



Health and Safety

Introductory Statement

This document sets out the policy, organisation and arrangements for Health, Safety and Environment (HS&E) for Beaver Community Trust (BCT), of which Kiddie Kapers Neighbourhood Nursery is as part, as required by Section 2(3) of the Health and Safety at Work etc Act 1974 and primary environmental legislation including the Environmental Protection Act 1990. It also sets out the Nursery specific Health and Safety Policy.

It describes the framework of the Health and Safety Management System (SMS) and includes cross-linkage to the Environmental Management System (EMS), used throughout BCT.

The system takes account of statutory obligations, the lessons of experience and the need for continuous improvement. The format is based on the Health and Safety Executive guidance document HSG65 "Successful Health and Safety Management".

The overall aim is to ensure the control of risks to health, safety and the environment arising from work undertaken by BCT.

The Board of BCT, fully accept their collective and individual roles in providing HS&E leadership for the organization

HS&E is a shared responsibility. Everyone has a duty to take reasonable care of themselves and those around them. We must therefore all work together to prevent accidents, ill health, and environmental damage, and the hardships that follow.

Health and safety policy statement of Beaver Community Trust Ltd Health & Safety at Work etc. Act 1974

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from the activities of Beaver Community Trust Limited (BCT);
- to consult with staff on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for staff;
- to ensure all staff are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy on an annual basis.

Signed:

Daniel Clark
Chair of Board

Date:

SECTION A - RESPONSIBILITIES

- A1** **Beaver Community Trust Limited (BCT), as the employer**, has overall responsibility for health and safety. The **Chair of the BCT Board** has been identified by the BCT Board to be the Director responsible for health & safety. The **Chair of the BCT Board** will ensure that this document is reviewed on an annual basis.
- A2** At site level, the **Business Manager** has the day to day responsibility for ensuring the premises are healthy & safe. They are also responsible for ensuring that staff, contractors and other visitors adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

In so doing they may delegate certain tasks and responsibilities to other members of staff.

The Business Manager is responsible, amongst other listed duties, for the following:

- Ensuring that this document is reviewed annually;
 - Ensuring that all staff and visiting contractors are aware of the contents of this Health & Safety Policy Statement. For staff a copy of this document is posted on the wall in the main reception area. New staff will be made aware of this Policy and any relevant supporting documents; and issued a copy during induction.
 - Ensuring that each employee's responsibility regarding health and safety is included in his/her job description;
 - Carrying out regular health and safety inspections (at least once every year) and reducing the risks to health and safety as appropriate;
 - Receiving and dealing promptly with complaints about unsafe premises, equipment or work practices;
 - Ensuring that the requirements of any Enforcement Officer (e.g. HSE Inspector, Environmental Inspector, Fire Officer) are properly addressed.
- A3** **The designated person for ensuring compliance with Health and Safety in Kiddie Kapers Nursery is Chris Twydell – Nursery Office Manager.**
- With regard to references throughout this document concerning 'the relevant Manager' for the Kiddie Kapers Nursery, this means the Nursery Office Manager.
- A4** **All members of staff have to:**
- Co-operate 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; and
 - Report all health and safety concerns to the Business Manager or their deputy.

SECTION B – ARRANGEMENTS

B1 **Health & Safety risks arising from BCT activities**

- Risk assessments will be undertaken by relevant persons,
- The findings of risk assessments will be reported to all relevant staff and contractors who may be affected;
- Action required to remove/control risks will be approved by the relevant Manager;
- The relevant Manager will be responsible for ensuring that action required is implemented;
- The Business Manager will check that the implemented actions have removed/reduced the risks,
- Risk assessments will be reviewed on an annual basis or when the work activity changes whichever is the soonest.

B2 Consultation with employees

- The staff representatives are the relevant team leaders for each section within BCT.
- Consultation with staff is provided by discussing health & safety matters or concerns at three monthly team meetings, minutes of these meetings will be shared with the Business Manager. All points raised in this forum will then be discussed at Board meetings.
- At present BCT does not have a Health & Safety Committee. If a trade union or trade association wishes to form such a committee then the Business Manager will help facilitate the set up of the committee and allow committee members sufficient time/resource as is required.

B3 Safe plant and equipment

- Any problems/issues found with plant/equipment should be reported to the relevant Manager, or their deputy;
- The relevant Manager will be responsible for identifying during regular inspection all equipment/plant needing maintenance; and reporting these issues to the Business Manager
- The Business Manager will be responsible for ensuring effective maintenance procedures are drawn up;
- The Business Manager with the relevant manager will be responsible for ensuring that all identified maintenance is implemented;
- The Business Manager will check that new plant and equipment meets health and safety standards before it is purchased;
- The Business Manager will arrange for all portable electrical equipment to be checked regularly and a record kept in the Surestart Health & Safety Folder which can be found in the admin office filing cabinet;
- BCT will arrange for the major fixed wiring circuits to be checked at least once every 5 years.

B4 Safe handling and use of substances

- The relevant Manager will be responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 as amended 2004;
- The relevant Manager will be responsible for undertaking COSHH assessments;
- The relevant Manager will be responsible for ensuring that all actions identified in the assessments are implemented;
- The relevant Manager will be responsible for ensuring that all relevant employees are informed about the COSHH assessments;
- The relevant Manager will check that new substances can be used safely before they are purchased;
- COSHH assessments will be reviewed on an annual basis or when the work activity or substance changes whichever is the soonest.

B5 Information, instruction and supervision

- A copy of the Health & Safety Law Poster is displayed at each centre,
- Health & Safety advice is available from the Business Manager who is BCT's competent person for health & safety purposes,
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the relevant Manager, or other delegated key members of staff;
- The Business Manager is responsible for ensuring that staff working at locations under the control of other employers, are given relevant health and safety information.

B6 Competency for tasks and training

- Induction training will be provided for all members of staff by the Business Manager
- Job specific training will be provided by relevant Manager;
- Training records are kept by the relevant Manager;
- Training will be identified, arranged and monitored by the relevant Manager in liaison with the Business Manager,
- Staff are responsible for drawing to the attention of their Line Manager their own personal training needs.

B7 Accidents, first aid and work-related ill health

- First aid boxes are available in various areas within all centers,
- All accidents, and near misses are to be reported to the relevant Manager or their deputy and recorded in the accident and incident book, the Business Manager is to be informed,
- Cases of work-related ill health are to be reported to the relevant Manager, the Business Manager is to be informed,

- The Business Manager, or their deputy, is responsible for reporting accidents, diseases and dangerous occurrences to the relevant enforcing authority if they are reportable under duties imposed by the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2012 (RIDDOR),

B8 Monitoring

- To check working conditions, and ensure that safe working practices are being followed, regular inspections will be undertaken of all Centers and Grounds. The Business Manager is responsible for these inspections which will be undertaken three times a year;
- Sharon Harwood will be commissioned to undertake yearly inspections to help monitor standards and will report back to the Business Manager and BCT Board meetings;
- The relevant Manager is responsible for investigating accidents, in conjunction with the Business Manager,
- The Business Manager is responsible for investigating work-related causes of sickness absences.
- The Business Manager is responsible for acting on investigation findings to prevent a recurrence.

B9 Emergency procedures – fire and evacuation

- The Business Manager is responsible for ensuring the Fire Risk Assessment is undertaken and implemented;
- Escape routes, fire doors, fire safety signs and identification of escape routes are checked by the Business Manager. Checks will be undertaken quarterly and documented;
- Fire extinguishers are maintained and checked annually by Southern Monitoring Services;
- Fire alarms, including emergency lighting, are tested once a week by the relevant persons and a record made in the Fire Log Book;
- Fire alarms, including emergency lighting, are maintained annually Southern Monitoring Services; by and a record made in the Fire Log Book;
- Emergency evacuation (i.e. Fire Drill) will be practiced every half term and a record made in the Fire Log Book;
- The Fire Log Book is kept in the filing cupboard in the reception office. Entries are made by the relevant persons;
- Designated, trained & competent Fire Wardens are located at each center,

B10 Emergency procedures – bomb alerts

- The Business Manager is responsible for ensuring the bomb alert procedures are undertaken and implemented;
- Guidance on bombs/suspicious devices or packages is in the staff handbook;

- Emergency evacuation (bomb evacuation) is combined with the emergency evacuation (i.e. Fire Drill) and a record kept by the Business Manager;
- Office staff receive guidance on dealing with suspicious mail on induction,

SECTION C – Risk Assessments/Procedures/Policies

C1 List of Risk Assessments/Procedures/Policies

The Business Manager, or their deputy, hold copies of the following risk assessments, procedures or policies. The documents include but not exclusive to (see below), the record of the significant findings found following undertaking risk assessments as required by the Management of Health & Safety at Work Regulations (MHSWR) 1999 and the Control of Substances Hazardous to Health (COSHH) Regulations 2002 as amended 2004.

- Asbestos Management
- Bomb Alerts (incl. Suspicious mail)
- Control of Contractors
- Fire
- Responsibilities of the designated Fire Wardens
- First Aid
- Hazardous Substances
- General Cleaning Chemicals
- Cleaning Chemicals (Cafe)
- Lone Working
- Manual Handling
- Slips & Trips
- Transport
- Violence & Aggression
- Staff from Willow Centre Visitors
- Site Manager/Caretaker from Trespassers
- Willow Centre Events
- Work at Height

SECTION D - Kiddie Kapers Nursery specific policy

D1 Management of accidents, fire and security

- A book will be available at each session for the reporting of any accident/incidents. Every accident, however minor will be recorded, and signed by staff member and parent.
- Accidents that have occurred outside of nursery must be notified to a member of staff, who will log the details in the accident book for the parent to sign.
- A correctly stocked first aid box will be available at all times. All staff will be aware of its location. .
- All adults, including parents and other carers, will be aware of the system(s) in operation for children's arrivals and departures and at least one adult will be at the door during these periods.
- A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in any emergency.

- Fire extinguishers will be checked annually and staff will know how to use them.
- Fire drills will be held at least 6x year, following the instructions at all exits.

D2 Safety

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the nursery will ensure safety in the following areas:

Environment

- Safety checks on premises, both outdoors and indoors, will be made before every day/session..
- The main entrance is always locked; there is be a key close by at adults' level.
- Outdoor space used for outdoor play will be checked for litter and other dangers.
- Equipment will be checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- There will be adequate systems and equipment for the detection and control of fire.
- Fire doors will never be obstructed and it is employees' responsibility to ensure this. Fire exits will be easily identifiable.
- Fires/heaters/electric points/wires and leads will be adequately guarded.
- All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children.
- Large equipment will be erected with care and checked regularly, inline with Manufacturers Specification.
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Internal safety gates/barriers will be used as necessary.
- All external gates are kept locked during working hours.
- Entry is via reception, where a sign in/out procedure is in place

D3 Supervision

- All children will be supervised by adults at all times and will always be within sight of an adult.
- Children will leave the group only with authorised adults.
- Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- On outings, the adult: child ratio will be at least one to three, a minimum of two adults at all times with at least one qualified paediatric first aider.

- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Whenever children are on the premises at least two adults will be present.
- Children who are sleeping will be monitored.
- Systems will be in place to ensure that no child can leave the premises unattended.

D4 Adult Safety

- All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies.
- Adults in the group will have access to advice on safe lifting.
- If adults need to reach up for stored equipment, they will be provided with access equipment.
- Heavy equipment will not be stored above head height.
- Adults will not be required to be in the building alone, or to leave alone after dark.

D5 Special Considerations

Some areas and activities pose particular hazards. All staff will be aware of these:

- Children playing with or near water will be continuously supervised.
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.
- All cooking activities involving the use of heat will be continuously supervised. Children will not be allowed in the kitchen for any other purpose.
- Access to dangerous areas such as stairways and kitchens will be physically restricted and closely supervised.

D6 Cleaning and Clearing

- Any spills of blood, vomit or excrement will be cleared and disposed of appropriately. Protective gloves, will be always used when cleaning body fluids. Floors and other affected surfaces disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions. Fabrics contaminated with body fluids will be thoroughly washed.
- There are spare laundered underwear and other clothing available in case of accidents, and polythene bags available in which to wrap soiled garments.
- All surfaces are cleaned daily with an appropriate cleaner.

D7 Food

The nursery will observe current legislation regarding good hygiene, registration and training.

In particular, each adult will:

- Always wash hands under running water before handling food and after using the toilet.

- Not be involved with the preparation of food if suffering from any infections/contagious illness or skin disease.
- Never cough or sneeze over food.
- Prepare raw and cooked food in separate areas.
- Keep food covered and either refrigerated or piping hot.
- All meals and snacks provided will be nutritious and pay due attention to children's particular dietary requirements.
- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

D8 Illness

- Parents are asked to keep their children at home if they have any infection, and to inform the nursery as to the nature of the infection. This will allow the nursery to alert other parents as necessary and to make careful observations of any child who seems unwell.
- Parents are asked not to bring into the nursery any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
- All notifiable illnesses will be notified to the Health Protection Agency. Doctors have the responsibility to notify the HPA of notifiable diseases. We can also report or ask for advice by contacting the local health Protection Team at the Civic Centre on 0344 2257968.
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.
- If the child is on prescribed medication the following procedures will be followed:- If possible, the child's parents will administer medicine. If not, then medication must be stored in the original container and clearly labelled with child's name, dosage and any instructions. Only medication prescribed by a doctor will be administered by staff other than Calpol.
- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow instructions.
- All medications will be kept in a lockable cupboard.
- A medication book will be available to record: name of child receiving medication; times that the medication should be administered; date and time when medication is administered, together with the signature of the person who has administered each dose.
- With regard to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulisers see our medication policy. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.

- The nursery will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.
- There will always be on the premises at least one qualified first aider trained to administer first aid to children.

D9 Information Sources

- Parents will have the opportunity to discuss health issues with nursery staff and will have access to information available to the nursery.
- The nursery will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.

D10 Outdoor Play

- Children will have the opportunity to play outside throughout the day.

D11 Personal Hygiene

- Hands are washed after using the toilet and before handling food and after blowing children's noses.
- Children are encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically.
- Paper towels are used and disposed of appropriately.
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers are aware of how infections, including HIV infection, can be transmitted.

This policy will be reviewed regularly at least annually to ensure it is relevant, is serving the interests of children their families and our staff