and their colleagues and clients. Please also refer to our Risk Assessment file for more information