



## **HEALTH AND SAFETY STATEMENT OF POLICY**

**Clyde Nursery Ltd will follow all relevant legislation and associated guidance relating to Health and Safety within the Nursery including:**

- **The regulations of the Health and Safety at Work Act 1974 and any other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH)**
- **The requirements of the Health and Social Care Standards**
- **Any guidance provided by NHS Health Scotland and Public Health Network.**

**The Company statement of general policy is:**

1. To provide reasonable control of Health and Safety risks arising from our work activities.
2. To consult with our employees and parents/carers on matters affecting their health and safety.
3. To provide and maintain safe accommodation and equipment.
4. To provide information, instruction and supervision for employees.
5. To ensure all employees are sufficiently competent to carry out the tasks assigned to them, and to provide adequate training when required.
6. To prevent accidents and cases of work-related ill health.
7. To maintain safe and healthy working conditions.
8. To review and revise this Policy on an annual basis or when required due to changes in legislation and working practices.

**Signed:** \_\_\_\_\_

**Gemma Peace, Director**

**Reviewed: August 2020**

**Date of Next Review: August 2021**

## **General**

This policy will be kept up to date, particularly as the business changes in nature and size, and will be revised annually, or as and when required. We therefore welcome any useful comments from parents/carers, visitors and staff.

The Nursery Manager has overall and final responsibility for Health and Safety in the Nursery or the Health and Safety Representatives hold this responsibility in the absence of the Nursery Manager.

## **Aims and objectives**

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this, we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the Nursery and grounds.
- Establish and maintain safe working procedures amongst staff and children.
- Make arrangements for ensuring safety and the reduction of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the Nursery, including visitors and contractors, to avoid hazards and contribute positively to their own health and safety.
- Maintain a healthy and safe Nursery including safe entry and exit from the Nursery building.
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the Nursery premises. Ensure that all staff, visitors, parents/carers and children are aware of the fire procedure. Practice this procedure on 3-month basis to enable the safe and speedy evacuation of the Nursery.
- Follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments.
- Maintain a safe environment for those with disabilities and ensure all areas of the Nursery are accessible (wherever practicable).
- Provide a safe learning environment for students and trainees.
- Encourage all staff, visitors and parents/carers to report any unsafe working practices or areas to ensure immediate responses by the management.

**We believe any risks in the Nursery environment to be low but to maintain the maximum protection for children, staff and parents/carers, we consider it necessary to:**

- Ensure the entrances and exits from the building, including fire exits, always remain clear .
- Carry out regular and frequent risk assessments of the premises, room by room to ensure the Nursery building are safe and secure. Such risk assessments will identify structural defects, worn fixtures and fittings, faulty electrical equipment, and any necessary remedial action will be taken.
- All electrical items in Nursery shall be PAT tested yearly, all new electrical equipment can be used for a year before being PAT tested as long as there is a date of purchase on it.
- Complete an Outdoor Risk assessment, once in the morning and once in the afternoon, of the children's garden areas, Nursery grounds and car park prior to any outdoor activity taking place, and record any action taken to ensure the area is safe.
- Have a clear Accident / First Aid Policy to follow in the case of any child, parent/carer, visitor or member of staff suffering injury from an accident or incident.
- Ensure all staff are trained in First Aid and know the location of First Aid boxes in the Nursery.
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially for children.
- Ensure that all members of staff receive training on Infection Control and take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate.
- Prohibit smoking or vaping on the Nursery premises / Nursery grounds.
- Ensure all cleaning materials are placed out of the reach of children, in a safe place and kept in their original containers in accordance with COSHH regulations (2002).
- Wear appropriate protective clothing (blue apron) when cooking or serving food.
- Prohibit certain foods from the Nursery, eg nuts.
- Wear appropriate protective clothing (white apron and gloves) when changing nappies.
- Wear appropriate protective clothing when using substances hazardous to health.
- Ensure children are always supervised.
- Ensure students are always supervised.

All members of staff have the responsibility to co-operate with the Nursery Manager and senior members of staff to achieve a healthy and safe Nursery and to take reasonable care of themselves and others.

**Health and Safety is the responsibility of all staff. Neglect of health and safety regulations will be regarded as a disciplinary matter.**

Whenever a member of staff notices a health or safety problem, which they are not able to put right, they must immediately report it to the Nursery Manager. Parents/carers and visitors are requested to report any concerns they may have to the Nursery Manager.

**A copy of this policy is available to view in the Policy Folders held in the Nursery Office, Reception Area, Nursery Playrooms and the Nursery Kitchen.**

**Reviewed: August 2020**

**Date of Next Review: August 2021**