

Nursery Days/Kids Days Health and Safety



Health and Safety at Work etc Act 1974 Policy

Nursery Days Management and staff attach utmost importance to Health and Safety in the Nursery. All staffs are to strive for the highest standards of Health and Safety in the nursery and associated areas.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and work related ill-health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Signed;

Employer;

Date: _____

Responsibilities

John Parry, as the employer, has overall responsibility for health and safety.

Melanie Willmore has the day to day responsibility for health and safety. This role includes;

- Carrying out Hazard Analysis and Risk Assessments and reporting the findings to John Parry who will take suitable measures to reduce the risk/hazard. These assessments will take place every February, unless any changes take place within the nursery in that time.
- Identifying all substances which need a COSHH assessment and carrying these out, informing staff of these assessments.
- That all staff are informed in their induction that the Health and Safety at work poster is displayed at the top of the stairs, by the office. They are also informed of who the Health and Safety officer is, and that in her absence to talk to the Nursery Supervisor. Joanne Milton is responsible for the supervision of all trainees on the nursery premises and ensuring that the Health and safety officer has carried out an induction, or in her absence, that the Nursery Supervisor has.
- Carrying out the induction training. Records of any training undertaken by staffs are kept in their personal files. Melanie Willmore is responsible for arranging training.
- Checking the first aid boxes are adequately stocked. These are located in the mobile and at the top of the stairs by the office. All accidents and work related ill health are to be recorded and the documents to do this are located in the office. Please speak to the Nursery Supervisor, or in her absence, the Deputy Supervisor of how to go about this. It is the Nursery Supervisor, or in her absence, Deputy Supervisors, responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority which is the Health Protection Agency and Ofsted .
- To check working conditions and ensure safe working practices are being followed. Also to investigate any accidents and report the findings to John Parry. The Nursery Supervisor is responsible for investigating work - related causes of ill health. John Parry is responsible for acting on the investigation findings to prevent a recurrence.

All employees have to;

- *Co-operate with supervisors and managers on health and safety matters;*
- *Not interfere with anything provided to safeguard their health and safety;*
- *Take reasonable care of their own health and safety and that of the children in their care; and report all health and safety concerns to an appropriate person.*

This policy complies with and links to:

A Unique Child – Keeping Safe – EYFS
A Unique Child – Health and Well-being – EYFS
Safeguard and promote the welfare of children – the welfare requirements EYFS
Personal care routines – ECERS
Personal Care routines – ITERS
Interaction – ECERS
Interaction – ITERS

For a list of all the appropriate acts and laws this policy adheres to, please refer to the Health and Safety at work poster or the Health and Safety file in the office.

This Policy was written on: Tuesday 3rd April 2007 by Melanie Willmore.

This policy was reviewed on: Wednesday 6th September 2008

