

HEALTH AND SAFETY POLICY

NHPo1
v3

Statutory Framework for EYFS 2017 page 23 paragraphs 3.28 – 3.33

Statutory Framework for EYFS 2017 pages 27 paragraphs 3.44 - 3.46

Statutory Framework for EYFS 2017 pages 28, 29 & 30 paragraphs 3.47 - 3.49

PROCEDURE

REFERENCE

FORM

**NHF3 – Accident / Incident Report
(Child)**

**NHF4 – Emergency Evacuation
Practice Record**

**NHF6 - Health & Safety Inspection
Report**

**NHF7 – Accident / Incident Report
(Adult)**

NHF32 – Fire Risk Assessment

This document was written on

Wellingtons for Langley Hall Nursery will review and republish Health and Safety Policy **NHPo1** (this document) at least every year or when there is a change to the operation, activities or building if sooner.

If there is no change to the operation the next review is due on

The person responsible for leading on health and safety issues (the Health and Safety Officer) is

The Health and Safety Officer will carry out the following activities

- ❖ Lead the process of risk assessment reviews.
- ❖ Carry out health and safety inspections at 6 monthly intervals.
- ❖ Review new legislation and assess the implications for the setting.
- ❖ Review this policy document annually.
- ❖ Analyse Accident / Incident Reports **NHF3** and **NHF7** and deal with any investigations.
- ❖ Report to the Health and Safety Executive (HSE) and any other concerned authorities as necessary under the RIDDOR guidelines. (see **NHL1** for a complete list of all responsibilities).

Notwithstanding the above, it is the legal responsibility of all employees (under the Health and Safety at Work Act 1974) to ensure that they are aware of health and safety issues and take active steps to ensure that the environment is safe for themselves and others.

Description of the premises and activities

Wellingtons for Langley Hall Nursery has given consideration to the nature of the premises and operations in order to develop this Health and Safety Policy. The basic information is listed below:

General description of the building (e.g. detached, semi, part of a complex etc.)	
Description of the building materials (e.g. brick, wood, concrete, tile roof, felt roof etc.)	
Approximate age of building	
General nature of activities that occur within the building and adjoining buildings (if relevant)	
Number of children on site on a typical day, by age group.	
Number of adults on site on a typical day	
Members of the public visit under the following circumstances	
The building is in a	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial area
There is a car park	<input type="checkbox"/> YES <input type="checkbox"/> NO
Other relevant information about the building, external areas, activities of other people / companies that could be relevant to the risk assessment process	

Statement of intent

It is the policy of Wellingtons for Langley Hall Nursery to provide conditions which are as safe as is reasonably practical.

To achieve this requires the continuing commitment of the Proprietor, Head of the setting and other management to monitor working practices and conditions and to provide or facilitate ongoing training, alongside the co-operation of every member of staff in following the policies and procedures contained in this Health and Safety Toolkit, keeping alert to possible dangers and communicating concerns and observations.

The co-operation of contractors to health and safety issues is also required. All contractors should have their own Health and Safety policies but they must, as a condition of engagement, comply with those set out by Wellingtons for Langley Hall Nursery.

It is our aim that no accidents will occur. However, if they do occur then the procedures in place should ensure that the consequences are minimal. We will learn from every such incident and work to ensure that there is no repetition.

Processes used by WELLINGTONS FOR LANGLEY HALL Nursery to manage health and safety

Risk assessments

There are five types of assessment relevant to the setting:

- ❖ General risks
- ❖ Fire
- ❖ Manual handling
- ❖ Display screens
- ❖ COSHH (chemicals and other substances)

There are other special category risk assessments i.e. noise at work, however this is not considered necessary at Wellingtons for Langley Hall Nursery.

The risk assessments will be reviewed each year and the next review date is marked on this document. If the nature of the activities that take place in or around the building changes in any significant way before the planned review date, then a new assessment will be carried out when the change occurs.

Health and safety inspections

Inspections will be carried out every six months using Health and Safety Inspection Report **NHF6**. The process will include a full inspection of every area / space, internal and external and will include ceilings, walls, floors, windows and doors, furniture, electrical items and fittings. The process will also include observation of operations and consultation with members of staff.

Accident reports and reporting

For every accident or incident, and every near miss that occurs, an Accident / Incident Report (Child) **NHF3** or Accident / Incident Report (Adult) **NHF7** will be completed. Blank forms are available from the Health and Safety Officer who will analyse these and take any action necessary to prevent a recurrence of the accident. All reports will be periodically analysed retrospectively to see if there are similar types of accidents occurring regularly (trend analysis). Action will then be taken as required.

Training

Training will be considered annually as part of the risk assessment review procedure, e.g. first aid, use of fire equipment, general health and safety etc. Every effort will be made to ensure that staff are trained so that a safe working environment is maintained.

The emergency evacuation procedure as defined in the Fire Risk Assessment **NHF32** will be practiced at least 3 times a year and a record kept using Emergency Evacuation Practice Record **NHF4**.

Communication and awareness

It is essential that health and safety issues are given a high profile and all staff are aware of, and remain vigilant for, possible hazards. This will be achieved by the publication of revised policy documents, risk assessments, inspections and consultation with staff on these processes. Copies of these documents will be copied and placed on the staff notice board.

Health and safety will also be on the agenda for all staff meetings.

Consultation

Wellingtons for Langley Hall Nursery recognises that good health and safety requires the consultation of each member of staff. At the review of this policy and for each risk assessment and inspection, the staff will be involved. Meetings will be held during the process and the documents circulated in draft form for review before being finalised and reissued.

Staff are urged not to wait until the formal review process before bringing issues to the attention of the Health and Safety Officer and are encouraged to pass on comments received from parents.

Induction

All staff, students and volunteers will receive a health and safety induction and they will be required to sign to say that this has been done and that they have understood all the information received.

Why is health and safety management important?

Health and safety needs to be actively managed to:

- ❖ make Wellingtons for Langley Hall Nursery as safe as possible for all children, parents, staff and all other visitors.
- ❖ comply with the law.
- ❖ maintain the confidence of all users of the setting.
- ❖ minimise or eliminate staff absence that could result from accidents or unsafe working environments.
- ❖ prevent the financial cost, time and distress that may result from a legal claim.

Requirements for effective health and safety management - the five Cs

- ❖ Commitment
 - Visible commitment to health and safety issues by management and all employees
- ❖ Communication

- Reliable health and safety information systems for employees to feed back on incidents, near misses, concerns and observations.
- Regular discussions on health and safety at meetings at all levels
- Effective communication with non-employees (contractors, parents, visitors, children etc.)

❖ Co-operation

- Safety committees and discussion groups
- Consultation
- Time commitment
- Suggestions scheme
- Hazard and incident reporting

❖ Control

- Record keeping
- Analysis of records
- Regular risk assessment review
- Regular inspections
- Regular emergency evacuation practice
- Training when new equipment is introduced

❖ Competence

- Training for health and safety officer, fire wardens etc.
- Training for all employees e.g. use of fire extinguishers etc., that is appropriate to tasks and experience
- Health and safety induction for all new employees

I declare that this is a true and accurate reflection of the Health and Safety Policy at Wellingtons for Langley Hall Nursery.

Signed _____ Date _____

Position _____