

Little Elms Daycare Nursery



Health and Safety Handbook

Prepared by

Citation Ltd

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Amendment Record

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Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Little Elms Daycare Nursery are effectively discharging their statutory duties by preparing a written Health and Safety Policy. A copy of the policy and associated employee handbook, which outline our health and safety arrangements and organisational structure, are held at Little Elms Daycare Nursery's main place of business.

Little Elms Daycare Nursery are aware that in order to ensure the health and safety policy is maintained effectively; it is essential that all references and information are up-to-date and accurate. Should any changes occur within the business e.g. introduction of new processes or systems etc. or, if changes occur that impact on the organisation of health and safety responsibilities, a nominated representative will liaise with Citation Ltd, whose Health and Safety Consultants will advise on any policy updates that are needed and arrange for such amendments to be forwarded.

The health and safety policy and management system requires constant monitoring by Little Elms Daycare Nursery's management and reviewed particularly following changes to the business and following accidents or incidents to ensure continual legal compliance. Citation will review the policy at the time of annual inspection.

In order for Little Elms Daycare Nursery to discharge its statutory duties, employees are required by law, to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. Little Elms Daycare Nursery encourages all employees to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.

Health and Safety Policy Statement

The following is a statement of the Nursery's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Little Elms Daycare Nursery to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

Little Elms Daycare Nursery acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor, improve and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

The Director will implement the health and safety policy and recommend any changes to meet new circumstances. Little Elms Daycare Nursery recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Little Elms Daycare Nursery looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Little Elms Daycare Nursery will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment. We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

A signed copy of this statement is available on request.

Environmental Statement

We are committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

- Minimise the use of energy, water and natural resources
- Minimise waste through prevention, re-use and recycling where possible
- Dispose of waste safely and legally
- Avoid the use of hazardous materials, where practical
- Work with environmentally responsible suppliers
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

We are committed to providing relevant environmental training and promoting environmental awareness to employees and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental non-conformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

A signed copy of this statement is available on request.

Food Safety Statement

Employees have a statutory duty to take care of themselves and others who may be affected by their acts or omissions. To enable these duties to be accomplished it is Little Elms Daycare Nursery intention to ensure that responsibilities for food safety matters are effectively assigned, accepted and fulfilled at all levels within our organisation.

As far as is reasonably practicable, we shall ensure that:

- Adequate resources are provided to ensure that proper provision can be made for food safety
- Risk assessments are carried out and periodically reviewed in accordance with the HACCP's
- Systems of work are provided and maintained that are safe and without risks to food safety
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health
- All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work, the safety of others who may be affected by their actions and the safety of food on the premises
- Where appropriate, health surveillance will be provided to employees
- The provision and maintenance of all plant, machinery and equipment to ensure it is safe and without risk to health or food safety
- The working environment of all employees is safe and without risk to health or food safety and that adequate provision is made with regard to the facilities and arrangements for their welfare at work
- The place of work is safe and that there is safe access to and egress from the workplace
- Monitoring activities are undertaken to maintain agreed standards
- All food prepared or stored on the premises complies with all food safety requirements and is of the nature, substance and quality demanded.

It is the duty of all employees at work:

- 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 and operate with us in fulfilling our statutory duties
- Not to interfere with or misuse anything provided in the interest of health and safety.

A signed copy of this statement is available on request.

Safety Management Structure



General Responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Management will ensure they:

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees
- Provide safe plant and equipment that is suitably maintained
- Provide a safe place of work with adequate facilities and safe access and egress
- Provide adequate training and information to all employees
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner
- Provide health surveillance to employees where it is deemed necessary
- Appoint competent persons to help comply with health and safety law
- Provide employees and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

Employees Responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

- All employees have a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work
- In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, lifesaving equipment, signs or firefighting equipment
- Employees also have a duty to assist and co-operate with Little Elms Daycare Nursery and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to:

- Always follow safety rules, avoid improvisation and comply with the health and safety policy
- Only perform work that they are qualified to undertake
- Always store materials and equipment in a safe manner
- Never block emergency escape routes
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment
- Always wear suitable clothing and personal protective equipment for the task being undertaken
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to: -

- Utilise all items that are provided for safety
- Comply with all safety instructions
- Report to management anything that they may consider to be of any danger
- Advise management of any areas where protection arrangements require reviewing.

Sub-Contractors/Self-Employed Personnel Responsibilities

Will be made aware of the organisation's health and safety policy, safety rules and:

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation
- Will comply with all instructions given by management
- Will co-operate with Management to ensure a high standard of health and safety on all contracts with which they are involved
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties
- Will comply with signing in and out procedures.

Information For employees

Information regarding health and safety law is provided in a number of ways:

- Employees are provided with a copy of the 'Employee handbook'
- The approved poster "Health and Safety Law – What You Should Know" is displayed on the premises. This poster is advisably completed with names of responsible persons. Alternatively a leaflet version of the Health and Safety Law poster is available and should be distributed to all staff
- Management and employees have access to our Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

Joint Consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employees health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the Nursery then the organisation will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are:

- Review of accident statistics, near misses and trends
- New legislation
- Compliance with the objectives of the health and safety plan
- Occupational health issues
- Introduction of new technology
- Result of health and safety audits
- Review of significant findings identified by reports produced by Citation Ltd
- Completion of corrective actions
- Review of training needs.

Citation Ltd along with other professional bodies will inform senior management of any

relevant changes to health and safety. Management will disseminate this information to all relevant employees.

If any visitors or customers raise any concerns with regard to health and safety, senior management will investigate the issue and if required, take appropriate action to deal with the matter.

Access And Egress

Description

Safe access and egress includes movement of persons, equipment and vehicles into, around and out of the Nursery.

The safety and security of Nursery children in particular, may be affected by breaches of security systems designed for their protection.

Associated Hazards

- Breaches of security
- Vehicle movement
- Uneven, worn or damaged surfaces including interior floors and external paths and the Nursery car park where applicable
- Snow, ice, leaves, algae, polished floors, wet floors
- Falling objects
- Uneven/obstructed floor, e.g. with furniture, toys
- Trailing cables, loose carpets, etc
- Opening in the floor/ground
- Unsuitable/insufficient lighting.

Employees Responsibilities

Employees will:

- Remain vigilant and immediately report any suspected breaches of security
- Report to the Nursery Manager, any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken
- Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems
- Follow advice and information given by the employer in relation to safe access and egress
- Keep areas clean and tidy ensuring that, in so far as the children's' activities will allow, floor clutter is minimised
- Not leave trailing cables, rubbish or any other trip hazard that arises from work (i.e. non play related) activities

- Wear appropriate footwear
- Take care when walking around the premises.

Accident Reporting

Description

There are many hazards present in a Nursery. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all employees together with the information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant or equipment. A 'near miss' is any incident, accident or emergency which did not result in an injury.

Death

- Workers and non workers who have died of a work related accident.

Specified Injuries

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - cover more than 10% of the body, or
 - cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness, or
 - requires resuscitation or admittance to hospital for more than 24 hours.

Over Seven-Day Injury

This is an injury, which is not major but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from

the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

Occupational Disease

- Occupational dermatitis
- Any occupational cancer
- Tendonitis or tenosynovitis of the hand or arm
- Occupational asthma
- Severe cramp of the hand or forearm.

Dangerous Occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.:

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- Electrical short circuit or overload causing fire or explosion.

People Not At Work

- A member of the public or person who is not at work has died
- A member of the public or a person not at work has suffered an injury and is taken from the scene of the accident to hospital for treatment to that injury.

In addition Little Elms Daycare Nursery will ensure that:

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation. The risk assessments will be reviewed and where necessary, further control measures will be introduced
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm. In accordance with local protocols, parents/guardians will be informed if their child has been involved in an accident. In the event that an accident requires that the child be taken to hospital, the Nursery will call the parent guardian and advise them of the situation and the action being taken
- All Nursery child accidents are reported to the relevant authorities.

Employees Responsibilities

Any employees who is involved in, or aware of, an accident at work, must follow the accident reporting procedure and inform the Nursery Manager or senior person on duty, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

Asbestos - For Those In Control Of Premises

Description

Thousands of commercial, industrial, residential, agricultural, school and public buildings built or refurbished before 2000 are likely to contain asbestos containing materials (ACMs). Workers engaging in maintenance, repair, refurbishment, alteration or demolition activities could be exposed to asbestos fibres which can be released from asbestos containing materials such as roofing sheets, ceiling tiles, pipe insulation or lagging.

Inhaling air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lung and chest lining.

Associated Diseases

- Asbestosis
- Mesothelioma
- Lung cancer.

These diseases can take from 15 to 60 years to develop and can prove fatal.

Work undertaken on asbestos containing materials is categorised as either: -

Licensed work: this involves working with the most dangerous asbestos containing materials, e.g. sprayed insulation, lagging and asbestos insulating board. Organisations that work with such types of asbestos must be licensed by the Health and Safety Executive (HSE) and must also notify the HSE of any licensed work they are to undertake.

Non-licensed work: normally involves 'sporadic and low intensity exposure', e.g. work on less dangerous asbestos containing textured coatings or asbestos cement. It can also include short duration work with more dangerous asbestos containing materials. Short duration work includes any one person working with these materials for less than 1 hour, or more people doing the work for a total of less than two hours, in any 7 consecutive days. Anyone undertaking non-licensed work must be suitably trained and competent.

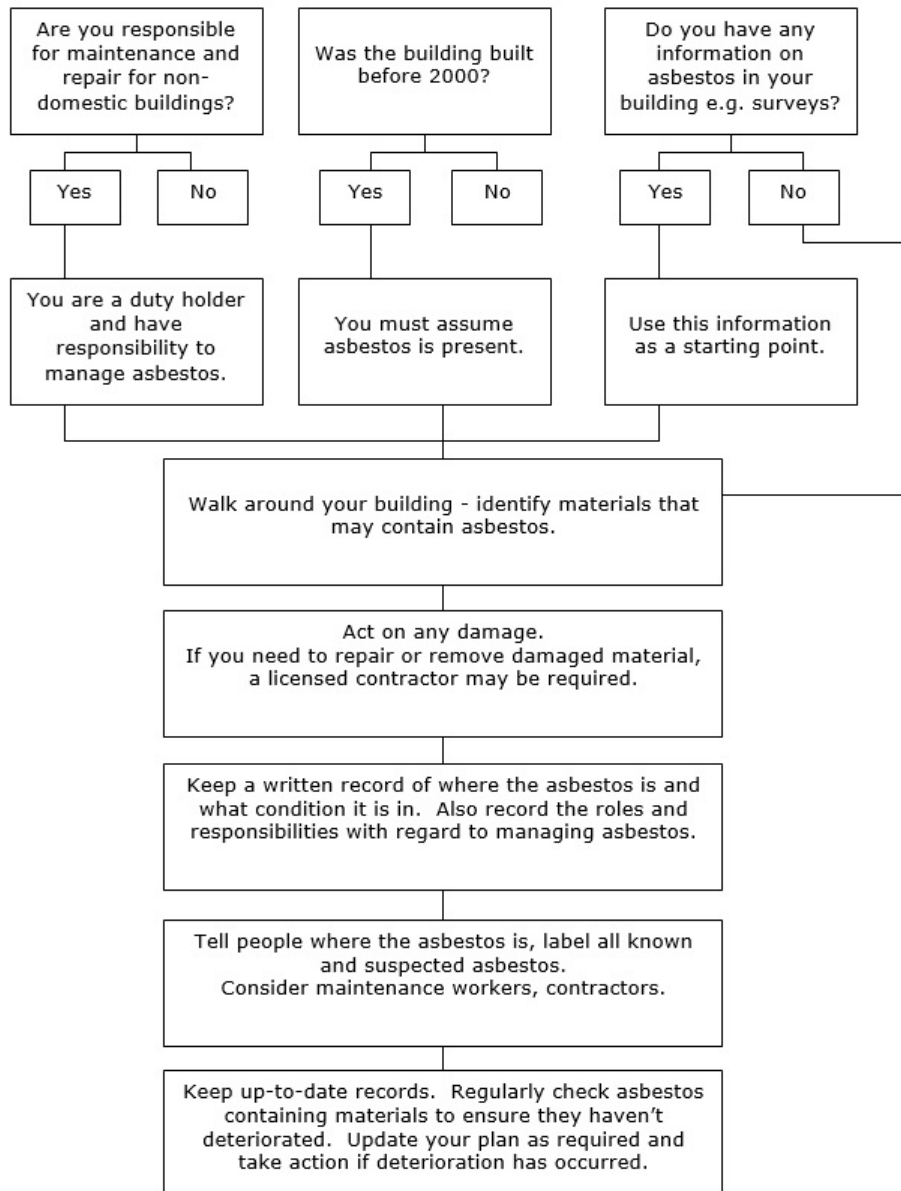
Notifiable Non-licensed Work (NNLW): this involves non-licensed work which is sporadic and of low intensity and will not exceed the control limit. It applies to working with friable asbestos containing materials or where asbestos is bonded to a matrix, e.g. cement or plastic, which is significantly damaged and can release asbestos fibres. This work must be notified to the HSE.

Employees Responsibilities

Employees will:

- Report immediately to the Nursery Manager any damage to the building or building materials
- Not work on the building structure or equipment, e.g. walls, ceilings, fuse boxes, etc. unless instructed by Little Elms Daycare Nursery and have been suitably trained
- Follow all information, instruction and training given to prevent injury or ill health.

Asbestos Management Flowchart



Cleaning and Disinfection

Description

Everyone involved in the workplace must be committed to ensuring that satisfactory standards of hygiene are achieved. The requisite standards will be clearly and effectively communicated and reinforced by management. Cleaning schedules will be developed as a communication link between management and staff and are necessary to ensure that premises and equipment are cleaned effectively and if necessary, disinfected.

Associated Hazards

- Chemical storage and handling
- Mixing of chemicals in different containers
- Slips, trips and falls
- Dermatitis.

Employees Responsibilities

- Co-operate with the employer in relation to maintaining a clean and tidy workplace
- Follow training, guidance and instruction to prevent injury or ill health
- Make use of any personal protective equipment provided
- Report to the employer any hazardous or dangerous situation
- Co-operate with management arrangements for health and safety.

Control of Substances Hazardous to Health (COSHH)

Description

Employers are legally required in terms of the Control of Substances Hazardous to Health Regulations (COSHH), to control exposure to hazardous substances and to prevent ill health to employees and others who may be exposed.

Although nursery employees do not as a rule work with substances that are classed as hazardous to health, they may occasionally use, or be exposed to hazardous substances, examples of which are given below. Substances used by cleaners or other contractors working on the premises must also be considered.

Hazardous substances include: -

- Substances used directly in work activities (e.g. medicines, cleaning agents, disinfectants, paints, adhesives, pesticides etc.)
- Naturally occurring substances (e.g. latex, dust)
- Biological agents (e.g. bacteria and other micro-organisms)
- Substances generated during work activities (e.g. fumes, dust, waste).

Effects from exposure to hazardous substances can range from mild irritation to acute or chronic illness or even death.

Associated health issues may include: -

- Skin irritation
- Asthma or other lung disease
- Loss of consciousness
- Infection from bacteria and/or micro-organisms
- Cancer
- Possible irreversible effects, e.g. infertility.

N.B. This list is not exhaustive.

Employees Responsibilities

Employees will: -

- Take part in training programmes
- Observe container hazard symbols and instructions
- Follow safe working practices when using hazardous substances

- Follow good hygiene practices
- Report any concerns to the Nursery Manager or senior person on duty
- Wear, use correctly and maintain any Personal Protective Equipment (PPE) and respirable protective equipment (RPE) provided
- Return all hazardous substances to their secure location after use
- Observe all control measures correctly.

Display Screen Equipment (DSE)

Description

Display Screen Equipment (DSE) based work can potentially have serious effects on health.

DSE users can experience a range of different physical and psychological health problems including eyestrain, blurred vision, headaches, and musculoskeletal problems including repetitive strain injury (RSI) and work related upper limb disorders (WRULD).

Problems are caused by a combination of badly designed jobs, equipment and work environment. However, most of these conditions are preventable by giving attention to the way in which work is organised, and providing appropriate equipment and workplaces.

Associated Hazards

- Musculoskeletal injuries
- Repetitive Strain Injury (RSI)
- Work related upper limb disorders (WRULD)
- Visual fatigue
- Stress.

Employees Have A Responsibility

- To inform the employer in confidence as soon as possible if a health problem arises through the use of display screen equipment
- To work in accordance with any advice or guidance given by the employer
- To familiarise themselves with the contents of the relevant risk assessments
- Request Little Elms Daycare Nursery to arrange and pay for eye and eyesight tests where required and if the employee is identified as a user of DSE equipment.

Driving at Work

Description

It has been estimated that up to one third of all road traffic accidents involve somebody who is 'at work' at the time.

Employees may be driving their own or company vehicles to attend meetings, or may be driving Nursery transport provided to take the children to and from the Nursery premises and on outings.

Associated Hazards

- The driver: with no competency, no training, poor fitness and health
- The vehicle: suitability, mechanical condition, safety equipment (e.g. seat belts) and ergonomic considerations
- The journey: routes, scheduling, time, distance, weather conditions, child behaviour and discipline
- Crime: theft, violence, personal injury, property damage.

Mobile Telephones

The Road Safety Act sets fixed penalty fines and points for using a hand-held phone whilst driving. Penalties also apply for not having proper control of a vehicle - a measure that can also be used where a driver has been distracted by using a hands-free mobile phone.

Under no circumstances are employees permitted to use hand-held telephones other than via hands free kits, or similar hand-held devices whilst driving. The prohibition also applies when stationary at traffic lights or other delays that may occur.

Mobile Phone Use

If mobile phones are used whilst driving it is important that the phone is held in a cradle.

Drivers still risk prosecution (for failure to have proper control) even if they use hands-free phones when driving.

The following guidance is given to all drivers who use mobile phone hands-free kits: -

- Only use the phone when it is safe to do so
- Understand how your phone operates
- Only acknowledge incoming calls on a hands-free system where answering is automatic or one touch button

- Only use short responses and indicate that you will return the call when it is safe to do so. Only use the mobile phone when it is essential to do so and do not talk longer than is necessary
- Whenever possible, drivers should not make outgoing calls whilst driving
- When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak.

Employees Responsibilities

- Employees must follow any advice, information, instruction and training given by the employer
- All employees who are expected to drive on Nursery business (Drivers) must have a valid drivers' licence for the class of vehicle they are driving
- Drivers must provide to the Nursery Manager a copy of their driving licence, on request and declare any driving convictions. Employees using their own vehicles for work should also provide a copy of their insurance certificate and a valid MOT certificate for the vehicle where applicable
- Drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose including being roadworthy, is in safe mechanical condition, is not overloaded, loads are secure and seat belts are worn
- Drivers must comply with traffic legislation and The Highway Code, be conscious of road safety and demonstrate safe driving
- Drivers will not be under the influence of drink or drugs and must not drive whilst disqualified
- Drivers must stop after a crash or similar incident with which they are involved
- Drivers must inform the Nursery Manager if they become aware of any medical condition or take medication that might affect their ability to drive
- Outings escorts will implement the Nursery's code of conduct for children
- Employees must promptly report defects, hazards and concerns to the Nursery Manager.

Personal Safety – Staying Safe In Your Vehicle

Plan Ahead

- Check your route; keep a map in the vehicle
- Check if the place you are visiting has parking. If not, try and use a manned, well-lit car park
- Check you have enough fuel
- Check basic vehicle maintenance, i.e. oil, water, tyre pressure etc

- Check vehicle breakdown cover and keep the number with you
- Check you have something in the vehicle to keep you warm, e.g. coat or blanket, bottle of water, food snack and a torch in the event of unexpected, lengthy delay due to road traffic accident or inclement weather
- Ensure your office know where you are travelling to, whom you are meeting, and your expected time of return. Inform them if you change your journey plan
- Take a mobile phone with you and ensure it is fully charged (do not use the phone whilst driving)
- Keep any valuables, including handbags, mobile phones and laptops out of sight. They can easily be snatched when you stop at traffic lights, especially if windows are left open and doors unlocked
- Do not leave luggage or documents on display within your vehicle
- Do not leave the parking ticket on display – unless it is a requirement of the car park facility
- When returning to your vehicle, immediately lock the doors and drive off promptly
- Avoid taking unnecessary risks – be aware - if someone is flagging you down it may not be genuine. You may be as much help by reporting the incident by phone to the emergency services
- Do not get into a vehicle with a stranger, or offer a stranger a lift.

In The Event Of A Vehicle Breakdown

- Try to reach the side of the road and contact the vehicle breakdown services. Advise them if you are female and alone
- Switch on hazard warning lights
- If someone stops, ring the police and give them the vehicle registration details. If the driver approaches, inform him/her you have contacted the police who will be arriving shortly. Avoid opening doors or windows to converse with strangers
- If you decide to get out of the vehicle and await breakdown assistance (this is dependant on how safe you feel outside the vehicle) ensure you take the ignition key with you. Lock all the doors with the exception of the passenger door. This should be left wide open so you can quickly get back into the vehicle. If you breakdown on a motorway hard shoulder it is always advisable to get out of the vehicle and await assistance behind a barrier or away from the road side

- When the breakdown vehicle arrives, check they know your name and have your details, especially if the vehicle you were expecting is not clearly identifiable, e.g., AA, RAC.

Electricity

Description

The safe management of electrical installations and equipment is essential to our business. It is therefore imperative that electrical systems and equipment are designed, constructed, selected, maintained and used with care. Not only is there a potential for harm, but loss of power supply could impact our ability to conduct business and force temporary closure.

Associated Hazards

- Direct or indirect contact with live parts, causing shock, burns, heart fibrillation and tissue damage
- Faults that could cause a fire due to equipment overheating
- Fire or explosion where electrical arcing could be the source of ignition
- Contact with overhead lines.

Portable equipment and testing

Definition - Equipment, which is not part of a fixed installation but is able to be connected to a fixed installation, or a generator, by means of a flexible cable via a plug and socket assembly.

This includes equipment that is either hand-held or hand operated while connected to the supply, or is intended to be moved while connected to the supply.

Little Elms Daycare Nursery is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Equipment will be marked to identify the date tested. The results of inspections shall be logged and records made available for inspection.

Experience of operating the maintenance system over a period, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

Any defective equipment will be removed from use until it can be repaired/replaced, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

On occasion, we may hire-in equipment from a reputable supplier. This equipment must be treated the same as company equipment and not subjected to abuse or neglect.

Employees Responsibilities

Employees have a responsibility for: -

- Co-operating with management arrangements for electrical safety in the workplace
- Visually checking equipment before use for any obvious defects such as cable or casing damage or scorch marks
- Reporting any defects, faults or dangerous activities
- Using equipment only in line with the manufacturers operating instructions e.g. jet washer used with additional RCD or RCBO protection
- Complying with safety rules and use work permits/lock out procedures as applicable
- Not bringing personal electrical equipment onto company premises without prior authorisation from management. If allowed, any such equipment must be tested in accordance with company procedures
- Gaining permission before using extension leads or adaptors
- Switching off any non-critical equipment when not in use
- Not attempting repairs to electrical appliances or circuits unless qualified to do so
- Exercising caution when placing drinks near to appliances or power outlets.

Emergency Plan

Description

In the event that an emergency situation cannot be contained, it may be necessary to fully evacuate the Nursery. Complementary to the Nursery's Fire Safety Arrangements, an Emergency Evacuation Plan will make specific our post incident arrangements for the ongoing safety of the nursery children and employees.

Associated Hazards

- Fire and explosion
- Flood
- Bomb threat
- Catering disruption
- Failure of gas supply
- Disruption of electrical supply.

Employees Responsibilities

Employees will: -

- Attend training in the actions to be taken in the event of an emergency/ emergency evacuation
- Immediately raise the alarm on discovering an emergency situation
- Co-operate and follow directions of responsible persons in order to comply with the emergency procedures
- Only use emergency equipment if trained and authorised to use such equipment.

Fire

Description

Fire prevention is an important obligation for all businesses. Little Elms Daycare Nursery has a responsibility for ensuring the health, safety and welfare of all employees, Nursery children and others who may have access to the workplace. This responsibility extends to adjoining businesses and premises. These general duties include safety in relation to fire hazards arising from the work processes and activities, as well as general fire safety in the workplace.

It is the policy of Little Elms Daycare Nursery to ensure that all employees, Nursery children, visitors and contractors are protected from the risks of fire. In order to achieve this, appropriate fire prevention, precautionary and evacuation measures shall be taken in compliance with the relevant fire regulations.

Associated Hazards

- Smoke and toxic fumes
- Reduced oxygen
- Flames and heat
- Collapse of buildings.

The Three Main Causes Of Fire Are:

- Arson
- Faulty or misused electrical wiring and equipment, inc. plugs and adaptors
- Smoking or smoking materials.

Employees Responsibilities

Employees will:

- Attend basic training in fire prevention and the action to take in the event of fire
- Co-operate with the Nursery's arrangements for fire prevention in the workplace.

Be aware of:

- The actions to be taken on discovery of fire and on hearing the alarm
- The location of fire alarm call points within the premises and the method of operation

- The location of fire fighting equipment within the premises and the method of operation of all escape routes within the premises
- The purpose of fire resisting doors and their locations within the premises
- Evacuation procedures for the premises and the location of the assembly point
- Practice and promote fire protection
- Report any concerns regarding fire safety to the Nursery Manager so that any shortfalls can be investigated and remedial action taken
- Immediately raise the alarm on discovery or suspicion of a fire
- Not chock or wedge fire doors open.

Little Elms Daycare Nursery does not expect employees to fight fires, however extinguishing action can be undertaken if it is safe to do so and you have been trained.

On no account should a closed room be opened to fight a fire.

Fire Action

If You Discover A Fire

- Immediately operate the nearest alarm call point or notify the senior person present
- Attack the fire (only if trained and if safe to do so) with the appliances provided. **Do not take personal risks.**

The Senior Person Present will call the fire service immediately by:

- Using the phone to dial 999
- Giving the operator the telephone number and asking for the fire service.

When the fire service reply, give the response distinctly:

- Give the company name and location (as per Fire Action Notice / Fire Plan) to the operator from which the call is being made
- Do not replace the receiver until the fire service has confirmed the details.

Call the fire service immediately to every fire or on suspicion of a fire.

On Notification Of A Fire

- The Nursery Manager will take charge of the evacuation and ensure that everybody is accounted for
- As soon as the alarm is heard, all non-essential personnel and visitors will leave the building by the nearest available exit and proceed to the nominated fire assembly point as identified on the fire action notices
- Remaining personnel will proceed with the phased evacuation of young people to an area of safety.

The Nursery Manager will liaise with the fire officer in attendance, and arrange such assistance as the fire service may require.

Use the nearest available exit.

Do not stop to collect personal belongings.

Do not re-enter the building until told to do so by the Senior Fire Officer.

In the event of a fire, the safety of a life shall override all other considerations, such as saving property or extinguishing the fire.

First Aid In The Workplace

Description

People at work can sustain an injury or become ill and it is important that they receive immediate and suitable attention.

Although there is no legal responsibility towards providing attention for non-employees, the Health and Safety Executive, HSE strongly recommends they be included in an organisation's First Aid provision.

In addition, the Nursery has a responsibility to enable First Aid to be given to children in its care. The provision of adequate First Aid cover is essential - it can save lives and prevent minor injuries becoming major ones.

Associated Injury Or Ill Health Issues

- Bodily injuries: blows, cuts, scratches, bites, impact, crushing, stabs, grazes, scalds, falls
- Illnesses: asthma, diabetes, epilepsy, etc
- Allergies: certain foodstuffs, animals, bee stings.

First Aid Provision For Children

Little Elms Daycare Nursery will ensure that:

- Key personnel are fully trained in First Aid at work
- All other Nursery, employees will be trained Paediatric First Aiders
- All Nursery employees are aware of the signs and symptoms of allergic reactions and that they are trained in how to deal with them.

Note: A sharps disposal box and spillage kit will be available in the Nursery.

First-Aiders Are Responsible For:

- Ensuring that their First Aid Certificate is kept up to date
- Undertaking an appropriate training course and, if required, attending refresher courses annually
- Assessing the immediate situation where First Aid is being applied, acting without placing themselves or others in danger and making the area safe
- Administering First Aid as required but within their capabilities. Where there is any doubt, managing the situation while waiting for medical assistance to arrive.

Appointed Persons Are Responsible For:

- Only administering the level of First Aid for which they are trained
- Calling for the appropriate medical assistance.

Employees Responsibilities

To reduce the risks of suffering personal injury or delay in getting treatment, employees will: –

- Co-operate with management arrangements for First Aid in the workplace
- Know the procedure for summoning help
- Follow any guidance or instruction given, to prevent injury or ill health.

Report any hazardous or dangerous situations to the Nursery Manager or senior person on duty.

Gas Safety

Description

Every year, a number of people die from carbon monoxide poisoning caused by gas appliances or flues which have not been properly installed or maintained. When gas does not burn properly, toxic carbon monoxide is produced.

Associated Symptoms

- Tiredness
- Drowsiness
- Headache
- Stomach pains
- Nausea
- Chest pains.

Employees Responsibilities

Employees will:

- Co-operate with the Nursery's arrangements for gas safety in the workplace
- Not carry out repair work to gas appliances unless competent to do so
- Follow any training, guidance and instruction given to prevent injury or ill health
- Report any hazardous or dangerous situation to the Nursery Manager or senior person on duty.

Hazard Reporting

Description

A hazard is something that has the potential to cause harm, ill health or injury. The associated risk is the likelihood that a hazard will cause harm, during the course of the work activity, and the severity of any potential injury.

Associated Hazards

- Trailing wires, cables, equipment, toys
- Loose floor coverings
- Faulty equipment or electrical fittings
- Unguarded edges
- Slippery floor surfaces
- Obstructed emergency exit routes
- Sharp objects/edges
- Equipment/objects where entrapment can arise
- Hot surfaces, such as unprotected radiators
- Falls from height, e.g. baby changing facilities.

Note - This list of hazards is not exhaustive.

Hazard reporting includes 'near miss' reporting. Near misses are hazardous incidents with the potential to cause an injury or damage, e.g. employee tripped over a trailing cable but no actual injury occurred.

Employees Responsibilities

- Employees will use the Nursery's hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace
- When a hazard has been identified, it must be reported immediately to your Supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as reasonably practicable, to prevent injury or unsafe conditions.

Health Surveillance

Description

Health surveillance is conducted by observing and communicating and systematically watching for early signs of work-related ill health in workers exposed to certain health risk. Health surveillance is essential if there is an identifiable disease or adverse health effect which is related to the employees' exposure to a health risk, where this has been identified by a risk assessment.

- Health surveillance is necessary where: -

- There is an identifiable disease or health condition may occur
- There are valid techniques available to detect the early signs of the disease or health effect
- and these techniques do not pose a risk to employees

It requires the implementation of certain procedures to achieve this, including simple methods carried out by employer who has been trained (e.g. looking for skin damage on hands), or issuing health screening questionnaires, or technical checks (e.g. audiology tests) undertaken by an occupational health professional or more involved medical examinations (e.g. lung function tests).

Some hazardous substances will require health surveillance as a condition of use e.g. lead, asbestos, ionising radiation.

Health surveillance records should be kept confidential by Human Resources or an occupational health professional for forty years and include: -

- Surname and forename
- Permanent address
- Sex
- Date of birth
- National Insurance Number
- Date of commencement of present employment
- A historical record of jobs involving exposure to the hazardous substances requiring the health surveillance.

Recorded details of each health surveillance check should include:

- the date they were carried out and by whom
- the outcome of the test/check

- the decision made by the occupational health professional in terms of fitness for task and any restrictions required. This should be factual and only relate to the employees functional ability and fitness for specific work, with any advised restrictions.

Associated Hazards

- Biological agents
- Other hazardous substances
- Asbestos

Health Effects

Examples include:-

- Dermatitis
- Asbestosis

Employees Responsibilities

All employees will: -

- Advise the Senior Manager of any significant health issues
- Report any significant changes in their health to the Senior Manager in intervals between health surveillance sessions
- Cooperate with health surveillance programmes where a risk assessment has established the requirement
- Cooperate with other risk reduction measures for the protection of their health
- Attend health surveillance appointments or organise in advance for a change of appointment time if original is inconvenient
- Attend appropriate training in relation to workplace hazards and health surveillance.

Housekeeping

Description

Poor standards of housekeeping are a common cause of injury and damage at work and can create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace.

Associated Hazards

- Fire
- Slipping, tripping/falling over
- Poor cleanliness
- Dirty equipment
- Cluttered pedestrian gangways.

Employees Responsibilities

Employees must:

- Co-operate with management arrangements for good housekeeping in the workplace
- Follow any guidance and instruction given to prevent injury or ill health
- Report to the employer any hazardous or dangerous situations.

Information, Instruction, Supervision and Training

Description

Preventing accidents and ill health caused by work is a key priority for Little Elms Daycare Nursery. Health and safety information, instruction, supervision and training helps the nursery to ensure its employees are not injured or made ill by the work undertaken, promotes a positive safety culture where safe and healthy working becomes second nature to everyone and enables the nursery to meet its legal duty to protect the health and safety of its employees.

Employees Responsibilities

Employees will: -

- Attend all training courses identified as necessary
- Follow training, guidance and instruction to prevent injury or ill health
- Only undertake duties if they have been deemed competent to do so following suitable instruction and training.

Kitchen Safety

Description

Kitchen safety is important to the health and well-being of employees and Nursery children. Little Elms Daycare Nursery recognises that many accidents occur in kitchens as a result of the combination of work processes, equipment and the working environment, and so will ensure that safety procedures are considered and followed, in order to reduce injuries.

Personal hygiene is an important element of food safety and applies to every person who works in food handling areas. Personal hygiene includes personal cleanliness, personal habits and the wearing of suitable protective clothing. If personal hygiene rules are not applied, food may be exposed to the risk of contamination.

Associated Hazards

- Machinery, equipment and cooking processes
- Manual handling
- Cleaning chemicals
- Hot liquids and surfaces
- Wet floors
- Naked flame
- Unauthorised access
- Poor personal hygiene (food safety).

Employees Responsibilities

Employees will:

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility
- Not interfere with any safety device used on equipment
- Report any faulty equipment to management
- Ensure any food or drink that is accidentally spilt is cleaned up immediately and the appropriate warning signs displayed in prominent positions
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use
- Wear any personal protective equipment (PPE) provided.

In addition, all employees (food handlers) must comply with the following:

- Hands are to be washed thoroughly, before starting work, before handling food, after using the toilet, after handling raw foods or waste, after every break, after eating and drinking, after cleaning, and after blowing their nose
- Long hair will be tied back and preferably covered
- Food handlers must not spit, sneeze or cough over food
- Cuts and sores must be covered with a waterproof (preferably highly visible) dressing
- Jewellery will be kept to a minimum when preparing and handling food – a plain wedding ring and sleeper earrings are acceptable.

Reporting Illness/Exclusion

- Employees must report to their supervisor if they, or anyone with whom they have been in close contact, are suffering from diarrhoea, stomach upset or vomiting
- Food handlers should also report scaling, weeping or discharging lesions on an exposed part of their skin
- Food handlers suffering from any of the complaints listed above will be excluded from food handling duties until they have fully recovered.

Ladders and step ladders

Description

Over a third of all reported falls from height incidents involve ladders or stepladders, many injuries are caused by inappropriate or incorrect selection and use of equipment.

By conducting a risk assessment, it may be determined that ladder use is acceptable for work of short duration (less than 30 minutes) and low risk, providing three points of contact can be maintained whilst working from the ladder or steps and necessary control measures and training are adhered to.

Associated Hazards

- Failure of the ladder itself, causing persons or equipment to fall
- Items falling from the ladder
- Users over-reaching or over stretching from the ladder
- Overloading of the ladder
- The ladder slipping and falling due to not being correctly secured
- Faulty equipment
- Inappropriate use of ladders
- Manual handling when using ladders.

Safe use of ladders

- Ladders should be appropriate for the job and not exceed 9 metres in length
- Ladders should comply with British/European Standards, ladders purchased should conform to EN131 Professional.
- Domestic equipment should not be used
- Ladders must be undamaged and free of paint or any other coating which could hide cracks or splits
- Ladder stiles must be undamaged and unbent
- Wood should be free of warping or splitting
- Metal ladders must be free from corrosion, sharp edges or dents and rungs free from distortion
- Footpads must be in good condition
- Ladders should have slip-resistant rubber or plastic feet
- Ladders must be free of missing/loose rungs

- Ladders should be regularly inspected, and defective ladders removed from use
- If ground conditions are poor, ladder feet should be tied into stakes in the ground, with a large flat wooden board as a base
- During use, ladders should extend at least 5 rungs (1.05m) past the landing point or above the highest rung on which feet rest
- Ladders should be positioned one metre out at the base for every four metres in height
- Ladders should be secured at the top or if this is not practicable, ladders should be secured near the bottom or weighted or footed to prevent flipping
- The overlap for extension ladders should be up to 5m closed length 2 rungs, 5-6m closed length 3 rungs, and over 6m closed length 4 rungs
- There should only be one person on the ladder at any one time
- Employees should be trained to transport tools in a shoulder bag or wear a tool belt. Consider the use of a gin wheel or other lifting equipment
- employees should be fully trained in ladder use
- Never use ladders near power lines or in strong winds.

Safe Use of Stepladders

- Stepladders should be of robust construction and in good condition, any replacements purchased should conform to EN131 Professional.
- Any retaining cords or straps must be of equal length and in good condition
- Any metal braces between the legs must be locked into place
- Legs of stepladders must be opened fully when in use
- All legs need to be firmly and squarely placed on a solid level surface
- The stepladder should be positioned close to the work to prevent over-stretching
- The stepladder should be placed at right angles to the work if the work could cause sufficient force to make the stepladder unsuitable if used sideways
- The top tread should not be used unless it has been designed as a platform with a secure handhold
- When in use, the knees should be kept below the top of the steps for support and stability
- Only one person should use the stepladder at any one time
- The stepladder should be located or measures taken to prevent the stepladder from being struck by doors, vehicles etc.

Employees Responsibilities

Employees will: –

- Follow instruction, training and information provided by the employer on the safe use of ladders
- Check whether the type of work activity requires the use of a ladder; establish whether the ladder is suitable for the task and match the ladder to the job
- Ensure the ladder is in good condition; check that it has been inspected and stored correctly; any repairs have been carried out correctly; that it has been regularly maintained and that it is free from defect, of good construction and of sound material
- Report any defective ladders to the employer immediately
- Make use of any personal protective equipment provided by the employer
- Advise the employer of any health issues, which may affect the ability to work at height.

Latex Products

Description

Latex products are durable, flexible and give a high degree of protection against microorganisms, whilst giving the wearer sensitivity and control. However, over the last 20 years, the health risks associated with exposure to natural rubber latex (NRL) have become more widely recognised, and there has been an increase in the number of reported cases of asthma and skin complaints, which may be attributed to NRL.

In addition to being present in gloves, NRL is present in some plasters and wound dressings, carpet backing, some shower curtains, window insulation and clothing elastics – this list is not exhaustive.

Associated Hazards

Exposure to NRL proteins can lead to a number of health problems including: -

- Irritant contact dermatitis – redness, soreness, dryness or cracking of the skin in areas exposed to latex. The symptoms can be due to contact with the product, on some occasions the symptoms will disappear when contact ceases and will not reoccur
- Allergic reaction (Type I) – localised or generalised rash; inflammation of the mucous membranes in the nose, red and swollen eyes with discharge and asthma-like symptoms. The effects will occur almost immediately and in rare cases cause a severe reaction known as anaphylactic shock
- Allergic Reaction (Type IV) – Dermatitis and itching with oozing red blisters, localised to the hands and arms and occurring between 10-24 hours after exposure, can worsen over the next 72 hours. Chemical additives used in the manufacturing process can cause this allergic response
- Skin sensitisation - The amount of latex exposure required to produce sensitisation is unknown and a product that is capable of causing sensitisation is also capable of causing an allergic reaction in certain people. Once sensitisation has taken place, even the slightest trace will cause the symptoms to recur
- Respiratory sensitisation - Proteins in powdered latex gloves can leach into the powder, which can become airborne and subsequently be inhaled when the gloves are removed.

Employees Responsibilities

Employees will: -

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility

- Report any allergic reactions to the Nursery Manager.

Additional Information

Wearing any form of protective glove may have adverse effects upon the hands.

Using antiseptic or germicidal agents, or continuously washing and drying the hands with detergents or soaps after wearing gloves may dry out the skin by depletion of the natural oils.

Laundry Work

Description

There are many hazards associated with the laundry operations and it is our policy to ensure, so far as is reasonably practicable, that risks to the health and safety of employees, children and others who may access this area are adequately controlled.

Associated Hazards

- Use of machinery (bodily injury)
- Manual handling of heavy bags or containers (musculo-skeletal injury)
- Soiled laundry (exposure to pathogens)
- Environmental issues (heat, ventilation)
- Wet or cluttered floors (slips, trips, falls)
- Hot water (burns and scalds)
- Chemical cleaners (occupational dermatitis)
- Fire.

Employees Responsibilities

Employees will: -

- Comply with protocols, procedures and safe systems of work for their areas of work and responsibility
- Use equipment as instructed and following manufacturer's guidelines
- Not interfere with any safety device used on machinery
- Report any faulty equipment to employer
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use
- Wear personal protective equipment (PPE) as provided
- Follow safe working procedures for handling of soiled laundry
- Refrain from eating or drinking in the work area, and follow hand-washing protocols
- Report any allergic reactions to the Nursery Manager.

Legionella

Description

Legionnaire's disease is one of a group of diseases known collectively as Legionellosis and is contracted by people inhaling aerosols contaminated with Legionella bacteria. Legionella bacteria can be found in showers, taps, fire sprinkler systems, hose pipes, water jets, fountains, and hot water systems containing dead-legs. The disease can affect anyone, although older people or people with an immune deficiency are more susceptible.

Associated Hazards

- Legionnaire's disease, Pontiac fever, Lochgoilhead fever.

Employees Responsibilities

Employees will: -

- Co-operate with Little Elms Daycare Nursery arrangements for the control of Legionella in the workplace
- Follow any information, training and instruction given by Little Elms Daycare Nursery to prevent ill health
- Report to the Director any disease diagnosed as Legionnaires' Disease
- Report to the Director, any hazardous or dangerous situations.

Lighting

Description

Providing adequate lighting levels to enable people to work is a basic necessity. Good lighting that considers physiological and psychological needs of employees will create a work environment that is welcoming, energising and productive.

Associated Hazards

- Bodily injuries
- Slipping/falling over
- Electrical hazards
- Poor housekeeping.

Emergency Lighting

Emergency lighting may be needed to illuminate an escape route in an emergency evacuation (escape lighting), or to allow continued working or help evacuation of areas deficient in natural light, should the normal lighting fail (standby lighting).

Escape lighting will be provided to: –

- Clearly indicate the escape route
- Allow safe movement along the route and through exits
- Ensure fire-fighting equipment, call-points and other emergency gear can be readily located and any instructions seen.

Escape lighting should come on within five seconds of the failure of normal lighting, and provide at least 1-lux luminance at floor level. While this will seem 'gloomy', it is sufficient for safe movement during an emergency. The aim is to provide a similar level of lighting as moonlight.

The area immediately outside the final exit should be illuminated, to help dispersal of those leaving the premises in a hurry during night-time hours. For most purposes, a back-up lighting duration of between one and three hours should be satisfactory.

Employees Responsibilities

Employees must: -

- Report any defective lighting to the employer
- Report any discomfort experienced as a consequence of lighting in the workplace
- Co-operate with management arrangements for workplace lighting.

Lone Working

Description

A lone worker can be anyone who works by his/herself without direct contact or supervision. Examples include a person working on their own undertaking gardening or cleaning activities.

Associated Hazards

- Accidents
- Fire
- Violence whilst at work
- Manual handling activities
- Transport breakdown/accident en route
- Severe weather conditions
- Injury received whilst entering unsafe premises
- Lack of adequate visibility, due to poor lighting.

Employees Responsibilities

Employees who are recognised as lone workers will: -

- Co-operate with the employer by following rules and procedures designed to protect their safety as a lone worker
- Attend personal safety training programmes as directed by the Nursery Manager
- Provide information on their whereabouts during working hours, to the senior person on duty
- Report all incidents relating to lone working using Little Elms Daycare Nursery reporting procedure.

Maintenance

Description

Plant and equipment requires regular maintenance (including cleaning and adjusting) to ensure that it remains in safe working order.

Associated Hazards

- Unexpected start up of equipment during maintenance activity
- Entrapment in moving parts causing bodily injury
- Exposure to substances hazardous to health during maintenance work.

Employees Responsibilities

Employees will: -

- Only carry out maintenance activities on equipment or machinery if trained and authorised to do so
- Not undertake any maintenance activity that they believe is beyond their capability
- Follow instruction, guidance and safe systems of work in respect of equipment or machinery maintenance
- Make full and proper use of all personal protective equipment (PPE) that has been issued.

Manual Handling

Description

Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying. Load means, e.g. children, equipment, materials or substances.

Manual handling is one of the most common causes of injury at work and causes over a third of all workplace injuries which include work related Musculoskeletal Disorders (MSDs) such as upper and lower limb pain/disorders, joint and repetitive strain injuries.

Manual handling injuries can occur anywhere in the workplace.

Associated Hazards Include:

- Heavy, unstable or unpredictable loads
- Restrictive working environment
- Uneven or wet floors
- Poor manual handling technique.

Employees Responsibilities

Employees will: -

- Attend manual handling training sessions as required and apply the knowledge gained from training to your daily work
- Follow the safe systems of work designed and introduced by the Nursery and do not deviate from this without good reason
- Not undertake any manual handling operation that is beyond their capability
- Not undertake a manual handling activity when a reasonably practicable alternative exists
- Use mechanical aids that have been provided for use and for which you have been trained. Any faults with mechanical aids should be immediately reported to the Nursery Manager
- Assist and co-operate with the process of the assessment of risk
- Report all accidents, injuries and near misses involving handling activities – however trivial
- Inform the Nursery Manager if normal manual handling duties cannot be undertaken because of injury, illness or any other condition
- Report any unsafe practices at work.

Medicinal Preparations

Description

Children may require short term medical treatment, for example to finish a course of antibiotics, may have ongoing medical needs such as epilepsy or diabetes, or may require emergency medical treatment for allergies.

The nursery will accommodate the needs of children who require medication in order to ensure that, if they are well enough to do so, they can continue to attend the nursery.

Note: the term 'parent' in these arrangements refers to all those with parental responsibility, including legal guardians or carers.

Associated Hazards

- Misuse of medicines
- Mal-administration of medicines
- Medicinal allergies
- Unauthorised access to medicines.

Employees Responsibilities

Some products may have a sensitising effect or cause allergic reactions to employees and certain products may have harmful effects to expectant mothers and their unborn child.

Employees will: -

- Only administer medicines if they have received suitable training and have been authorised to do so
- Follow local protocols for the receipt, storage, administration and disposal of medicines
- Inform the Nursery Manager of any medical conditions or allergies that may be worsened by exposure to certain medicinal preparations or drugs
- Wear appropriate personal protective equipment (PPE) where required by risk assessment
- Wash hands after handling medicines even when protective clothing has been used
- Report any medicines administration errors, failings or hazards that affect safety
- Inform (female employees) the Nursery Manager as soon as they are, or suspect that they are, pregnant.

Monitoring, Inspection And Review

Description

There is a legal requirement to monitor and review health and safety arrangements. The frequency of monitoring and review will be decided by the level of risk, competence of people, legal requirements, results of accidents and the recommendations of manufacturers or suppliers of equipment.

Monitoring Includes: -

- Establishing compliance with Little Elms Daycare Nursery Health and Safety Policy, and safe systems of work/procedures
- Inspecting and testing of work equipment
- Inspecting workplace locations and activities
- Establishing competence of workers
- Establishing the wellbeing and health of workers.

Employees Responsibilities

Employees will: -

- Co-operate with the Nursery's arrangements in respect of workplace inspections
- Follow any training, information, guidance and instruction given by the Nursery for checking and inspection of safe practices
- Check equipment, including any personal protective equipment (PPE) supplied, is safe before use
- Report any incidences of poor work practice to the Nursery Manager.

New And Expectant Mothers

Description

Little Elms Daycare Nursery is committed to protecting the health and safety of all new and expectant mothers. The phrase "new and expectant mother" means an employee who is pregnant, or who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined as having delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child.

Associated Hazards

- Physical agents (e.g. handling nursery children or standing for long periods of time)
- Biological agents (e.g. blood borne viruses or infectious diseases)
- Chemical agents (e.g. medicines or cleaning substances)
- Working conditions (e.g. workload or stress).

Employees Responsibilities

Employees will:-

- Report to the Nursery Manager as soon as pregnancy is confirmed
- Follow advice and information given by the Nursery in relation to safe working practices
- Report any hazardous situation to the Nursery Manager so that arrangements for the appropriate remedial action can be taken
- Co-operate with arrangements for health and safety and use all protective and safety equipment provided by the Nursery.

Nursery Outings

Description

Nursery outings form an important part of Nursery activities and are designed to stimulate the mental spiritual and physical development of the children.

Nursery outings, which may include short visits to premises close to the Nursery, visits further afield to outdoor centres or other nurseries, evening trips and charitable events.

Preparation and planning is the key to a successful and safe Nursery trip.

Note: Where appropriate, these arrangements should be read in conjunction with the arrangements for Driving at Work. The principles of the arrangement entitled 'Outdoor activities' should also be applied, where practicable to Nursery outings.

Associated Hazards

- Unsuitable outings, activities and equipment
- Unsuitable transport arrangements
- Poor discipline and supervision
- Medical emergencies.

Employees Responsibilities: -

Nursery will:-

- Comply with the Nursery Policy and follow the associated protocols and procedures
- Maintain responsibility for all children in their care throughout the entire trip
- Maintain good order and discipline at all times
- Report any concerns, mishaps or accidents in accordance with the Nursery's reporting procedures.

Outdoor Activities

Description

Outdoor activities form an essential aspect of a child's development and the Nursery will endeavour to create an atmosphere where children can learn to take risks in a controlled environment.

This arrangement covers the outdoor areas within the boundary of the Nursery.

Associated Hazards

- Uneven, wet or otherwise slippery surface leading to slips, trips and falls
- Use of play equipment that can result in trips and falls on level or from height
- Broken or damaged play equipment resulting in falls, bodily injuries, splinters, etc
- Soil or water borne pathogens
- Poisonous plants
- Animals or animal excrement
- Ponds or collections of water in which children may drown
- Hot or cold weather conditions sunburn, heat illness or hypothermia
- Road traffic
- Entrapment.

Employees Responsibilities

Employees will: -

- Comply with the Nursery Policy and follow the associated protocols and procedures
- Maintain responsibility for all children in their care
- Maintain good order and discipline at all times
- Report any concerns, mishaps or accidents in accordance with the Nursery's reporting procedures.

Personal Hygiene – Food Areas

Description

Personal hygiene is an important part of food hygiene and applies to every person who works in food handling areas. Personal hygiene includes personal cleanliness and the use of suitable protective clothing. If personal hygiene rules are not applied, food may be exposed to the risk of contamination.

Reporting Illness/Exclusion

- Employees are encouraged to report if they or anyone in their household are suffering from diarrhoea, stomach upset or vomiting. Food handlers suffering from any of the complaints listed above will be excluded from food handling duties until they have fully recovered.

Employees (Food Handlers) Responsibilities

All employees must comply with the following: -

- Hands are to be washed thoroughly, before starting work, before handling food, after using the toilet, after handling raw foods or waste, after every break, after eating and drinking, after cleaning, and after blowing your nose
- Hair should be tied back and preferably covered
- Food handlers should not spit, sneeze or cough over food
- Food handlers should not smoke in a food preparation area
- Cuts and sores should be covered with a waterproof (preferably highly visible) dressing
- Jewellery should be kept to a minimum when preparing and handling food – a plain wedding ring and sleeper earrings are acceptable.

Portable Electrical Appliances

Description

Portable electrical appliances are found in most workplaces and include power tools, portable lighting, computer equipment, kitchen appliances, portable heaters and equipment such as cable extension leads. Where equipment is powered from the mains electrical supply there may be a significant electrical hazard that will need to be specifically controlled.

Associated Hazards

- Damaged appliance (casing, cable or plug) that may result in electric shock or fire
- Trailing cables that may result in trips and falls or cause cable damage
- Appliances brought into the Nursery that may be unsafely wired.

Employees Responsibilities

Employees will: -

- Use portable electrical equipment as trained and instructed
- Visually check the equipment before and during use looking for signs of faults, overheating or damage to the equipment including to the wiring, plugs, casing and any guarding
- Immediately stop work if faults are found and report any defects to the Nursery Manager
- Not carry out any repairs or adjustments to equipment unless trained to do so
- Take care of the equipment that has been provided
- Disconnect the equipment from the supply before making any adjustments
- Ensure that equipment is plugged into the correct supply by an approved method, do not attempt to use a makeshift temporary connection
- Not bring into the workplace personal electrical equipment unless authorised to do so.

Prevention And Control Of Infection

Description

Infection control safety is a legal requirement and in childcare settings, involves carrying out risk assessments and putting measures in place to control any risks identified. Some medical conditions make children more vulnerable to infections that would not usually be serious in most children.

Pregnant employees are vulnerable if they come into contact with a child or adult in the childcare setting who has an infectious disease such as chickenpox or measles.

Associated Hazards Include: -

- Contaminated equipment
- Blood and body fluid spills
- The environment including indoor and outdoor play areas
- Used linen
- Children and staff who may have infectious disease.

Note: the above list is not exhaustive.

Employees Responsibilities

Employees will: -

- Take care of themselves and others in respect of work activities that give rise to the potential for infection
- Follow training, guidance and instruction given, to prevent injury or ill health
- Use appropriate resources to minimise infection
- Be aware of and follow policies and procedures
- Report any health issue, which may affect their ability to work
- Report any accident, incident or near miss via completion of an accident report
- Cover all cuts and abrasions with suitable waterproof dressing and wear gloves, where necessary
- Use any equipment provided, including PPE as trained to do so
- Challenge inappropriate hygiene practice
- Report to the Nursery Manager any hazardous or dangerous situations.

Risk Assessment

Description

In many workplaces there are risks, which may affect the health and safety of employees. There is an absolute duty on employers to 'conduct suitable and sufficient risk assessments' in the workplace, under Regulation 3 of the management of Health & Safety at Work Regulations. In many instances, straightforward measures can control risks, and whilst the law does not expect employers to eliminate all risks, they are required to protect people so far as is reasonably practicable.

Risk Assessments Should Be Considered For: -

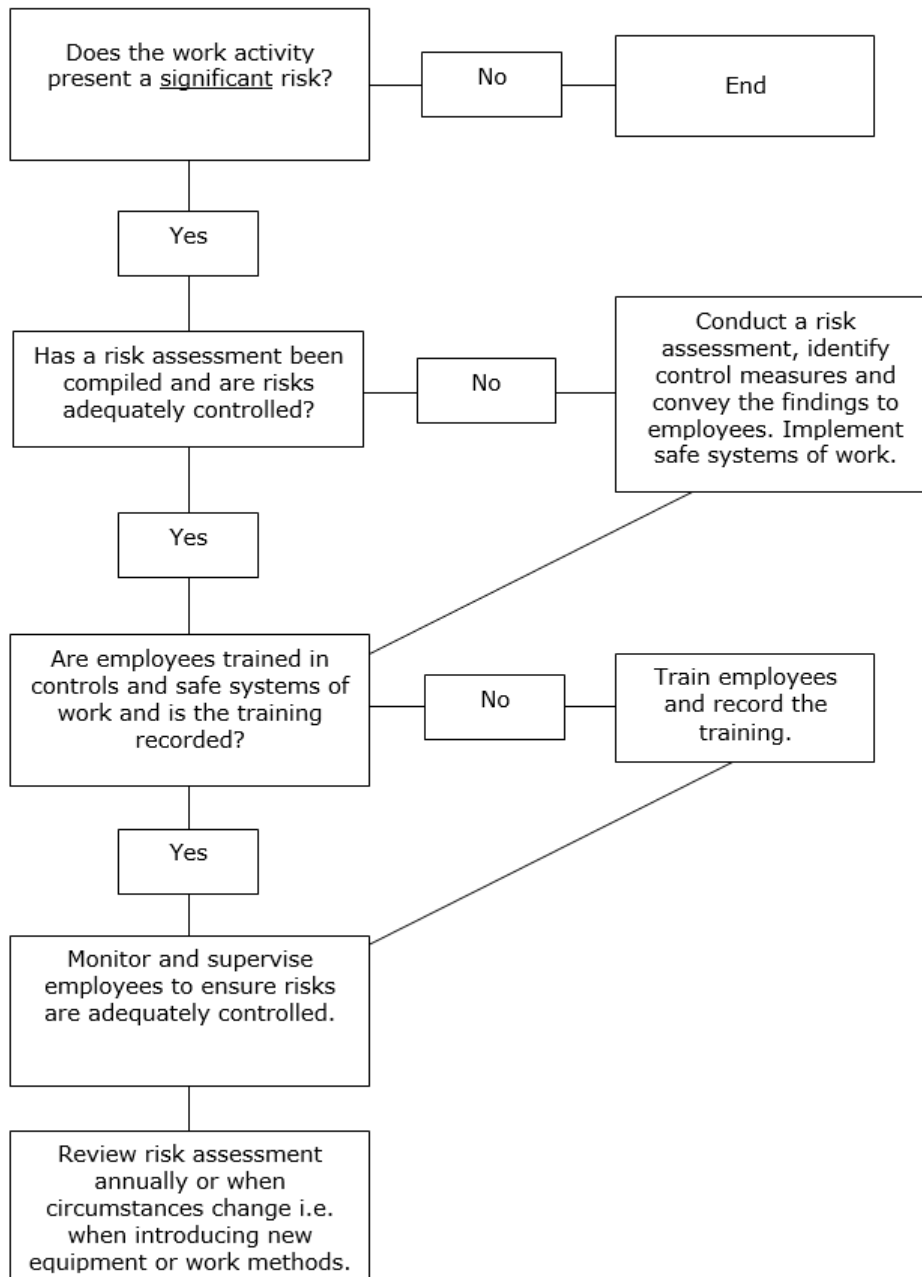
- Physical, chemical and/or biological agents
- Working conditions and processes
- Manual handling activities
- Exposure to infection
- Work-related stress
- Workstations
- Other workplace hazards.

Employees Responsibilities

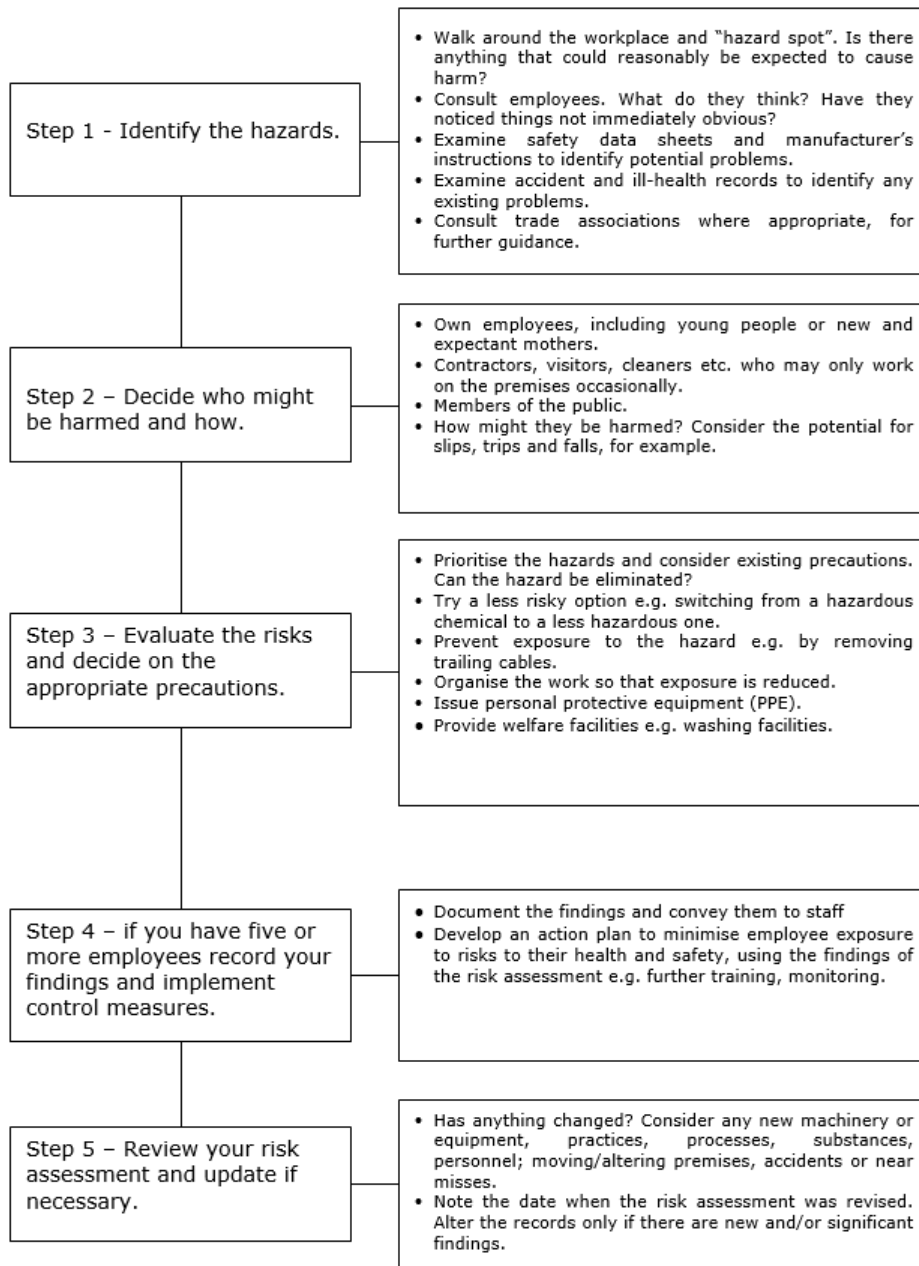
Employees will: -

- Co-operate with the Nursery's arrangements in respect of workplace risk assessments
- Follow any training, information, guidance and instruction given by the Nursery
- Comply with any control measures laid down within risk assessments
- Report any hazards or defects to the Nursery Manager or senior person on duty immediately.

Risk Assessment Flow Chart



Risk Assessment Process



Safety Signs

Description

Safety signs include the use of illuminated signs, hand and acoustic signals (e.g. fire alarms), spoken communication and the marking of pipe work containing dangerous substances. Traditional signboards such as prohibition and warning signs may need to be supplemented to comply with more specific legislation, e.g. photo luminescent signs for fire exits and fire-fighting equipment.

Little Elms Daycare Nursery will provide specific safety signs whenever there is a risk that cannot be avoided or controlled by other means, for instance by engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.

All safety signs are colour coded and each colour has a meaning, for example: -

- White circle with red edging and a diagonal line indicates **PROHIBITED** e.g. no smoking



- Blue signs indicate that it is **MANDATORY** to carry out an action, e.g. the wearing of personal protective equipment



- A triangular sign with black edging and a yellow background indicates **WARNING** of a hazard and would normally contain a black pictogram, e.g. radiation



- Green signs identify or locate safety equipment as well as marking emergency escape routes.



Employees Responsibilities

- Comply with any signs and notices on display
- Report damaged signs to the Nursery Manager.

Smoking In The Workplace

Description

Second-hand or passive smoking has now been shown to cause lung cancer and heart disease in non-smokers. In addition, tobacco smoke is a cause of discomfort and irritation to many people, particularly those suffering from respiratory illnesses such as asthma.

Little Elms Daycare Nursery will comply with statutory duties in respect of smoking in the workplace and in particular, fulfil obligations to assess the risk associated with smoking in the workplace. Effective measures to prevent or control any ill health effects or accidents arising from such activity will be applied.

Associated Hazards

- Health risks including stroke, cancers and heart disease
- Fire damage to building and associated risks to those in and around the premises.

Employees Responsibilities

In accordance with Little Elms Daycare Nursery's arrangements, employees will: -

- Comply with verbal, written and signed instruction given by the Nursery
- Co-operate as far as is necessary to enable compliance with the requirements for non-smoking
- Not smoke whilst on Nursery premises or in designated Nursery vehicles.

Stress

Description

It is Little Elms Daycare Nursery's policy to address all work-related illnesses and in particular stress, to control, reduce or eliminate so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the company. We recognise that our personnel are the organisation's most valuable assets and that any problem associated with work-related stress is a management duty.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the company aim to address.

Through the risk assessment process, Little Elms Daycare Nursery will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

The main problem with stress is the self-realisation that we are actively suffering from it. Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosy.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. However, there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are: -

Possible environmental stressors include noise, temperature, overcrowding and humidity.

Possible work-related stressors include working to tight deadlines, overwork and change to organisation. Other issues that may have an impact include: -

- Under challenged
- Promotion prospects
- Racial or sexist remarks
- Personal relationships with other employees
- Travelling
- Job satisfaction
- Harassment and confrontation.

Stress counselling can often have a stigma that it is only for the 'weak' or 'mentally ill', however the reverse is actually true.

It may be difficult to talk to a colleague about the problem face to face, as it might be this relationship that is the cause. It is our policy that all employees can approach management to raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and we will try and assist any individuals suffering from stress.

Violence And Aggression

Description

The Health and Safety Executive's definition of work-related violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.

Little Elms Daycare Nursery recognises the difficulties in managing violence and aggression at work and aims to put in place steps to identify and minimise risks to support employees and monitor incidents to help address any potential problems.

Any employees whose job entails dealing with the public can be at risk from violence.

Associated Hazards

- Physical attacks
- Verbal abuse.

This may result in:-

- Bodily injury
- Anxiety or stress
- Low morale
- Depression.

Employees Responsibilities

Employees will: -

- Attend training sessions provided by the employer
- Take care of their own health and safety at work and that of others who may be affected by their acts or omissions
- Report any incidents of violent or threatening behaviour to the Nursery Manager
- After any violent incident, complete an incident report form regarding the event
- Co-operate with the Nursery's arrangements for dealing with violence and aggression and at work.

Waste Disposal

Description

Little Elms Daycare Nursery has a legal 'duty of care' to ensure that it produces, stores, handles, transports and disposes of its business waste without harm to human health or the environment.

Examples of waste produced include: -

- Industrial waste, e.g. packaging, defective products, electrical waste, scrap metal, healthcare chemicals, batteries
- Pharmaceuticals, blood, sharps (blades, syringes), infectious waste
- Domestic wastes including sanitary hygiene wastes
- Food wastes
- Office waste, e.g. waste paper, empty printer cartridges, fluorescent tubes.

Associated Hazards Include:-

- Exposure to blood borne viruses (BBVs)
- Exposure to human pathogens
- Needle-stick injuries
- Access or exposure to spent drugs/pharmaceutical products.

Additional Hazards

- Build-up of combustibles presenting a fire hazard
- Health hazard due to possible vermin infestation
- Poor housekeeping presents a tripping hazard.

Employees Responsibilities

Employees will: -

- Adhere to all Nursery protocols and procedures applicable to the safe handling, segregation, storage, and disposal of healthcare waste
- Be responsible for their own hygiene
- Immediately report any spillage of bodily fluids and arrange for suitable isolation and cleaning as per their level of training

- Report any needle stick injury or other accidental contact with human pathogens or BBVs
- Not climb onto skips or other waste receptacles
- Inform the responsible person if waste receptacles are full and need emptying
- Not remove, or take for personal use, items from waste receptacles.

Water Temperature And Hot Surfaces

Description

The hot water distribution temperatures that are required for the control and prevention of legionella will lead to discharge temperatures in excess of 50°C. Hence, blending or mixing devices are required at the water outlets to protect Nursery children from scalding.

Outlets that are **only** accessible to employees, or where the hot water is used for processes, for example dishwashers, need not comply with the maximum temperatures in this guidance.

Associated Hazards

- Unblended, or failure of blending valves, at hot water outlets: -
Minor and major injuries, and even fatalities, may result if Nursery children come into contact with hot water. Burns and scalds are the most likely types of injury.
- Hot surface temperatures: -
High temperatures of circulating water in heating and hot water systems may also give rise to serious injuries and fatalities if Nursery children come into contact with e.g. conventional radiators, thermal storage heaters, towel rails and other heating devices, as well as low level surface mounted pipe work.
Work equipment, e.g. such as hand held irons, bain-marie trolleys.

Maximum water temperatures	
Application	Maximum temperature °C
Washbasin	43 °C *
Bath	43 °C
* For washbasins, washing under running water is assumed.	

Employees Responsibilities

Employees will: -

- Co-operate with the Nursery's safe systems of work regarding hot surfaces and hot water temperatures in the premises
- Report immediately, any hazards or faulty equipment to the senior person on duty
- Follow guidance, information, instruction and training given by the Nursery.

Welfare

Description

Welfare facilities are provided primarily for employees, but the provision extends to others who may use the premises infrequently, e.g. visitors and contractors. The Nursery's welfare facilities include provision of e.g. toilets, washbasins, doors and passage ways that are accessible for disabled persons.

Employees Responsibilities

Welfare facilities provided and maintained by Little Elms Daycare Nursery are for the benefit and safety of all employees and visitors. Employees have a responsibility to use them in a proper manner and not damage or misuse any equipment provided.

Personal responsibility should be taken for clearing personal waste and cleaning of utensils when eating or drinking on the premises.

Employees will: -

- Co-operate with the Nursery's arrangements for good housekeeping in the workplace
- Report to the Nursery Manager or senior person on duty, any hazardous or dangerous situations including damage to floors, doors, windows, fixings, signs, defective lighting and discomfort experienced as a consequence of lighting in the workplace
- Comply with the Nursery's smoking policy.

Work At Height

Description

A place is at height if a person could be injured falling from it, even if it is at or below ground level. Falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury. The regulations place duties on employers, the self-employed and any person who controls the work of others, these people become "Duty Holders".

Associated Hazards

- Unsafe or unstable access equipment or structures
- Fragile surfaces e.g. roofs
- Adverse weather during outdoor work at height
- Traffic - vehicle and pedestrian coming into contact with the work at height equipment.

Employees Responsibilities

Employees will: -

- Only work at height if they have been trained and authorised to do so
- Comply with training for working at height
- Only use the height access equipment identified in the risk assessment
- Make use of any personal protective equipment provided
- Comply with the safe system of work in respect of the work being undertaken
- Report any accidents, incidents and near misses to the Nursery Manager.

Young Persons

Description

There are specific legal requirements and restrictions on those who employ young people or offer them work experience. A young person is defined as anyone under 18 years old.

A child is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (often referred to as the minimum school leaving age (MSLA)). Whilst children will not be offered employment in a nursery they may attend for work experience if arranged by the local education authority.

After leaving school a Young Person must:

- Stay in full time education e.g. college, or
- Start an apprenticeship or traineeship, or
- Spend 20 hours or more per week working or volunteering while in part time education or training.

Associated Hazards

Some young people may be at particular risk because of: -

- Their lack of awareness
- Unfamiliarity with their surroundings
- Being physically or psychologically less suited to certain tasks
- Their lack of skills and training.

Employees Responsibilities

Employees will: -

- Co-operate with the nursery's arrangements for young people in the workplace
- Report any hazards to the Nursery Manager
- Follow any guidance, information, instruction and training given by the Nursery Manager.

Young people must: -

- Not undertake any tasks unless they have been trained
- Follow instruction and comply with safe working practices

- Ask the Nursery Manager or senior member of staff if unsure about anything
- Make full and proper use of all PPE that has been issued to them
- Report any hazards or defects to the Nursery Manager or a senior member of staff.

Receipt of health and safety handbook is on the next page

Receipt Of Health And Safety Handbook

Little Elms Daycare Nursery have compiled a health and safety policy as legally required under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations, the full policy is available for inspection upon request.

To assist with the communication of information, the organisation will issue each employee with a reduced copy of the health and safety policy, this is in the form of a handbook. It is important that the contents of the handbook are read and understood prior to returning this acknowledgement slip.

I confirm that I have read and understand the employee health and safety handbook and will comply with all rules that are imposed in the interest of safety.

I acknowledge receipt of this Employee Handbook, which is the property of the Company, and which forms an integral part of my Contract of Employment. I agree that if I have been issued a hard copy version of the document, that there may be a charge incurred if not returned on leaving the business.

Name:-
Signature:-
Date:-
Email address:-

Please return this form to the Nursery Manager