

## HEALTH & SAFETY POLICY



### SAWSTON NURSERY

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Cambridge  
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# HEALTH AND SAFETY POLICY STATEMENT

## SAWSTON NURSERY

The policy of our company **SAWSTON NURSERY** is to provide and maintain a safe and healthy workplace by ensuring that work equipment is safe and that a safe system of work is provided for all of our employees. We will also provide suitable and sufficient information, instructions training and supervision as is necessary to ensure the health and safety of our employees and this shall include suitable and sufficient welfare, sanitary and working facilities as required.

All employees at **SAWSTON NURSERY** have a duty to ensure that they work in a safe manner and that their acts or omissions do not cause harm to themselves or others in the vicinity. Employees will be encouraged to bring to the attention of the management any concerns regarding any health and safety issues.

**SAWSTON NURSERY** recognises its duty of care towards others that are not in our employment. These people include; visitors and contractors who have reason to come into contact with our business activities and premises. These persons will be given suitable and sufficient information and instructions to ensure their health and safety. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our employees or themselves.

To ensure that the policy is implemented and maintained so that **SAWSTON NURSERY** keeps within the requirements of the **Health and Safety at Work etc Act 1974** the person named below will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

We believe that this Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc Act 1974** and will be subject to a regular review annually or when there are any significant changes.

### **Overall responsibility for health and safety at SAWSTON NURSERY rests with:**

Name:..... Position:.....

Signed:..... Dated:.....

## **LEGAL DUTIES AND RESPONSIBILITIES OF EMPLOYERS**

It is our duty and responsibility as employers under the **Health and Safety at Work etc Act 1974 section 2.1 and 2.2 a-e** and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others who may come into our company.
- Provide and maintain plant and safe systems of work that are, so far as reasonably practicable, safe and without risk to a person`s health or safety.
- Make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances.
- Provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of our employees.
- Maintain so far as is reasonably practicable any place of work in our control in a safe manner and maintain safe access and egress from it.
- Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter our workplace.

We also recognise that a breach of health and safety legislation by our company constitutes a criminal offence. An Enforcing Authority may take criminal proceeding against the Company or its management. This can result in penalties, i.e. fines and / or imprisonment.

## **LEGAL DUTIES OF EMPLOYEES**

In addition to the previously described general responsibilities, the **Health and Safety at Work etc Act 1974** places legal duties on all employees.

These are:

### **Section 7 'Health and Safety at Work etc Act 1974'**

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
  
- To co-operate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

### **Section 8 'Health and Safety at Work etc Act 1974'**

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety and welfare.

Employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and / or imprisonment.

## **HEALTH AND SAFETY RESPONSIBILITY**

The overall responsibility for health and safety within **SAWSTON NURSERY** rests with:

Viv Rowell/Tina Spencer

The above-named person will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the policy is implemented and maintained so that **SAWSTON NURSERY** keeps within the requirements of the **Health and Safety at Work etc Act 1974** the above-named person may delegate duties to employees who will provide support to meet the responsibilities.

These individuals may also delegate duties to other employees so as to enable the requirements of the policy to be carried out with due diligence.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the **Health and Safety at Work etc Act 1974**.

## **INDIVIDUAL RESPONSIBILITIES**

The duties of those employees with responsibility for health and safety are set out within our Policy. Details of their individual responsibilities are set out within the Arrangements for Health and Safety section.

The person responsible for ensuring this Policy is put into practice is:

**Emma Theaker**

Other duties will include:

- Identifying hazards present within any business activities.
- Ensuring risk assessments are undertaken and any actions are followed through to completion.
- Ensuring that hazardous substances are assessed, and any actions are followed through to completion.
- Liaising with the Enforcing Authorities as and when required.
- Identifying any training needs.
- The development and implementation of safe systems of work.
- The maintenance of the workplace and buildings.
- Fire and emergency management.
- Ensuring waste is managed.
- Ensuring accidents are reported and investigated.
- Ensuring that any ill-health situations that are caused by work activities are reported and investigated.

## **COMPETENT ASSISTANCE**

The competent assistance and advice are provided by:

**Employment Law Advisory Services Ltd**

The **Management of Health and Safety at Work Regulations 1999, regulation 7**, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The organisation of Health and Safety Consultants indicated above has been contracted to ensure that **SAWSTON NURSERY** is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

**Employment Law Advisory Services Limited** will carry out audits of our Health and Safety Management Documentation in order to measure our health and safety performance. These will be completed within the contractual arrangements at no more than twelve monthly intervals.

## ARRANGEMENTS FOR HEALTH AND SAFETY AT WORK

### THE HEALTH AND SAFETY INFORMATION FOR EMPLOYEES REGULATIONS 1989 (AS AMENDED)

The regulations require information relating to health, safety and welfare to be provided for our employees by means of posters or leaflets in the 'approved form' and published for the purposes of the regulations by the Health and Safety Executive (HSE).

The regulations require the identification of Employees Safety Representatives and any other Health and Safety contracts to be written in the appropriate spaces on the poster, and when the leaflet is provided, you should specify the information in a written notice.

The poster 'Health and Safety Law' – 'What You Should Know' will be displayed in a prominent position in the workplace where it can be read by all our employees.

Information on the poster states who has overall responsibility for health and safety within **SAWSTON NURSERY** and the name of any safety representatives that have been identified.

### NOTICES

All notices whether on **SAWSTON NURSERY** premises or elsewhere issued in accordance with the **Health and Safety at Work etc Act 1974** and its associated legislation must be complied with.

All employees, visitors, and contractors alike must take the necessary action to ensure that they are familiar, as far as is reasonably practicable, with any warning signs and the meanings and interpretations of signs, both advisory and warning, and comply with them.

Any suggestions on how we may improve health and safety within **SAWSTON NURSERY** should be communicated to your manager/supervisor for assessment and feasibility.

All employees and others who may be affected by the contents of this Policy are advised and a master copy of the 'Health and Safety Policy' statement for **SAWSTON NURSERY** is retained in the main office. The policy contains detailed information relating to the business activities and a copy is available for you to read.

**SAWSTON NURSERY** consider themselves responsible employers, we will ensure that all employees read the policy and any areas that are not understood are explained to them in detail.



**THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES)  
REGULATIONS 1996 (AS AMENDED)**

Where there are employees who are not represented by safety representatives under **The Safety Representatives and Safety Committees Regulations 1977 (as amended)** the employer must consult those employees in good time on matters concerning their health and safety at work. This will be carried out by meetings, toolbox talks, use of the notice board and an open-door policy.

- The introduction of any measures in the workplace, which may substantially affect the health and safety of the employees.
- The employer's arrangement for appointing or nominating an employee's representative and their responsibilities and any resources that may be required to allow them to carry out the duty.
- Any information that the employer is required to provide under relevant statutory provisions.
- The planning and organisation of any training requirements with regard to health and safety.
- Any new technologies that are brought into the workplace and the training and consequences with regard to health and safety that may arise from the new technology.

To allow the business to carry out this duty consultation with employees will be the responsibility of:

**Tina Spencer – Nursery Manager**

The elected or nominated person/s to act as the employees' representative is:

**Tina Spencer – Nursery Manager**

Health and Safety meetings or toolbox talks will take place:

**Sawston Nursery**

Regular health and safety information will be posted on a specific notice board. The notice board is located in:

**In Staff Room & Office**

## **IDENTIFYING AND MANAGING HEALTH AND SAFETY RISKS**

### **RISK ASSESSMENTS**

The **Management of Health and Safety at Work Regulations 1999, Regulation 3**, requires that we must carry out a suitable and sufficient assessment of the health and safety risks to our employees whilst they are at work. We will also consider those that are not in our employment who may come into contact with our business activities or premises. Before embarking on this task, we need to have an understanding of the following:

- A **Hazard** is something with potential to cause harm.
- The **Risk** is a measure of the likelihood that harm will be caused.

**SAWSTON NURSERY** will ensure that we carry out suitable and sufficient risk assessments of all the tasks and equipment connected with our business activities that are likely to present a significant risk of injury or ill health to our employees or others within our activities.

The person responsible for ensuring that the risk assessments are undertaken is:

**Emma Theaker**

The risk assessments will be made available to all our employees who will read them. After reading and understanding the content of the risk assessment, the employee must sign our confirmation sheet to confirm they have read and understood the assessment and its findings.

The responsibility for the implementation of risk assessments and any controls that are required rests with the nominated person identified above and shall be supported by any other employees as is required.

The managers or supervisors will also monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies that are identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum or if there is any significant change that affects the validity of the risk assessment, whichever comes sooner.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

The **Control of Substances Hazardous to Health Regulations 2002 (as amended)** requires us to carry out an assessment and record the risks involved with using, storing and handling hazardous substances.

Hazardous substances will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained. We understand these data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

The person responsible for ensuring that the CoSHH assessments are carried out is:

**Emma Theaker**

After reading and understanding the content of the CoSHH assessments the employee will sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

Responsibility for implementation of CoSHH assessments and any controls required rests with the nominated person identified above and supported by other employees as is required.

The manager / supervisor will monitor the effectiveness of the CoSHH assessment and any deficiencies will be reported to the person responsible for carrying out CoSHH assessments.

All CoSHH assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.

## **BIOLOGICAL HAZARDS**

### **Control of Infection**

To control the risks associated with biological hazards such as viruses there must be an **Infection Control Policy** put into place as a separate item to the Health and Safety Policy, although they should both support each other.

The person responsible for the Infection Control Policy is:

**Tina Spencer**

The Infection Control Policy must address such issues as:

- Education and training of employees in infection control issues.
- Protocols on hand washing.
- Disinfection and decontamination including domestic cleaning.
- Ill health reporting and recording.
- Monitoring, surveillance, and auditing.
- Use of personal protection equipment including disposable powder free gloves.
- Generation, collection, and disposal of clinical waste.
- Covid 19

The policy must be made available and read by all employees who must sign the signature sheet to indicate that they have read and understood the policy.

## **DRUGS AND MEDICINES**

A separate policy is in place for the drugs and medicines administered along with **The Control of Substances Hazardous to Health Regulations 2002 (as amended)** which is identified in the above section of this health and safety policy. Controlled drugs and medicines are locked away in a cupboard.

The person responsible for the development and implementation of drugs and medicines policy is:

**Tina Spencer**

The Drugs and Medicines Policy should address issues such as:

- Training and education of employees that distribute, order and store drugs and medicines.
- Safe storage of drugs and medicines.
- Risks involved with handling.
- Labelling.
- Procedures for issue.
- Procedures for auditing and accounting during distribution.
- Authorised drugs and medicines workers.
- Emergency procedures.

The policy is available to all employees, particularly those who are registered to administer drugs and medicines. The policy must be read and understood and signed to state that they fully understood the content of the policy.

Any questions must be referred to:

**Tina Spencer**

The persons responsible for the safe administration of drugs and medicines are:

**Tina Spencer**

## **MANUAL HANDLING**

**The Manual Handling Operations Regulations 1992 (as amended)** requires that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably practicable then an assessment of the risks to employees must be carried out. The manual handling assessments will be made available to all employees.

After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

The person responsible for ensuring that the manual handling assessments are carried out is:

**Emma Theaker**

Responsibility for implementation of manual handling assessments and any controls that are required rests with the nominated person above, supported by other employees as required.

The manager/supervisor will monitor the effectiveness of the manual handling assessments. Any deficiencies will be reported to the person responsible for carrying out the manual handling assessments.

However, management cannot carry out an assessment for all minor tasks therefore it is the responsibility of employees to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task employees must consider

**The Task** - What you are going to do

**The Individual** – The persons own capabilities

**The Load** - The weight, size and shape of the load

**The Environment** – The environment to which the task is being undertaken

**If in doubt get help**

All manual handling assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.

## **PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment (PPE) must be provided for employees where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then employees must use the equipment provided; this is a legal requirement under the **Health and Safety at Work etc Act 1974 section 7**.

The person responsible for the assessment and provision of PPE is:

**Emma Theaker**

Any questions or complaints (e.g. discomfort) about the PPE provided should be directed to:

**Tina Spencer**

The requirement for PPE will be reviewed regularly. PPE will always be used as a last resort when controlling risks.

## **WORK EQUIPMENT**

The **Provision and Use of Work Equipment Regulations 1998** requires that all equipment and machinery used for work must be suitable for the task and fit for purpose. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
- Who is going to use it?
- All equipment purchased or hired by **SAWSTON NURSERY** must comply with the minimum safety standards as are required by **The Supply of Machinery (Safety) Regulations 2008 (as amended)**. We will also ensure our equipment is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.

The person responsible for the supply, procurement, and repair of work equipment and machinery is:

**Tina Spencer**

Items of work equipment that require statutory inspection by competent persons will be inspected at the required intervals as stated below.

All portable electrical equipment will be inspected at regular intervals dependant on its type and usage.

The competent person responsible for inspection of electrical equipment is:

**Emma Theaker**

Records of these inspections are kept in:

**Health & Safety File – Electrical Section**



## **WORK EQUIPMENT** Cont

All defects of any work equipment must be reported to:

**Tina Spencer**

Records of repair and maintenance are retained and inspections of other work equipment that may deteriorate with use (e.g. ladders and stepladders) require such inspections.

Records of repair and maintenance are kept in:

**Health & Safety File**

### **Machinery Guarding**

The **Provision and Use of Work Equipment (PUWER) 1998; Dangerous Parts of Machinery or Equipment (Regulation 11)**, requires that all dangerous parts of machinery or equipment must be guarded or covered. Management will ensure that where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment.

Employees are also reminded that they have a duty under the **Health and Safety at Work etc Act 1974** and **The Management of Health and safety at Work Regulations 1999** to work in a safe manner and to use all equipment provided for their safety. Failure to do this may lead to disciplinary action.

### **Stop Buttons and Guards**

The **Provision and Use of Work Equipment (PUWER) 1998 Regulation 16** requires that emergency stop buttons be fitted to all machinery and equipment where appropriate. The need will be determined by the specific risk assessment carried out on each machine or equipment.

In order to ensure that all guards, covers and emergency stops are maintained and in efficient working order, they will be tested and inspected at regular intervals (e.g. daily checks). The Manager/Supervisor for the department will ensure that all machinery or equipment guards or covers and stop buttons are tested regularly and the test recorded.

Records of maintenance and repair of any work machinery or equipment will be kept available for inspection.

Any electrical work equipment that is used outside will be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of an accident.

Any maintenance carried out on equipment that may be hazardous to the maintainer or people in his vicinity will be carried out under strict isolation procedures. This may necessitate the need to raise a permit to work. The permit to work system will be controlled by a Senior Manager.

## **DISPLAY SCREEN EQUIPMENT (DSE)**

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present.

Prior to carrying out the assessment a checklist will be completed so as to identify the presence of any significant risk.

We recognise that DSE users require training and will provide it as necessary.

The person responsible for the assessment of display screen equipment is:

**Emma Theaker**

The assessments will be reviewed annually or when any significant change occurs.

### **Eyesight Tests and Corrective Glasses**

**SAWSTON NURSERY** accepts their responsibility under these regulations. Should an employee have difficulty with their eyesight whilst using the display screen for their work, then we will pay for an eyesight test. This will determine if the employee requires corrective glasses to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required then we will provide basic eyewear, which must be used whilst the operative is using the computer.

**SAWSTON NURSERY** will not pay for any other type of eyewear, such as bifocal or varifocal if an employee requires these then they must pay the cost difference.

## **THE WORKPLACE**

The **Workplace (Health, Safety and Welfare) Regulations 1992** are designed to provide all employees with a safe place to work and adequate welfare facilities.

We will also ensure that the premises as well as any fixtures, fittings and plant within it do not present a health and safety risk to any visitors and contractors that may come into contact with our business activities and premises.

Workplace inspections that identify defects and omissions early will be carried out at regular intervals, when defects and omissions are identified then a time scale and person responsible for repair or implementation will be set.

Inspections of the buildings and outside environment will be carried out every:

**Daily**

All defects and omissions must be reported promptly so that they can be dealt with. The person responsible for dealing with workplace defects is:

**Emma Theaker**

The Institution of Engineering and Technology and the HSE recommend that a competent electrician should inspect fixed electrical installations at least every five years and a certificate of inspection obtained and retained.

The person responsible for ensuring electrical installations are inspected is:

**Emma Theaker**

Any electrical defects must be reported to:

**Emma Theaker**

In order to maintain a safe and health workplace, good housekeeping is extremely important. All employees have a part to play in the delivery of this requirement. They will ensure that their workplace and work equipment is kept in a clean and tidy condition, items and equipment must not be left on the floor to present a trip, slip or fall hazard and any cables are tucked away or routed away from traffic routes.

## **THE HEALTH ACT 2006**

The Health Act makes provision for the prohibition of smoking in certain premises, places and vehicles therefore "Smoking" is not allowed in any of our workplaces or entrances where smoke can enter the building. This also applies where cigarette smoke can enter the building through a window. It is our policy to ensure that this legislation is fully applied and also includes our vehicles and therefore "Smoking" is not allowed. In the event of a person smoking in the workplace areas, disciplinary action will be taken.

### **Good Housekeeping is Everybody's Responsibility**

## **THE WORKPLACE** Cont

Under the **Gas Safety (Installation and Use) Regulations 1998 (as amended)** we have a duty to ensure that any installations within the premises are installed and maintained by a competent person. The annual checks will include the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances.

The person responsible for ensuring a Gas Safe registered engineer inspects the gas installations is:

**Emma Theaker**

## **CONTROL OF CONTRACTORS**

All workplaces use contractors from time to time for example electricians, window cleaners, painters, and decorators, plumbers and other trades persons. These will be controlled so that they work in a safe manner and do not cause any employee and other visitors to be at risk.

We also understand that the controls must also protect the contractor from any risks from hazards that may arise as a result of our business activities. Prior to any contractor carrying out any work at our business premises or elsewhere on our behalf, the contractor must produce or complete the following:

- A copy of their current Employer and Public liability insurance.
- Copies of any accreditations applicable to the job they may have.
- A method statement for the task they are to carry out.
- Copies of any risk assessments relevant to the job.
- Any other information that may affect the health and safety of anybody involved.
- Any permit to work systems which may be needed i.e. hot working/live working.

The person responsible for the control of contractors is:

**Emma Theaker**

## **LONE WORKING**

**SAWSTON NURSERY** has a duty to ensure the safety of lone workers as far as reasonably practicable. As far as the Health and Safety at Work, etc Act 1974 is concerned, the responsibility of the employer to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of employees working in a group or under close supervision.

Employees must co-operate with management to enable them to comply with their health and safety duties in respect of lone working. Section 7 of HASAWA requires employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

**SAWSTON NURSERY** will manage the risks associated with lone working by the following means;

- Risk assessments will be carried out for all lone working activities. This will enable us to establish the degree of risk and to put in place the control measures required to reduce the risk to an acceptable level. Risk assessments will take into consideration the person, the equipment/ materials being used and the environment where lone working is carried out. The assessment will also consider the emergency arrangements including rescue and first aid.
- We will ensure that the required communication equipment and procedures are implemented to enable employees to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication will be determined via the risk assessment process, but the telephone is an obvious means, with mobile telephones or two-way radios for workers who may be working at remote `out-stations`.
- Only trained, competent and authorised persons will be permitted to work alone. Training, information and instruction will be provided following the satisfactory completion of a suitable and sufficient risk assessment.

Whether or not a person will be permitted to work alone in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

The person responsible for ensuring that the risk assessment for lone working is carried out:

**Emma Theaker**

The person responsible for developing procedures for the lone working activity is:

**Emma Theaker**

## **FIRST AID**

The **Health and Safety (First Aid) Regulations 1981** requires us to provide adequate first aid equipment and a sufficient number of trained people to administer first aid when required.

We will carry out a first aid risk assessment; this will enable us to establish the number of trained first aid person/s we require as well as the amount of first aid equipment needed.

Factors considered will be:

- The number of people involved.
- The level of risk that our business activity presents (low, medium or high risk).
- The proximity of our business to professional medical help (e.g. rural or town centre that may affect the speed at which the paramedics will arrive).
- Any other issues that may affect the assessment.

The qualified first aid people or appointed persons are:

**Zoe Ashard / Emma Sterecki / Emma Theaker**

The first aid boxes are located at:

**All Rooms/ Staff Room/ Kitchen & Reception**

All accidents are to be reported and entered in the accident book, which is located in:

**All Rooms & Office**

All accidents or near misses will be investigated and remedial actions identified this will prevent reoccurrence of the same or similar incidents. The level of investigation will depend upon the seriousness of the accident.

The person responsible for investigation of accidents or near misses is:

**Emma Theaker**

## **REPORTING OF INJURIES DISEASES AND DANGEROUS OCCURRENCES (RIDDOR) REGULATIONS 2013**

Under these regulations specific work-related accidents, diseases, and dangerous occurrences must be reported to the Enforcing Authorities. The method of reporting is through the **Incident Contact Centre (ICC)**.

Although there is a comprehensive list of reportable situations within the regulations the main incidents that must be reported are:

- Fatalities –These must be report as soon as possible by the quickest method possible, usually by telephone.
- Major injuries such as broken bones and back injuries etc.
- Injuries that causes the employee to be away from his/her normal work activity for more than seven days incapacitation (not counting the day on which the accident happened) incapacitation means that the worker is absent or is unable to do work that they would reasonable be expected to do as part of their normal work.
- Any incident that leads to a member of the public being taken to hospital by any means.
- Diseases.
- Dangerous Occurrences.

We only have to report injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

The person responsible for reporting incidents is:

**Tina Spencer**

**We must keep a record** of the accident if the worker has been incapacitated **for more than three consecutive days**. We must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

The record must include information such as:

- The name and occupation of the injured person or those involved in the incident.
- The status of the injured person (employee or visitor/contractor).
- The location of the incident.
- A brief description of the incident or disease.
- The date, time and method of reporting.

Incidents and diseases can be reported by the following methods:

### **Online**

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

### **Telephone**

All incidents can be reported online but a telephone service remains for reporting **fatal and major injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

## **FIRE SAFETY**

Under the **Regulatory Reform (Fire Safety) Order 2005** and the **Management of Health and Safety at Work Regulations 1999** employers are required to undertake a specific risk assessment of the risks posed by fire within their businesses undertaking.

A specific fire risk assessment will be undertaken and the findings implemented.

The fire risk assessment will be reviewed at least annually, or if there is any significant change in the circumstances.

The fire evacuation will be practiced at least twice annually but not in the same six months.

The alarm system will be tested weekly.

The person responsible for carrying out the evacuation practice and tests and then recording the results is:

**Emma Theaker**

The fire marshals are:

**Tina Spencer & Emma Theaker**

The assembly point is situated at:

**Car Park**

All fire extinguishers are inspected by a competent person annually and must be replaced when discharged. The competent person for fire extinguisher inspection is:

**Nominated Contractor**

The emergency lighting will be tested monthly and any defects found reported and repaired. The person responsible for this is:

**Emma Theaker**

### **Flammable Liquids**

All flammable liquids will be stored safely. Flammable liquids will be kept in a flameproof locker and employees will return them to the locker after use.

**Flammable Liquids are not to be left near sources of heat or ignition.**



## **FIRE SAFETY** Cont

Emergency exits and evacuation routes will be kept clear at all times and checked at regular intervals. The person responsible is:

**Emma Theaker**

The evacuation plan will also include a procedure for the removal of visitors and contractors.

A roll call will be carried out to ensure that all people are present. The roll call coordinators are:

**Emma Theaker**

The Fire Procedure is as follows:

### **If you discover a fire:**

- Raise the alarm by the recognised method.
- Only tackle the fire if trained to do so, with the equipment provided, ensuring your exit is clear at all times and without taking personal risks.
- Call the Fire & Rescue Services immediately by telephone.
- Give the operator the contact telephone number.

### **When speaking to the Fire & Rescue Services provide the following information:**

- We have a fire at **SAWSTON NURSERY** and give the operator the full address.
- Do not replace the receiver until the Fire & Rescue Services has repeated the address.
- Call the Fire & Rescue Services immediately to every fire or on suspicion of a fire.

### **Upon hearing the recognised alarm:**

- Evacuate the building by the nearest available emergency exit.
- Move towards the fire assembly point and report for roll call.
- The fire roll call coordinator will inform the fire service of any missing persons.
- Do not stop to collect personal belongings.
- Do not re-enter the building until the Senior Fire Officer informs you it is safe to do so.

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## **WASTE MANAGEMENT**

The **Environmental Protection Act 1990** places a “Duty of Care” on producers of waste to ensure that it is disposed of correctly. The duty has 5 aspects:

- To prevent the keeping, treatment or disposal of waste without a licence.
- To prevent the escape of waste
- To transfer waste only to an authorised person.
- To ensure that there is clear labelling and information of the waste
- To retain documentary evidence.

To enable the premises to carry out this duty a written system and procedures for the identification, segregation, and disposal of waste is in place. The person responsible for the development and implementation of this system of waste management is:

**Management**

There are two categories of waste produced by the premises, domestic waste and special waste.

Domestic waste will be collected and disposed of by:

**Initial Washrooms Limited**

Special waste will be collected and disposed of by:

**Initial Washrooms Limited**

Who are properly licensed and authorised waste disposal agencies.

Records of waste transfer will be kept in the **Managers Office** and a receipt **must** be obtained from the disposal agency on collection of the waste.

The waste management system will be audited and reviewed annually to ensure that the system works and is being adhered to.

The system will be audited by:

**Initial Washrooms Limited**

## **STRESS**

**SAWSTON NURSERY** recognises that employees are our most valuable asset and where reported and increased pressures at work could cause high and long-lasting levels of stress, the risk will be assessed, and appropriate measures will be taken to prevent, control, reduce or eliminate the causes of work-related stress. However, **SAWSTON NURSERY** cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

Tackling work-related stress at source requires a partnership approach with all employees and their representatives based on openness, honesty and trust. Systems and guidance will be put in place locally to encourage managers to support their staff concerning work related stress. We recognise that non-work problems can make it difficult for people to cope with pressures of work. Stress does not affect all people in the same way and one person may find a job stressful when another does not, therefore it is difficult to assess the risk to all employees.

Employees are encouraged to discuss any matters that may affect their work with a manager / supervisor with whom they feel comfortable. If we are aware that someone is particularly vulnerable because of their circumstances we may be able to find ways to relieve the pressures at work so they do not become excessive, having a detrimental effect on their work.

Stressful situations can be reported in confidence to;

**Tina Spencer**

Stress counselling will be provided if and when necessary by:

**The Employees General Practitioner / External Occupational Health**

### **Controlling the risk from Work Related Stress**

Risks from stress are effectively controlled so far as reasonably practicable by the identification and assessment of potential work-related stressors. We will encourage effective communication between management and employees particularly where there are organisational and/or procedural changes that may affect their work.

Training and guidance is provided to all managers and employees in good management practice. Employees are adequately trained, understand their roles and responsibilities and have sufficient information for the tasks they are to undertake. Positive behaviours to avoid conflict and ensure fairness are promoted throughout the organisation.

Employees are consulted on work patterns, work environment and on all proposed action relating to the prevention of work-related stress. Employees are given adequate and achievable demands in relation to agreed hours of work.

Employees affected by stress are treated with understanding and confidentiality and are told what will happen with any information collected. Individuals who have been absent with stress are supported and consulted on a planned return to work. The source(s) of stress are addressed as far as is reasonably practicable and the effectiveness of measures to reduce stress is monitored.

## **VIOLENCE AND AGGRESSION AT WORK**

**SAWSTON NURSERY** will so far as reasonably practicable, examine all workplaces and activities under our control to assess the risks to the health and safety of employees, temporary workers, contractors or others concerning the risks from violence and aggression.

**SAWSTON NURSERY** will identify situations which may expose our employees to violence and aggression and also identify those employees who may be at greater risk of such circumstances occurring or developing.

We will ensure arrangements are in place to protect our employees from violence and aggression whilst conducting their various tasks on behalf of the company. We will implement procedures to ensure the safety of employees who are required to work alone or unsupervised for significant periods of time.

Training, information and instruction will be given to all employees to ensure they fully understand the arrangements and procedures in place to protect them. Action will be taken immediately should a report and/or threat of violence and/or aggression (including verbal abuse) be reported. These arrangements and procedures will be maintained to ensure adequacy and suitability and will be amended or developed as necessary to ensure the wellbeing of our employees.

All persons who may be at an increased risk from violence and aggression are identified and receive appropriate training to deal with such situations. Training in the prevention and management of violence and aggression will be provided where it is considered necessary and employees are encouraged to report any threats, incidence of violence and/or aggression.

A formal system for reporting threat and/or incidents concerning violence and aggression is in place and maintained. All employees are aware of the procedure for reporting violent or potentially violent incidents and action on reports of violence at work is taken immediately. Procedures are in place to deal with emergency situations.

Violence and aggression in the workplace are unacceptable but is a recognised hazard, therefore, to reduce the risk to any of our employees a risk assessment will be carried out and reviewed as and when required but at least annually.

Violence and aggression risk assessments will be undertaken by;

**Emma Theaker**

Violence and aggression can be reported in confidence to;

**Tina Spencer**

Where appropriate, support/counselling is offered to any employee who is subjected to violence at work which can be obtained from HR department and external Occupational Health providers.

## **PREGNANCY**

It is important to **SAWSTON NURSERY** that the health, safety and welfare of all our employees is safeguarded. We recognise our responsibilities under the **Management of Health and Safety Regulations 1999 Regulation 16** and realise that if any of our employees become pregnant they must inform their manager/supervisor as soon as is necessary to avoid any risks to the person. This can be verbally but must be followed up by a written confirmation from their doctor.

The management will carry out an individual specific risk assessment of the work that the employee does for the company to determine any risks to her and her unborn baby that may arise from the work activities.

The person responsible for ensuring that the risk assessment is carried out is:

**Emma Theaker**

Where the risks are significant then assistance or alternative employment will be provided.

Pregnant employees must not:

- Carry out manual handling tasks (Lifting and Carrying).
- Use or come into contact with any hazardous substances.
- Work at height (stand on stepladders, step ups etc).

Pregnant employees must:

- Work to the controls put in place by the risk assessment.
- Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

To maintain a safe working environment for any pregnant employees a suitable rest area will be provided for them to rest if required.

Seating will be provided for the employee to carry out their work.

## **YOUNG PERSONS**

**The Management of Health and Safety at Work Regulations 1999 Regulation 19** defines a young person as someone who is over the legal school leaving age of 16 years but has not reached the age of 18 years.

Further consideration should be given to young people who are placed within the working environment on 'Work Experience'. **SAWSTON NURSERY** will do all that is reasonably practicable to ensure students or children on placements are not placed in a working environment where there are significant risks to their health and safety.

Due to of their lack of experience, maturity and lack of awareness it is essential that they are supervised at all times until they gain the required experience, maturity and awareness of the risks.

The person responsible for ensuring that the risk assessment of the young person is carried out is:

**Emma Theaker**

Any young person will be provided with all the information; instruction, training and supervision they require. They will also be provided with a mentor (responsible employee), who has accepted the responsibility of overseeing the young person.

Young person`s will not be allowed:

- To carry out work that is beyond their mental and physical capability.
- To be exposed to substances that is toxic or carcinogenic.
- To carry out tasks that can involve risks be assumed is beyond their recognition.
- To be exposed to extremes of heat, cold, noise and vibration.

The young person must:

- Carry out all reasonable instructions given to them by their mentor.
- Refrain from horseplay or practical jokes.
- Report any thing that they feel unsure or unsafe about.

## **FOOD SAFETY**

**The Food Safety Act 1990 (as amended)**, and **The Food Hygiene (England) Regulations 2013 (as amended)**, set out basic hygiene requirements for all aspects of our food business operation. This includes our premises and facilities to personal hygiene, cleanliness and food hygiene training for food handlers. The aim of this policy is to set the highest standards with regard to food hygiene where food is stored, prepared, served or consumed and provide safe and wholesome food to our customers.

A documented food safety management system based on HACCP principles will be implemented and maintained, that is suitable for the food business operation and understood by all food operatives and management who have a responsibility for food safety. A review of the food safety management system will be undertaken annually, or as new legislation is introduced or when any significant changes are made to the food operations.

All staff handling or preparing food must be provided with appropriate information, training, instruction and supervision. Staff should be issued with guidance on the essentials of food hygiene and where appropriate HACCP procedures prior to the commencement of employment.

The Person responsible for food safety is:

**Leisa Butler**

Food handlers have a responsibility to ensure a high degree of personal hygiene and cleanliness is maintained when preparing food including wearing suitable, clean and where appropriate protective clothing. Food handlers must be in good health and should be made aware of the need and procedure for reporting illnesses or diseases.

The person responsible for maintaining the food safety management system is:

**Leisa Butler**

## **FOOD ALLERGENS AND INTOLERANCE**

**The Food Information Regulations 2014** requires food businesses to provide allergy information on food sold unpackaged and allergenic ingredients in pre-packed foods. All food businesses must declare any of the 14 identified allergenic ingredients which are used in non-pre-packed or loose foods that are sold or provided to consumers. We will ensure we provide suitable information concerning the ingredients used in the preparation of food made or sold to our consumers either written or verbally concerning any of the 14 listed allergens.

Under the **Food Information Regulations 2014** employees who work in the kitchen preparing food must receive suitable training on food allergies and intolerance prior to starting work in the kitchens. The training highlights steps that should be followed to make sure good practice is used in the production of food by catering staff.

The Person responsible for ensuring compliance with the Food Information Regulations is:

**Leisa Butler**

## **WORKING AT HEIGHT**

The **Work at Height Regulation 2005 (as amended)** requires us to consider a number of key elements prior to carrying out any work that involves climbing from floor level.

We are required to suitably and sufficiently assess the risks involved in working at height. This will involve consideration of the following key factors:

- Consideration whether there is a specific need to work at height or can the operation or task be carried out using an alternative method.
- Identify and assess whether the equipment is suitable for the task involved and allows ease of access to the working area.
- Ensure the equipment used to access the work area is maintained and records retained.
- Ensure the employees are suitably trained to carry out the task and is their level of fitness acceptable for the task.
- If employees are required to access surfaces at height, then we must take into account the surface of sufficient strength to support the persons involved.
- The height involved must also be taken into account, as well as should a fall occur what is the employee likely to fall on or into. A secondary means of supporting the employee should he/she fall must be provided for the higher access tasks.
- If the task requires employees to work outside, then the weather conditions must be taken into account. If the weather conditions are adverse and likely to threaten the safety of our employees, then the task will be postponed until such time when it is safe to proceed.

We will carry out a risk assessment, taking into account the factors indicated above. If the work is beyond what we consider acceptable then we will call on the services of a specialist contractor to make the work zone easily accessible to our employees.

The person responsible for carrying out the working at height assessments is:

**Tina Spencer**



## **TRAINING**

**SAWSTON NURSERY** recognises the duty to provide its employees with whatever training is required so that they can carry out their job in a safe manner. This will ensure they are protected from hazards and that they do not cause anyone to be harmed by their activities.

To ensure this is carried out the person below has been appointed to identify any training needs:

**Management**

The type of training that will be provided is:

- Induction training for all new employees.
- Job specific training for all new employees or employees who transfer to other roles.
- Health and safety training for all employees that have been given specific tasks in the policy and to allow all employees to carry out their jobs safely.
- Extra training and supervision will be provided for young people because of their immaturity and lack of experience.
- Training will either be provided in house where appropriate or by an accredited training provider.

All training will be recorded and retained with the employee's personal file as the employee will sign to confirm that they have received the training and understood it.

The person responsible for maintaining the training records is:

**Tina Spencer**

Health and Safety Training should include:

- Risk and CoSHH assessment training when applicable.
- Manual handling training as and when required.
- Use of Personal Protective Equipment (PPE) when issued.
- Use of Display Screen Equipment where necessary.
- Personal and food hygiene.
- Health and Safety awareness.
- Fire prevention and safe use of fire equipment.
- Any other training that may be relevant to their tasks or health and safety.

## **ALCOHOL, DRUGS AND SUBSTANCE MISUSE**

Substance abuse, or impairment due to drugs and/or alcohol, is a major factor in causing accidents at work and **SAWSTON NURSERY** aim to eliminate that factor and ensure the safe and efficient running of the organisation. This can only be achieved with everyone's co-operation.

Under Section 7 '**Health and Safety at Work etc Act 1974**' employees have a legal duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work. This includes ensuring employees take individual responsibility and do not present themselves for work whilst under the influence of alcohol, drugs or other substances which is detrimental to the safe and efficient running of the organisation.

This need to work without impairment is equally important whether working within **SAWSTON NURSERY**'s own premise or on a client's site, and at any time when representing the company.

No employee should consume alcohol or take drugs, other than on medical advice and in accordance with such advice or use any other inhibiting substance during working hours and whilst on the company's premises, unless permission has been granted by a Manager.

Being apparently under the influence of drink or carrying, supplying or taking illegal drugs and or substances is classified as gross misconduct under the Company Disciplinary Policy. Such employees will be excluded from work until suspicion is cleared.

If any type of drug/medication is used at work or prior to commencing work and it is believed that the negative effects of the drug/medication could still present themselves, employees must make their Manager aware of this fact.

The taking of drugs, alcohol and substance misuse over an extended period can be habit forming and lead to dependence. Dependence is recognised as an illness by **SAWSTON NURSERY** and any employee who believes that he or she may have, or potentially have, such a problem, is encouraged to discuss it with their Manager or a person in authority with whom the individual feels comfortable.

The company will provide support and advice on obtaining appropriate treatment and guidance for employees who may be affected by drugs, alcohol or substance misuse. The employee is expected to meet the cost of any treatment, but the company will be supportive and understanding during treatment.

Employees are provided with the necessary information and training with regards to this policy, which includes their duty to notify management if they suspect that they or another employee has an alcohol, drugs or substance misuse problem.

The person responsible for ensuring this policy is implemented and adhered to is;

Emma Theaker

## **ENGLISH AS A SECOND LANGUAGE**

**The Health and Safety at Work etc Act 1974** and **The Management of Health and Safety at Work Regulations 1999** require us to provide our employees with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks.

Information shall be provided in a way that takes account of any language difficulties or disabilities. It will be provided in a form that is most suitable in the circumstances, as long as it can be understood by everyone.

For employees or workers with little or no understanding of spoken or written English, we will make special arrangements.

The person responsible for ensuring that employees with little understanding of English are given suitable information, instructions, training and supervision is:

**Emma Theaker**

## **GENERAL GUIDELINES FOR EMPLOYEES**

- You must not commit or allow to be committed any act which may result in potential danger in any way.
- You must attend as requested any training course, meeting etc, designed to further the interests of health and safety.
- You must observe all laid down procedures concerning work activities, equipment, materials and substances.
- You must ensure you understand the Health and Safety Policy and familiarise yourself with safety information and instructions.
- You must observe all safety rules on and off the Company's property.
- You must comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others.
- You must conduct yourself in an orderly manner at all times and not stray from responsible behaviour.
- You must dress with health and safety of yourself and others in mind.
- You must use the safety equipment and/or protective clothing provided.
- You must avoid improvisation in any form, which may create a risk to your safety or the safety of others.
- All employees are to obey the rules of **SAWSTON NURSERY** as contained in the Contract of Employment.
- You must not invite visitors onto **SAWSTON NURSERY** premises without permission from Management.
- If at any time you are unsure about duties you may be asked to perform, then you must inform your Manager/Supervisor.
- Co-operation is vital to ensure successful health and safety standards.
- Health and safety notices will be posted on notice boards from time to time you must ensure you view this information.
- No alcohol or non-medical drugs are to be consumed during working hours. Employees found to be under the effects of either will subject to disciplinary action.

**AMENDMENT RECORD**

<b>Issue</b>	<b>Date</b>	<b>Reason for Change/Details</b>	<b>Changed By</b>
7	21/7/20	Re-issued to reflect COVID	K Forrest

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