



Health & Safety Policy

Version History

Version	Date	Responsible	Changes
2020/01	Jan 2020	JMB	Rebrand and include wording from STEP
2020/08	Aug 2020	JMB	Review for COVID-19 and include COSHH

Under the 1974 Health and Safety at Work Act all employers must produce a written health and safety statement if they employ 5 or more people and show it to a Health and Safety Inspector if requested. As a matter of good practice Cambusbarron Village Nursery has a written statement of its general policy describing its "organisation and arrangements" for carrying out the policy and that the policy, and any revision of it, must be brought to that attention of all the adults in the group whether they are paid or unpaid. The following are the regulations that must be adhered to:

- Health and Safety at Work etc Act 1974
- Workplace (Health, Safety & Welfare) Regulations 1992
- Management of Health & Safety at Work Regulations 1999 and all other associated Regulations which include;
 - Personal Protective Equipment at Work Regulations 1992
 - Provision and Use of Work Equipment Regulations 1998
 - Manual Handling Operations Regulations 1992
 - Health and Safety (First Aid) Regulations 1981
 - Health and Safety Information for Employees Regulations 1989
 - Employers' Liability (Compulsory Insurance) Act 1969
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
 - Electricity at Work Regulations 1989
 - Control of Substances Hazardous to Health Regulations 2002 (COSHH)
 - Food Hygiene Legislation
 - Food Safety Act 1990
 - Food Safety (General Food Hygiene) Regulations 1995
 - Food Safety (Temperature Control) Regulations 1995

Our Policy

This is the Health and Safety Policy of Cambusbarron Village Nursery (CVN). For the purpose of this policy, employee will be taken to mean staff, parents/carers and volunteers in the group.

The Company places the greatest importance on Health and Safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its employees, visitors and the general public.

If you become aware of any potential hazard or unsafe working conditions, you should have no hesitation raising them with your Manager.

You are required to take all reasonable steps to safeguard your health and safety, and that of any other person who may be affected by your actions, and to observe at all times published safety and fire rules and procedures.

You must report to management and enter into the Accident Book all accidents, no matter how small.

The policy is in 3 sections:

Section A is the general declaration based on the group's obligations under the Health and Safety at Work etc Act 1974. It also includes who is responsible for ensuring the obligations are met. Employees have responsibilities under the law to take care of the health and safety of themselves and others, and to co-operate with the employer in doing that.

Sections B and C specify details of arrangements and hazards that apply to the group. Section B deals with certain general arrangements and Section C deals with particular hazards, which apply to the group.

Copies of the Health and Safety Policy and Risk Assessment will be kept by the Board of Directors and on the group's website.

Section A

Policy

CVN firmly believes that adequate provision for health and safety is essential to working life. The maintenance of healthy and safe working conditions and the prevention of harm through injury are in the best interests of our employees and their families, and our service users, as well as being vitally important to the group's efficiency and success.

In recognition of this the group will

- Provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, and will provide up to date information about health and safety issues at work.
- Accept its responsibility for the health and safety of service users and other people who may be affected by its activities. The group recognises that it could be liable for any actions which affect safety on its premises.
- Ensure that all employees know and understand their responsibility to co-operate in achieving a healthy and safe workplace and to take reasonable care of themselves and others.
- Ensure that all employees have a working knowledge of this policy and are fully aware of their responsibility for safety and of the safety rules which are relevant to their own jobs.
- Provide relevant training in health and safety matters to designated staff. All other employees will receive the training necessary to ensure that they are able to do their job safely.
- Identify potential hazards and risks and undertake written risk assessments.
- The group will introduce, as far as is reasonably practicable, measures to manage risk and potential hazards.
- Take account of the health and safety risks to women who are pregnant, women who are breastfeeding and women who have given birth in the last 6 months.
- Recognise its duty to inform new employees, service users and visitors to the group of its health and safety procedures to ensure that they are able to comply fully and to minimise the risk of breaches in its Health and Safety Policy and procedures.
- Keep this policy up-to-date, particularly if the group changes in nature, size and location. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Responsibilities

Our policy is to provide and maintain healthy working conditions, equipment and systems of work for all our employees, and to provide such information and training as needed for this purpose. We also accept our responsibility for the health and safety of service users and other people who may be affected by the group's activities.

The allocation of duties for safety matters and the particular arrangements which the group will make to implement the policy are set out below.

Jane Bain, as manager, has overall and final responsibility for health and safety in the group and for this policy being carried out at the premises being used by the group and all activities of the group.

All employees have a responsibility to co-operate in achieving a healthy and safe workplace and to take reasonable care of themselves and others. They are expected to:

- Make sure that they use proper methods for lifting and handling of children and equipment, as detailed in HSE guidance, for example, keeping the back straight, not lifting heavy equipment on their own, asking someone to help.
- Follow best practice procedures detailed in CVN's Infection Control Policy in relation to
 - Storage, preparation and handling of food.
 - Disposal of hazardous substances, including body fluids.
 - Keep the setting and equipment clean and tidy.
 - Handwashing.
 - COVID-19
- Report any injury, however slight, to employees, service users, visitors, etc.
- Report hazards.
- Keep all fire exits clear and follow procedures if a fire incident occurs.
- Store hazardous substances safely (COSHH).

Whenever an employee notices a health or safety problem which they are not able to put right, they must report the matter immediately to the appropriate person, usually the manager and/or the duty Caretaker at the Community Centre.

Section B

General Arrangements

Accidents

Jane Bain is the designated first aider who will deal with, or delegate to another qualified First aider, any injury requiring treatment and who maintains a clearly marked, accessible workplace compliant first aid kit. The first aid kit will be replenished regularly. The group will comply with the requirements of Reporting of Injuries Diseases & Dangerous Occurrences Regulations (RIDDOR) 1995.

All staff members are trained first aiders. A trained first aider will be available at all times.
The first aid box is located above the sink unit within the Playroom.

The person responsible for maintaining the first aid box is the Designated First Aider.

The person responsible for reporting incidents to the Incident Contact Centre is the Designated First Aider.

All accidents to any child or adult will be recorded in duplicate, and, for accidents or incidents involving a child, one copy will be given to the child's parent/carer. The current accident record book is in the Nursery Office. The retention period for accident records is per the Record Retention Policy however, per the recommendation of the Health and Safety at Work Act 1974, after the initial retention period records will be moved to the group archives and retained indefinitely.

Dealing with Body Fluids

Proper procedures for dealing with body fluids will be followed, as detailed in the group's Infection Control Policy.

Administration of Medication

The Group has a separate Administration of Medication Policy.

RIDDOR: Any work related accident resulting in staff or volunteers being off work for 7 days or more, or in a death; someone being taken to hospital; a fracture (except finger, thumb or toe) etc must be reported within 15 days from the date of the accident. All incidents can be reported online either through www.riddor.gov.uk or www.hse.gov.uk websites. 'Reportable' accidents are as detailed on [RIDDOR form F2508](#).

A telephone service is available for reporting fatal and major injuries only - call the Incident Contact Centre (ICC) on 0845 300 9923. There is no need to make other reports to the local Health & Safety Executive or local authority. The ICC will forward the report to the correct enforcing authority. Employers and others with responsibilities under RIDDOR must keep a record of all over-three-day injuries in their accident book. A full list of reportable major injuries is listed in the Accident & Incident Record Booklet.

General Fire Safety

See also Fire Safety Policy.

The group will carry out and record fire drills at least once per term. The number of drills will be sufficient to allow all the staff and the children registered with the group to participate and become familiar with the drill. Adults will be trained in the fire drill procedures and will know the location of the evacuation assembly point.

Evacuation Assembly Point is the Car Park. If the Community Centre is evacuated for a significant period of time, other than a drill, parents/carers and/or emergency contacts will be contacted to collect the children.

Fire exits will be kept clear at all times. Fire extinguishers, smoke and fire alarms will be checked at least annually. Any problems will be reported immediately to the Community Centre Caretaker on duty. The Community Centre Management Committee is responsible for testing the fire /alarm (delegated meantime to Jane Bain) and for checking all fire safety equipment.

The procedures concerning fire evacuation will be posted in the playroom, along with the evacuation plan and location of fire exits. At each and every session a check must be carried out to ensure that escape routes are clear and usable.

Escape Routes

Location : Via main door or via Clinic

Checked by : Staff

How often : Daily

Fire Extinguishers

Location of : Door beside office

Checked by : Community Centre Management Committee

How often : annually

Fire Alarms

Location of 'break glass' alarms : Front door, Back door (adjacent to the Grierson Hall), Sports Hall (Fire Exit door)

Tested by : Jane Bain

How often : Weekly

Location of Other Fire Emergency Equipment

Fire blanket : Kitchen

Evacuation Assembly Point

Beside car park, opposite main CC door

Alternative premises to be used in case of complete evacuation:

Location : Cambusbarron Church Hall

Safe route to the location : Across road (zebra crossing)

Health and Safety Policy and Risk Assessment

Training : Advice on suitable training will be obtained from

Health & Safety Executive

Belford House

59 Belford Road

Edinburgh

EH4 3UE

Stirling Fire Department

Raploch Road

Stirling

FK8 1TH

01786 472223

New Service Users and Visitors

CVN could be liable for any actions by service users or visitors, which affect safety on its premises. New service users and visitors may not know what hazards there are and what precautions they should take. CVN staff will ensure that they are made aware of the Health and Safety Policy and that they accept their responsibility to abide by the group's procedures.

Pregnant Women

The group believes that the health and safety of the mother and baby is paramount and will endeavour to minimise risk for pregnant women. Care will be taken to ensure pregnant women are not asked to lift, bend, move or handle heavy equipment. Parental Involvement within the group will be flexible enough to take into account an individual's circumstances. If a staff member is pregnant, the group will undertake a written risk assessment of their job and will, if necessary:

Make temporary adjustments to their working conditions and/or hours of work,

Or, if this is not practicable, or would not avoid the risk then

Offer suitable alternative work (at the same rate of pay), if available

Or, if this is not feasible,

Suspend the employee from work on paid leave for as long as necessary to protect their health and safety, and/or that of their child.

The risk assessment will be monitored and reviewed regularly and adjustments made accordingly to ensure the health and safety of the mother and baby is held paramount.

Section C

Hazards

Smoking

Smoking is not permitted in any part of the buildings or grounds.

Violence and Abusive Behaviour

The group will not tolerate any form of violence or abusive behaviour committed by or against any employee, service users or other people who are affected by our activities.

Violence or abusive behaviour includes any attempted, threatened, or actual conduct that endangers the health or safety of employees, service users and other people affected by the activities of the group; or any threatening statement, harassment or behaviour which causes someone to believe that their health and safety is at risk.

All reports of violence or abusive behaviour will be taken seriously.

Violent and abusive behaviour by paid or unpaid staff (i.e. volunteers) constitutes misconduct and will be dealt with under the group's disciplinary procedures up to and including dismissal. It could also lead to a referral to the SSSC, if appropriate, and/or to the police.

Cambusbarron Village Nursery does not accept violent or abusive behaviour or threats of violent or abusive behaviour towards our staff, volunteers or children by parents/carers or visitors to Cambusbarron Village Nursery. Such incidents will be investigated and dealt with by the management under our grievance and/or complaints procedure and may result if upheld in the loss of the child's place in the group and/or referral to the police.

Housekeeping and Premises

Cambusbarron Village Nursery maintains a healthy and safe environment in all aspects of routine practice.

Cleanliness

Staff will check the toilets, play room and resources for cleanliness at the beginning of each session. If necessary items will be cleaned or removed until they can be cleaned.

Waste disposal

Normal waste will be disposed of in waste bins provided.

Waste produced as a result of a suspected or confirmed COVID-19 outbreak will be double bagged before being disposed of.

Food waste will be disposed of in the designated composting bin

Nappies and other waste with body fluids will be disposed of in accordance with the infection control policy guidelines

All bins will be emptied by Caretakers at the end of each session.

Children's security

A register will be kept showing which children and adults are present at a session.

Parents will be asked to sign their children in and out of the service. (For COVID-19 purposes staff will sign on behalf of parents to reduce the risk of the spread of infection)

Children exiting the play room will be monitored by their a staff member. Children and parents will be escorted in and out of the service by a member of staff.

Safe stacking and storage of equipment

Lifting and handling of equipment will be done in accordance with training and health and safety guidelines

Resources will be stored in a safe manner and where stacking is necessary they will not be stacked above shoulder height.

Checking play equipment

Each play resource will be inspected for cleanliness and damage before being made available to the children.

Resources will be cleaned before being put away.

Checking outdoor play spaces (these should be checked for example for glass, needles etc prior to use) see health and safety checklist.

Checking Electrical Equipment

Procedure for inspecting plugs and cables for loose connections and faults will be complete through the health and safety checklist. (12)

Notes

(12) Annual PAT testing (Portable Appliance Testing) should take place on electrical equipment/installation

COSHH (The Control of Substances Hazardous to Health Regulations)

Chemicals are widely used for a variety of processes and some are extremely hazardous. To comply with these regulations a list will be kept by the manager of all hazardous or potentially hazardous substances that are used in the nursery. All such items will be purchased from a regular supplier/source and safety data sheets will be obtained from the manufacturers for all items.

In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.

The Manager is to be informed of any hazardous substances which are brought onto the premises for use by employees, paid or voluntary or other users.

Any person(s) using such chemicals must observe the following guidelines:

- all substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe place preferably under lock and key;
- all hazardous substances e.g. bleach, solvents, glues containing solvents are to be used with care;
- always read the label before use and follow the manufacturer's instructions;
- avoid inhalation, ingestion and skin contact of all chemical substances;
- always wear the appropriate protective clothing e.g. gloves etc;
- products must never be mixed as this could give rise to hazardous by-products e.g. bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic;
- Those using the substance must be familiar with the First Aid procedures to be used in the event of an accident.
- In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

Other Important Hazards

Manual Handling

Manual Handling means lifting, lowering, pushing, pulling, carrying, moving, holding or restraining any object, animal or person.

Procedures for managing and monitoring safe manual handling.

Staff are encouraged to use their common sense and not to take unnecessary risks when handling large/heavy objects.

When lifting a child or object weighing more than 15 kilos, staff are required to seek assistance.

It is the responsibility of all staff to follow the procedures below and to assist by identifying manual handling hazards and risks.

Regular checks to monitor use of manual handling at the nursery. Any difficulties noted will then be dealt with immediately.

Managing risks for manual handling.

Identifying risks – discuss issues with staff and check past incidents/accidents records.

Assess risks – how much strain, pressure, stress, weight, force, grip, skill and duration is required for each activity.

A risk assessment will be undertaken for any expectant student or staff member within the setting during their pregnancy.

Control risks – when designing tasks in order to minimise injury, look at changing the way jobs are done, change the layout of the workplace, and change the equipment.

Correct Lifting Procedures.

IF IN DOUBT, DO NOT LIFT!

Staff must never twist while lifting.

When staff lift a child or object they should not stretch over and lift, but lean close and raise as close as possible to their body.

When lifting staff must:-

Place their feet apart in a striding position

Keep their breastbone elevated

Bend their knees

Brace their stomach muscles

Hold the child or object close to their body

Move their feet not their spine, to stand up

Prepare to move in a forwards direction.

Staff should transfer heavy items to smaller containers to reduce weight.

Staff should:-

– Kneel where possible

– Avoid sitting on child sized chairs where possible

– Refrain from carrying children on their hip

– Lift children with one arm under their buttocks and the other arm under their backs, with the child facing them

Notes

Although there should not be dangerous substances stored on the premises, there are substances which, if misused, can be dangerous: e.g. bleach, washing-up liquid, disinfectant, glues, paint, sand, Tippex and Tippex Fluid, solvents, aerosols etc

Identify those pieces of equipment which are too heavy or awkward for one person to lift or manoeuvre safely; devise an appropriate method of handling that will also be communicated to all members of the group. Lifting and handling advice is available from the Health & Safety Executive Infoline: [0845 345 0055](tel:08453450055) Website: www.hse.gov.uk

Special rules may be needed for such matters as the use and care of protective equipment and the maintenance of appliances (gas etc).

Local Environmental Health Officer :

Helen Harvey 01786 442485

Local Health Centre:

Minor Injuries Centre
Stirling Health & Care Village
Livilands Gate
Stirling
FK8 2AU
Phone: 01786 434036

Fire Safety Officer/Local Authority Fire Department:

Raploch Road, Stirling, FK8 1TH 01786 472223

Health & Safety Executive Scotland

Tel 0845 345 0055
Website www.hse.gov.uk/scotland

Early Years Scotland Centre:

Tel 0141 221 4148
Website www.earlyyearsscotland.org.uk

Advice & Consultancy

The group will seek advice and training on health and safety matters from a range of sources, including the local Health and Safety Inspector's Office, the local Environmental Health Office, Health Centre/GP Surgery, Fire Safety Officer/Local Authority Fire Department, Health & Safety Executive Scotland and Early Years Scotland.

Health & Safety Risk Assessment

CVN recognises that it is not possible to make everything safe and that learning to manage risk is an important part of a child's development. CVN has a duty to carry out a suitable and sufficient assessment of the risks associated with an activity and believes that the setting should be made as safe as necessary for children rather than as safe as possible. Risk-benefit analysis is a suitable and sufficient risk assessment that brings together an analysis of both risks and benefits. An analysis is a practical assessment of the benefits and the risks of the activity with a focus on hazards with the potential to cause real harm. It is not about creating a risk-free society, but about ensuring that reasonable precautions are taken to avoid injury.

In any human activity, there is an element of risk. Three factors are central to determining whether or not the level of risk is acceptable or tolerable:

- the likelihood of coming to harm
- the severity of that harm
- the benefits, rewards or outcomes of the activity.

Judgements about the acceptability of risk are made on the basis of a risk assessment. Risk assessment and management are not mechanistic processes. They crucially involve making judgements about acceptability based on an understanding of the balance between risks and benefits. Social and psychological factors are also important in risk assessment. Risks that are acceptable in one community or to one person may be unacceptable to another, and policies should take this into account.

It is the job of all those responsible for children at play to assess and manage the level of risk, so that children are given the chance to stretch themselves, test and develop their abilities without exposing them to unacceptable risks. This is part of a wider adult social responsibility to children. If we do not provide controlled opportunities for children to encounter and manage risk then they may be denied the chance to learn these skills. They may also be more likely to choose to play in uncontrolled environments where the risks are greater.

Cambusbarron Village Nursery has a positive attitude and culture towards health and safety and aims to ensure that:

- People have the skills and knowledge to carry out tasks safely.
- People are instructed and trained in health and safety matters.
- Sound advice and help are sought in health and safety issues, as appropriate.
- People who are identified to carry our risk assessments are adequately trained and have sufficient resources.
- People know and understand their responsibilities.
- Information about hazards, risks and preventative measures are known to staff, parents, children and others as appropriate.

We have adopted a structured approach to risk management such that

- All aspects of the group's activity are monitored and reviewed to ensure the safety and well-being of children, staff, parents and others.
- The group is consistently complying with specific health and safety acts and/or regulations.
- Procedures to manage risks are established and followed in the workplace.
- All groups of people, children, parents, staff, visitors, etc – who might be affected are considered. Some may be identified as being particularly at risk.
- Existing preventative and precautionary measures can be evaluated and reviewed.
- Necessary changes to procedures are made quickly and all the relevant people are informed.

Monitoring

As with any aspect of the group's activities, it is important to keep a watch on health and safety matters in order to gauge how successfully the group is operating. Monitoring health and safety performance requires the group to regularly examine and check that:

- Safety standards and procedures are being implemented.
- The controls introduced to eliminate or minimise risk are working.
- Information and insight gained through monitoring are used to improve practice and procedures.
- Accidents and incidents are recorded and brought to the attention of appropriate personnel.

If injury, illness or damage to property occurs, or nearly occurs, the group needs to investigate what and why something happened, so that remedial action can be taken to control the risk. The outcomes of monitoring health and safety performance must feature regularly on the group's management agenda.

Remedial action, as a consequence of monitoring, may require:

- Organisational and policy changes.

- Group expenditure on resources and equipment.
- Updating health and safety information to parents.
- Health and safety training.

Pre-school groups are expected to keep a record of their group's activities. Groups should investigate the causes of accidents and incidents. Investigate the causes of accidents and incidents. Identify changes to reduce severity or likelihood of accident or injury such as:

Any activity taking place and being observed : play, training activity, game, task etc.

- Speak to group and highlight concern
- Reduce number, height, weight
- Increase distance from hazard
- Protect with eg personal protective equipment, fall mats etc

Reviewing

Monitoring provides information which lets the group review and evaluate their performance in health and safety matters. The information can:

- Show the extent health and safety policy and standards are being achieved and with.
- Identify areas which need attention.
- Demonstrate what has been achieved.

Examine the record provides information about the causes of accidents and incidents. Are the risks of accident or injury proportional to the benefits?

Moment of concern:
Is the severity or likelihood of accident/injury tolerable or acceptable?

Are the risks of accident or injury proportional to the benefits?

NO

NO

YES

YES

Continue activity and observation. Record concern and control measures on RBA at the end of the activity

Dynamic Risk Benefit Assessment Procedure