

Horizon Nursery Health & Safety Policy

This policy includes Incidents and Resilience Plans

To be read in conjunction with the following policies:

First Aid Policy

Horizon Community College CCTV Policy



*Updated: March 2020
Ratified: May 2020*



NURSERY HEALTH AND SAFETY POLICY

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Section 1 General Policy Statement

Horizon Community College accept its responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the importance of health and safety management as a priority within the nursery.

Horizon Community College will take all reasonably practicable steps to ensure the health, safety and welfare of all employees, children and visitors using the nursery.

Horizon Community College accepts the statement in the main policy that all activities are carried out at all times, in such a manner as to ensure, so far as is reasonably practicable, the health and safety and welfare of all its employees, children and visitors.

All staff with responsibility for Health and Safety at the nursery will ensure so far as is reasonably practicable, that hazardous areas are identified, and the risks assessed, to use safe methods of working and to provide safe equipment, articles and substances and a healthy working environment.

Horizon Community College is aware that the Trust has made provision through the Trust's H&S Officer, that external advice and guidance can be obtained, where necessary, through a Service Level Agreement with Barnsley Metropolitan Borough Council's (BMBC) Health, Safety and Emergency Resilience Unit.

The Governing Body will agree a policy that ensures that it fulfills its statutory responsibilities in respect of Health and Safety for nursery activities and facilities.

This policy will be reviewed on an annual basis and ratified by the Governing Body.

Signed _____
(Executive Principal/Principal / Nursery Representative)

Date: _____

Signed: _____
(Chairperson of the Governing Body)

Date: _____

Section 2 Statement of Safety Policy

This policy is written in conjunction with the main Horizon Community College Health & Safety Policy and supersedes the previous health and safety document.

A copy of the Nursery Health and Safety policy and other related policies will be available on the Nursery website or from the Nursery Management

The Nursery Committee and the management of Horizon Community College and Nursery will give the highest possible commitment to ensuring the health, safety and welfare of our employees, children and visitors. Also, they will treat health, safety and welfare as a priority issue.

Employer/employee consultation as required by the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, will be encouraged.

The law states that every employee has a duty to look after their own health and safety whilst at work and that of others who might be affected by their work. The Governors require employees to recognise and accept this responsibility and the duties imposed on them by this policy.

The arrangements outlined in this statement and the various other safety provisions made by the Governing Body aim to prevent accidents and ensure safe and healthy working conditions. The Governing Body will be responsible for ensuring that appropriate structures and systems are in place to enable all reasonable steps to be taken to identify and reduce hazards to a minimum, but all staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance whilst on the nursery site or whilst taking part in nursery sponsored activities.

2.1 Implementation of the Policy

To implement this policy, the Governing Body, Executive Principal/Principal and staff with the responsibility for Health and Safety will ensure that they are familiar with the requirements of the Health and Safety at Work Act 1974 and other health and safety legislation and codes of practices which are relevant to the work of the nursery including the Management of Health and Safety at Work Regulations 1999. In fulfilling the requirements, they will so far as reasonably practicable ensure that the following measures are implemented, monitored and reviewed:

- a) devise and maintain systems of work that are safe and without risks to health, provide and maintain the premises which is safe and without risks to health
- b) devise and maintain arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- c) provide such information, instruction, training and supervision as is necessary to ensure the health and safety of its employees, children and visitors

- d) undertake to receive training as is necessary to ensure that this Health and Safety Policy is implemented and monitored
- e) monitor the condition of the nursery to ensure that it is safe and without risks to health
- f) provide and maintain an environment that is safe and without risks to health and takes account of the welfare of employees
- g) carry out its operations in such a manner that it protects members of the public, children and visitors to the nursery from any health and safety risks
- h) seek the advice and guidance of the Authority on health and safety matters, and act upon them as necessary

2.2 Safety Objectives

- a) To prevent all injuries so far as is reasonably practicable.
- b) To promote occupational health and hygiene, and to control all situations which are likely to cause damage to property and equipment.

Section 3 Statement of Safety Organisation

The arrangements at the Nursery for carrying out the policy includes the following key principles:

- a) Places duties on the Governing Body and Nursery Committee to ensure that an appropriate Health and Safety Management system is in place and that adherence to this is regularly monitored.
- b) Places individual duties on all employees, especially the Executive Principal/Principal and his/her Leadership Team.
- c) To investigate accidents which cause injury to employees, children or visitors, to identify and remedy causal factors, as far as reasonably practicable and report these to the Governing Body in the termly report.
- d) Encourage all employees in their responsibilities to report hazards which are likely to cause injury, in order that so far as reasonably practicable they can be removed from the workplace.
- e) Give health and safety training to all employees on their responsibilities within the organisation.
- f) Give specific health and safety training to employees who are:
 - I. New entrants
 - II. Being engaged in new processes or are required to operate unfamiliar equipment
 - III. Existing employees with poor safety performance standards

The training will have the objective of ensuring that employees are operating at the required standard of performance without risk of injury to themselves or others.

- g) Provide safe systems of work. Codes of safe working practices and procedures and risk assessments.
- h) Provide lines of communication for dealing with health and safety matters within the nursery setting.

Section 4 Duties

The allocation of duties for safety matters and the arrangements made to implement the policy are set out in the main College Health and Safety Policy. A summary of the duties of the Governing Body and the Executive Principal/Principal is detailed below. Please see the main policy for full details.

4.1 The Governing Body

To be responsible for ensuring that the declared statement of safety policy is effective in achieving, so far as is reasonably practicable, the health and safety of all employees, contractors, children and members of the public working within or visiting the nursery premises.

4.2 The Executive Principal/Principal

The Executive Principal/Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for all nursery staff, children, visitors and any other person using the premises or engaged in activities sponsored by the nursery. The Executive Principal/Principal will take all reasonable steps to achieve this through the involvement of all staff at the nursery. However, the Executive Principal/Principal has delegated responsibility for Health and Safety matters to the Assistant Principal – Director of HR and the Director of Estates & Infrastructure.

4.3 Associate Principals/Vice-Principals

The Associate Principals and Vice Principals will undertake all the responsibilities as detailed above in the absence of the Executive Principal/Principal.

4.4 The Nursery Manager

The Nursery Manager will undertake the role of Responsible Officer during the periods the Executive Principal/Principals are not present. In addition, and in the absence of the Executive Principal/Principal and Nursery Manager, the Deputy Nursery Manager will undertake all the above responsibilities as detailed.

The nursery management responsibilities are:

- a) To establish and maintain a safe and healthy environment throughout the nursery
- b) To ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- c) To establish and maintain safe working procedures among staff and children.
- d) To ensure that adequate information is available to ensure that all people using the nursery avoid hazards and contribute positively to their own safety and health.
- e) To ensure that all staff are given information, instruction, supervision and access to Health and Safety training.
- f) To ensure that there are effective procedures in place for use in case of fire and other emergencies and for evacuating the premises.
- g) To ensure that fire evacuation procedures are prominently displayed and that all people using the nursery are aware of them.
- h) To follow the regulations of the Health and Safety at Work Act 1974 and any other relevant legislation.

4.5 All Members of Staff

All staff are responsible for ensuring that risk assessments are completed, and checks are carried out to ensure the safety of the children and others using the setting.

- a) To ensure that the highest standards of cleanliness are maintained.
- b) To ensure safe and clear accesses and exits from building, including fire exits and clearing ice and snow in winter.
- c) To regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and to take the appropriate remedial action.
- d) To ensure that they understand the fire procedures and their role when regular fire evacuations are carried out.
- e) To ensure that they all aware and understand the procedures and their role in the case of accidents and adhere to these procedures.
- f) To ensure that they all take reasonable action to control the spread of infectious diseases and that they wear protective clothing and gloves where appropriate.
- g) Prohibit smoking on the premises.

- h) Prohibit any contractor working on the premises without prior discussion with the manager to negate any risk to the staff or children.
- i) To ensure that no inappropriate jewellery is worn. One small pair of ear studs and wedding/engagement rings are acceptable.
- j) To ensure appropriate dress code: comfortable top and sensible shoes
- k) To ensure that there is no running inside the premises.
- l) To ensure there are no trailing wires or trip hazards.
- m) To ensure that all cleaning materials are stored out of the reach of the children.
- n) To ensure that if they are too ill to work they contact the nursery before 7.30am each day until a date of return has been agreed or a sick note submitted.
- o) To ensure that they are familiar with the contents of the first aid box and know who the appointed First Aiders are for each day.
- p) To ensure that children are supervised at all times.
- q) To ensure that students and new staff who have not been cleared by the DBS are never left unsupervised at any time.
- r) To ensure that any staff working with food is adequately trained in food hygiene.
- s) To ensure that all mobile phones or other personal devices are not taken into areas where children are located.
- t) To ensure that cameras are not taken from the premises unless authorization, has been given by the manager and the camera has been signed out.
- u) To ensure that no member of staff is working on the premises under the influence of alcohol or any other substance which may affect their ability to care for children.
- v) To ensure that medical advice is sought about whether any medication taken by a staff member could impair their ability to care for children and to report this to management.
- w) To inform management of any order or conviction which may affect their ability to care for children and of any conviction of anyone living with them.
- x) To ensure that personal medication is kept out of reach of the children.
- y) To ensure that all visitors sign in and are supervised by staff when in areas where children are located.

4.6 Parents/Carers

- a) Report any incident which relates to the following; aggression and violence, an environmental issue, a security breach, fire, clinical waste, a vehicle or discriminatory behavior towards a member of staff
- b) Be aware that the nursery operates a zero-tolerance policy regarding violence, harassment and any other discriminatory behaviour.
- c) Never use inappropriate language or behavior whilst on the nursery site or you may be barred from entering.

Section 5 Arrangements for Health and Safety

For detailed arrangements on Health and Safety please see the main College Health and Safety Policy.

For specific arrangements regarding the nursery please see below

5.1 Accident and Incident Reporting and Investigation

The Trust enforces a policy of recording all accidents/incidents to employees and non-employees including those of violence and aggression

All accidents / incidents will be reported on the appropriate form.

Child minor injury – Nursery Minor Injury Report Form
HS2 (E) Employee Accident
HS2 (NE) Non-Employee Accident
HS2 (V) Report on Violence and Aggression
HS3 2013 Report of Incident
HS2(C) 2013 Clinical Incident to Employee/Service User

Investigations, reporting and recording of accidents/incidents and dangerous occurrences are to be carried out by the Assistant Principal – Director of HR/Director of Estates & Infrastructure. If necessary, the Trust and/or BMBC's Health, Safety and Emergency Resilience Unit will provide support in the investigation and preparation of reports in accordance with the agreed procedures and to meet the needs of statutory and civil law requirements.

5.2 Display Screen Equipment (DSE)

The nursery is committed to complying with legislative requirements as stated within the Health and Safety (Display Screen Equipment) Regulations 1992.

The Health and Safety Executive (HSE) has produced a document detailing the provision of workstation assessments accompanied by guidance notes, which can be found on the HSE website. The college will undertake DSE Risk Assessments in accordance with the guidance notes.

5.3 Electrical Appliances

The college/nursery is committed to complying with the legislative requirements of the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998.

The work will be completed by competent persons, as required by the Electricity at Work Regulations 1989, to be responsible for the electrical testing of all college portable appliances.

The Nursery Manager will ensure that all staff are aware of the process of carrying out informal visual user checks and inspections before using any appliance and the process by which defects are reported. Last and next due test dates are displayed on the individual appliance being tested.

5.4 Emergency Preparedness

The Nursery Manager will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the nursery. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a) Save life
- b) Prevent injury
- c) Minimise loss

This sequence will be agreed by the Governing Body and be regularly rehearsed by staff and children (Emergency Plan). The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

5.5 Fire and Emergency Arrangements

The Executive Principal/Principal/Nursery Manager must ensure a termly evacuation drill of the Nursery premises. All persons using the building with disabilities must be specifically catered for in relation to their evacuation procedures. Evacuation drills are to be recorded in the Nursery Fire Log Book by the Nursery management.

5.6 First Aid

The Governing Body has agreed a policy for the Nursery for first aid that complies with the minimum standard as required by the Health and Safety (First Aid) Regulations 1981.

5.7 Manual Handling

The Nursery is committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992.

The Nursery management will be responsible for identifying all activities within the nursery that involve manual handling and the staff who carry out these tasks as part of their normal working day.

They must also make provisions for those staff who carry out manual handling activities on an occasional basis and employees who habitually carry out manual handling operations. They will be provided with suitable and sufficient training in safe kinetic lifting techniques.

5.8 Premises Inspections

The Executive Principal/Principal will ensure that regular inspections of the premises, methods of work and all nursery sponsored activities is undertaken by the Assistant Principal – Director of HR/Director of Estates & Infrastructure. This survey will identify all defects and deficiencies together with the necessary remedial action or risk control measures required.

On a termly basis results of all such inspections will be reported to a Governing Body meeting via the governor responsible for Health and Safety.

5.9 Risk Assessments

The nursery is committed to implementing risk assessment procedures to comply with the Management of Health and Safety at Work Regulations 1999.

These assessment procedures will ensure the identification, assessment and subsequent control of hazards and risks presented by its undertakings to employees and others is suitable and sufficient.

5.10 Visitors and the Public

The nursery will conduct its undertakings in such a way as to ensure so far as is reasonably practicable that members of the public are not endangered by work carried out on the premises.

All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known to exist or that they are made aware of such risks.

5.11 New and Expectant Mothers

The college recognises the increased risks to new and expectant mothers and will extend existing risk assessments to cover new and expectant mothers and implement controls measures as appropriate to reduce the risks. Women will be informed of any additional risks they may face as a new or expectant mother.

Risk assessments will be reviewed when a woman notifies the Assistant Principal – Director of HR that she is pregnant and revised where necessary. Additional control measures will be applied for six months after the birth or where necessary until the new mother is no longer breast-feeding.

5.12 Stress (Mental Well Being)

The college is committed to protecting the health and welfare of its employees and will ensure that it complies with the Trust policy on stress management.