Health and safety policy

Tiny Robins day nursery is committed to the achievement of the highest practicable standards of health and safety at work for all employees. This commitment is based on the desire to protect everyone’s wellbeing while at work and on the recognition that the highest standards of health and safety in our operation are essential to improving our efficiency as a business.

The nursery is responsible for the following:

* To improve adequate control of the health and safety risks arising from our work activities;
* To consult with our employees on matters affecting their health and safety;
* To provide and maintain safe plants and equipment;
* To ensure safe handling and use of substances (chemicals);
* To provide information, instruction and supervision for employees;
* To ensure all employees are competent to do their tasks, and to give them adequate training;
* To prevent accidents and in cases of work-related ill health;
* To maintain safe and healthy working conditions and;
* To review and revise this policy as necessary at regular intervals.

**HEALTH AND SAFETY PROCEDURE**

RESPONSIBILITIES:

* Overall and final responsibility for health and safety is that of Rachel Allsopp (manager)
* Insurance cover- public liability insurance and employers’ liability insurance is obtained and the certificate is displayed in the entrance to the nursery on the staff display board.
* Day to day responsibility for ensuring this policy is put into practice is delegated to: owner, managers and senior staff members (room leaders).
* To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:
* Baby room (Cygnets)- Liz Hudson
* Toddler room (Swans)-Sarah Allsopp
* Preschool (Wise Owls)-
* Kitchen-Ashleigh Hudson
* Changing areas-Room leaders
* Toilet area-Room leaders
* Office- Rachel Allsopp

**All employees have to:**

* Co-operate with supervisors and 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; and
* Report all health and safety concerns to an appropriate person (as detailed in the policy)

**HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES:**

* Risk assessments will be undertaken by the nursery room leaders daily and recorded in each room children have access too.
* The findings of the risk assessments will be reported to Rachel and depending on the risk this shall be reported to the directors.
* Action required to remove/control risks will be approved by Rachel or the directors. Rachel and Elizabeth are responsible for ensuring the action required is implemented and they will then check that the implemented actions have removed/reduced the risks.
* Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

**SAFE EQUIPMENT**

* Any faulty equipment or suspicious noises coming from equipment should be reported immediately to Rachel or Elizabeth so the correct action can be taken.
* All electrical equipment is PAT tested annually (risk assessment folder).
* Gas and electrical equipment is checked regularly and records are kept (risk assessment folder).

**HANDLING AND USE OF SUBSTANCES:**

* Rachel Allsopp is responsible for identifying all substances which need a COSHH assessment and is also responsible for undertaking this assessment.
* Rachel will be responsible for ensuring all actions identified in the assessments are implemented and ensure all appropriate staff are informed of the assessment.
* Rachel will check and ensure all substances can be used safely before they are purchased.
* Assessments will be reviewed every 12 months or when activity changes, whichever is soonest.

**INFORMATION, INSTRUCTION AND SUPERVISION**

* The Health and Safety Law Poster is displayed in the staff room.
* Health and safety advice is available from Rachel and Elizabeth and/or can be found online regarding Health and safety at work Act 1974.
* Supervision of young workers/trainees will be arranged/ undertaken/ monitored by Rachel and a risk assessment will be carried out and maintained in their own personal confidential file.
* Rachel will provide health and safety information for employees when required or requested.

**COMPETENCY FOR TASKS AND TRAINING**

* Induction training will be provided for all employees by Rachel
* Job specific training will be provided by Rachel and relevant room leaders.
* Specific jobs requiring special training are provided using the Local Authority training courses.
* Training will be identified, arranged and monitored by Rachel.

**ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH:**

* The First Aid boxes are located in each room and the kitchen.
* All members of the team hold valid paediatric first aid qualifications and certificates are kept on premises, new trainees are to receive training as soon as possible.
* All staff accidents are recorded on accident/incident sheets and kept in their personal files.
* Rachel or Elizabeth are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. An Investigation will be carried out by Rachel and Elizabeth if serious accidents resulting in death or serious injury or near misses will be reported to:

RIDDOR-0845 300 9923 AND OFSTED-0300 123 1231

**MONITORING:**

* To check our working conditions, and ensure our safe working practices are being followed we will carry out spot checks, investigate any accidents or ill health and ensure COSHH procedures are put in place so that all staff are aware of health and safety procedures.
* Rachel is responsible for investigating work related accidents, illness and mental health related sickness, underlining causes and preventions to reduce/stop reoccurrence.

**EMERGENCY PROCEDURES FIRE AND EVACUATION:**

* Rachel is responsible for ensuring the fire risk assessment is undertaken and implemented.
* Escape routes are checked by Rachel every six weeks and checked daily by room leaders ensuring they are clear from obstructions.
* Fire extinguishers are maintained and checked by a competent Fire Safety Officer yearly and this is recorded in the office (Fire safety risk assessment folder). Alarms are tested by a competent electrician yearly.

**ENVIRONMENT**

The nursery has a requirement to ensure the property is secure therefore the following security has been implemented:

**Door Security**

* The entrance door will be locked at all times by an internal locking device (Magnetic locking system, code access for staff only) children cannot open from either side without the presence of an adult. Button to exit the door, staff must watch all leaving the building to ensure the door is closed properly.
* The entrance also has a second lock for when the premises are not in use.
* Members of staff only are permitted and responsible only for opening the entrance door to allow parents/ carers and visitors entry to the setting. Visitors will be asked to show I.D. and sign in using the visitors book. Parents/ carers are not permitted to let others into the building (safeguarding)
* Rooms not accessible to children will be locked (Utility, kitchen, staff toilet, staff room and office)

**Window security**

* All windows will have window security locks to ensure windows cannot be opened fully.

**Garden Supervision**

* While the children are playing in the garden they will be supervised by the appropriate amount of staff. Staff will spread out over the area so that they can see all parts of the play area.
* The garden is checked for debris before the children are taken out and a risk assessment is signed to ensure it has been checked thoroughly.

**Property**

The nursery will ensure the property is safe and suitable for their purposes. Legally we must inform OFSTED of any proposed changes to the premises 14 days before the event occurs. This could be any changes that might affect the space and quality of childcare available to them.