



**Little Learners**  
NURSERY GROUP

## **HEALTH & SAFETY POLICY**

**Reviewed: July 2019**  
**To be reviewed: July 2020**

## **1.0 INTRODUCTION**

1.1 The objectives of this statement are to ensure the following, as far as is reasonably practicable:

- a) Equipment and systems of work are safe and without risks to health;
- b) Safe arrangements for the use, handling, storage and transport of articles and substances;
- c) Sufficient information, instruction, training and supervision to enable all employees to identify hazards, reduce risks and contribute positively to their own and to others safety and health;
- d) A safe and healthy place of work, including safe access to and safe egress from it.
- e) A healthy working environment in line with current legislation identifying, eliminating and controlling risks.
- f) Adequate welfare facilities.

1.2 This policy has been formulated with reference to the need for employer/employee consultation on health and safety matters and the need to consult individuals before the allocation of particular health and safety functions.

1.3 Expert advice for determining the risks to health and safety within the establishment and the precautions required to deal with them is available from LBWF's Health and Safety Unit

## **2.0 THE ORGANISATION FOR IMPLEMENTING THIS POLICY INCLUDING ALLOCATION OF FUNCTIONS**

### **2.1 The BOARD OF DIRECTORS**

The Board of Directors will work together with the Principal, LBWF's Health and Safety Unit to establish and meet health and safety objectives. Specifically, the Board of Directors will act to:

- Act in accordance with the policy and guidelines issued by the Council;
- Ensure that adequate policies and procedures are in place; and
- Monitor the implementation of policies and procedures.

### **2.2 THE Principal**

Main functions are:

- (a) Day-to-day management of all health and safety matters in the nursery in accordance with the health and safety policy, LCoP's etc;
- (b) Ensuring inspections and risk assessments are carried out (Refer to LCoP's 12, 15 and 21);
- (c) Submitting inspection reports to Directors;
- (d) Ensuring appropriate action is taken;
- (e) Passing on information received on health and safety matters to appropriate people;
- (f) Carrying out investigations where necessary;
- (g) Chairing health and safety forums (e.g. staff or board of director meetings);
- (h) Identifying staff training needs;

- (i) Liaising with directors and/or the Council on policy issues and any problems in implementing the health and safety policy;
- (j) Co-operating with and providing necessary facilities for trades union safety representatives to carry out their function.

## **NURSERY MANAGER**

Main functions are:

- (a) Day-to-day management of health and safety in accordance with the health and safety policy and LCoP's, etc;
- (b) Drawing up and reviewing nursery procedures from the relevant LCoP's;
- (c) Carrying out inspections and making reports to the Principal;
- (d) Ensuring appropriate action is taken;
- (e) Arranging for staff training and information;
- (f) Passing on health and safety information received to appropriate people;
- (g) Acting on reports from above or below in the hierarchy.

## **2.3 OTHER STAFF**

**Main functions are:**

- (a) Day-to-day management of health and safety in accordance with the health and safety policy;
- (b) Checking rooms/work areas are safe;
- (c) Checking equipment is safe before use;
- (d) Ensuring safety procedures are followed;
- (e) Ensuring protective clothing/equipment is used, when needed;
- (f) Participating in inspections and the health and safety meetings, if appropriate;
- (g) Bringing potential problems to the relevant manager's attention.

## **2.4 LEGAL DUTIES OF ALL EMPLOYEES**

The Health and Safety at Work Act etc. 1974 states:

"It shall be the duty of every employee while at work:

- (a) To take reasonable care for the Health and Safety of him/herself and of any other persons who may be affected by his/her acts or omissions of work, and
- (b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with"

The Act also states:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions"

In order that the laws be observed and responsibilities to pupils and other visitors to the nursery are carried out all employees are expected:

- (a) To know the safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- (b) To observe standards of dress consistent with safety and/or hygiene.
- (c) To exercise good standards of housekeeping and cleanliness.
- (d) To know and apply the emergency procedures in respect of fire and first aid.
- (e) To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.

- (f) To co-operate with other employees in promoting improved safety measures in their nursery.
- (g) To co-operate with the union safety representative and the enforcement officer of the Health and Safety Executive.

## **2.5 SPECIAL OBLIGATIONS OF PRACTITIONERS**

The safety of children in rooms etc is the responsibility of the Practitioners who carry responsibility for the safety of children when they are in their charge.

If for any reason, (e.g. the condition or location of equipment, the physical state of the room) a practitioner considers he/she cannot accept this responsibility, he/she should discuss the matter with the Principal or Nursery Manager.

Staff are expected:

- (a) To exercise effective supervision of the children and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out.
- (b) To know the safety measures to be adopted in their own areas and to ensure that they are applied.
- (c) To give clear instructions and warning as often as necessary.
- (d) To follow safe working procedures personally.
- (e) To call for protective clothing/equipment, safe working procedures, etc. when necessary.
- (f) To make recommendations to their Nursery Manager/Principal, etc. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

## **2.6 PARENTS / CARERS**

Are expected:

- (a) To exercise personal responsibility for the safety of self and children.
- (b) To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear or jewellery).
- (c) To observe all the safety rules of the nursery and in particular the instructions of staff given in an emergency.
- (d) To use and not wilfully misuse, neglect or interfere with things provided for his/her safety and that of staff and children.

## **2.7 VISITORS/SECURITY**

(Refer to LCoP 9 Improving security in schools)

Regular visitors and other users of the premises (e.g. contractors and delivery persons from specific companies) should be required to observe the safety rules of the nursery. In particular parents helping out in nursery must be made aware of the health and safety arrangements applicable to them through the staff member to whom they are assigned.

All visitors must report to the reception office where a 'signing in' system is in operation.

## **2.8 STAFF HOLDING POSITIONS OF RESPONSIBILITY**

### **THE MANAGEMENT CHAIN**

**Level (1)    Principal / Business Manager**

Level (2)    Nursery manager

Level (3) Deputy manager Nursery Staff

## DELEGATION OF FUNCTIONS

- Level (1) - Day to day responsibility for all health and safety matters  
- Liaise with Directors
- Level (2) - Implement procedures  
- Arrange for staff to be trained/informed  
- Check procedures are followed
- Level (3) - Check work area/equipment is safe  
- Check procedures are followed  
- Report defects  
- Carry out special tasks (e.g. first aid)

### 3.0 ARRANGEMENTS FOR HEALTH AND SAFETY

The nursery health and safety manual LCoPs form part of the nursery arrangements. These are disseminated to relevant staff and implemented. References to relevant LCoPs are made in this section. See Appendix 2.

#### 3.1 SUPERVISION OF PUPILS

All members of staff are aware of the nursery health and safety procedures and what to do regarding incidents of ill health or accidents. Midday staff have had specific training in the treatment of minor injuries and know the procedures to be adopted in cases of head injuries.

#### 3.2 PROVISION OF FIRST AID

Members of staff have received Paediatric First Aid Training

First aid boxes are provided.

#### 3.3 ACCIDENT/INCIDENT/DISEASE REPORTING AND INVESTIGATING

(Refer LCoP 1 Accident Reporting etc.)

If anyone should become ill or suffer injury as a result of an accident the procedures below must be followed.

- (a) First Aid should be rendered, **but only as far as knowledge and skill admit**. If circumstances necessitate, the trained first aider should be summoned immediately to tend to the patient. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
- (b) If the patient needs to be taken to hospital then an ambulance should always be called. If an ambulance is required the emergency "999" service should be used. For cases of a less severe nature then it may be appropriate to transport a member of staff/child to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes he/she must ensure that he/she has obtained specific cover from his/her insurance company). Whenever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.
- (c) Accident Forms

Accidents must be reported in accordance with LCoP 1 Accident Reporting and Investigation. Some accidents require reporting immediately. Staff need to be aware of the accident reporting system.

### **Nursery Accident & Incident Report form**

Every case of injury, accident or incidents, including cases of physical or verbal violence must be fully and accurately reported and, where possible, detailed statements should be obtained from witnesses. Accident forms are obtained in each base room. Completed forms should be signed by a senior member of staff who should investigate the accident if required. Completed accident forms are then filled in and filed in the base room's accident and incident folders.

### **3.4 FIRE AND EMERGENCY PROCEDURES**

The Fire and Emergency Procedures are fully documented in the Fire Procedures Policy.

### **3.5 HEALTH AND SAFETY GUIDANCE AND ADVICE**

Staff will receive copies of relevant health and safety documentation issued by the Council and Babcock by means of the Staff Room Notice Board

All staff must ensure that guidance is adhered to.

#### **A central copy of the Health and Safety Manual is available for all staff in the Nursery**

Copies of monthly briefing paper and health & safety law updates supplied by LBWF's Health and Safety Unit are displayed in the staff room as appropriate. Contents will be integrated into the nursery policy / procedures.

Comprehensive guidance on the various aspects of health and safety will be available via direct contact with LBWF's Health and Safety Unit.

### **3.6 TRAINING**

It is the responsibility of senior managers to identify the training needs within their area of responsibility and advise the Principal. All staff are encouraged to request release to attend health and safety training courses.

### **3.7 MAINTENANCE AND REPAIRS**

(Refer to LCoP 3 Building works in education establishments and LCoP 3A Employing competent contractors)

- (i) Lightning protection should be arranged every 12 months either via the Electrical or another Contractor. The test and inspection certificate is held by the Electrical Section/Contractor (with a copy for the School). Contact NPS Property Services Ltd.
- (ii) Gas equipment is serviced annually by a CORGI Registered Engineer.

### **3.8 ELECTRICAL EQUIPMENT**

(Refer to LCoP 7 Electricity at work).

- (i) All portable appliances will be tested annually.  
A copy of the inventory of the electrical equipment tested including test results will be held in the main office. All staff must visually check all electrical appliances prior to their use and report any defects to the Head of Department/senior staff. All defective equipment must be taken out of use immediately. **Privately owned appliances must not be used.**

### **3.9 MACHINERY AND PLANT**

(Refer to LCoP 32 Work equipment)

- (i) All machinery and plant must be checked for health and safety prior to being used on site.
- (ii) Senior staff must ensure that there is a system of inspection to identify and risk assess any dangerous machinery.

### **3.10 CONTRACTORS ON SITE**

(Refer to LCoP 3a Competent Contractors and LCoP 9 Improving Security in Schools)

The Site Service Officer will be responsible for Contractors entering or working within the Nursery s/he will be responsible for monitoring the work.

If contractors' activities create a risk to health and safety of staff, children, visitors etc the Principal should issue any instructions necessary to reduce the risk. The Project Officer should then be notified. Assistance may be sought from LBWF's Health and Safety Unit

### **3.11 ASBESTOS**

A copy of the asbestos survey is kept by the School Site Service Officer.

Staff are made aware of the presence of asbestos material to ensure that it is not interfered with in any manner, and for monitoring purposes.

The asbestos survey report is to be made available to contractors who should only begin work when it is established that asbestos material is not present.

Guidelines for action to be taken on discovery of damaged or disturbed materials containing asbestos are to be found in LCoP Building works in education establishments.

### **3.12 RISK ASSESSMENT**

(Refer to LCoP 15 Risk assessments)

- (i) Risk assessment is a legal requirement. It is the process of identifying hazards and assessing the risks of harm and loss threatened by the hazard. The assessment considers consequences and implements control measures to reduce the level of risk or harm.
- (ii) The Principal will ensure that a risk assessment of the premises, methods of work and all nursery-sponsored activities are conducted on a regular basis. The assessment will identify defects and deficiencies, together with the necessary remedial action or risk control measures.
- (iii) Generic risk assessments (i.e. one risk assessment applicable to more than one person or workplace or applicable to similar tasks) are produced by LBWF.'s Health and Safety Unit. Such assessments are adapted into the nursery working practises.
- (iv) Regular reminders on risk assessment and topics that may require risk assessing feature in issues of health and safety news.
- (v) Reporting Of Hazards.

Any person noticing a hazard (something with a potential to cause harm or loss) should immediately take steps to protect other persons from the hazard. It should then be reported to:

The Site Service Officer for building defects

The Nursery Manager for equipment

or the appropriate person, if the hazard was due to poor planning of an activity.

The union safety representative should be consulted on risk assessment.

(vi) Control Of Substances Hazardous to Health (COSHH)

All substances/equipment used within the establishment must comply with LCoP 18 COSHH. Risk Assessments for new substances must be provided. It is the responsibility of the Nursery to inspect and test fume cupboards once every fourteen months. The Nursery will hold a copy of the report.

### **3.13 PE EQUIPMENT AND PLAY EQUIPMENT**

PE equipment and play equipment shall be inspected annually by:

- The Nursery Manager / School's PE Leader plus a professional inspection of the gym equipment is carried out by J. F. Clough Services
- Regular visual inspections will be undertaken by:
- Any defective equipment must be taken out of use immediately and reported to: The Nursery Manager.

### **3.14 CLEANING ARRANGEMENTS**

(Refer to LCoP 14 slips/trips/falls, LCoP 7 Electricity at work, LCoP 32 work equipment, LCoP 17 Working alone and LCoP 18 Hazardous Substances)

The nursery is cleaned by school employees.

Safe working procedures for cleaning staff are devised by the Site Service Officer in conjunction with the Field Officer.

These procedures are held by the Site Service Officer.

Problems related to cleaning are dealt with by the Site Service Officer

### **3.15 SITE SECURITY**

(Refer to LCoP 6 Dealing with violence and LCoP 9 Implementing Security in Schools)

All visitors must report to the main Office/reception where they will be asked to fill in the visitor's book. They will be provided with a lapel badge to wear as identification whilst on the premises.

Any member of staff who notices an unidentified person on the site should seek to identify that person and/or inform the Office or Caretaker/Site Services Officer or a member of the senior management team immediately.

### **3.16 PROTECTIVE CLOTHING AND EQUIPMENT**

(Refer to LCoP 13 Personal Protective Clothing/Equipment)

Where protective clothing and equipment is provided, both staff and children must use it at all relevant times. Damaged or insufficient protective clothing or equipment must be reported immediately to a senior member of staff.

### **3.17 WORK EXPERIENCE**

The Work Experience Co-ordinator is the Nursery Manager.

To ensure that young people are placed in a safe and appropriate environment, work placements are vetted and their progress is monitored by the Principal and their own tutor.



### **3.18 CONCLUSION**

It is everybody's responsibility to make these arrangements work. Any member of staff noticing a failure to comply with the policy should immediately report the circumstances to their line manager. If no action is seen to be taken, guidance should be sought from LBWF's Health and Safety Unit.

If an improvement or prohibition notice is served by an enforcing officer the Principal should immediately comply with the requirements of the notice.

### **4.0 MONITORING AND EVALUATION**

4.1 This policy will be monitored internally by the Principal / Nursery Manager on an annual basis. Monitoring can be achieved by accident/incident reporting, safety inspections, audits etc.

4.2 Suggestions by any member of staff to improve standards of health and safety are welcomed by the Principal and Board of Directors.