

Written February 2022

HEALTH AND SAFETY POLICY

The Health and Safety Officer is Harriet Scott

For further information on Health and Safety guidance, please visit the HSE website:

<https://gov.gg/hse>

Our policy is to provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees and a safe learning environment in which children are cared for and learn. We provide information, training, and supervision to meet this purpose and we wish to develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children, and parents. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the arrangements which we will make to implement the policy are set out within this policy and sufficient resources will be made available to honour our commitment.

Aims and Objectives:

The aim of this policy is to ensure that all 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 including outdoor spaces
- Establish and maintain working procedures amongst staff and children
- Ensure the provision of sufficient information, instruction, and supervision to enable all people working in or using the nursery to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
- Maintain a healthy and safe nursery and safe entry and exit from it
- Formulate effective procedures for us in case of fire and other emergencies and for evacuation of the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery
- Maintain a safe working environment for pregnant workers including undertaking risk assessments
- Maintain a safe environment for those with disabilities and to ensure all areas of the nursery are accessible wherever practical
- Provide a safe environment for students and trainees to learn in
- Encourage a culture where all staff, parents, and visitors to report any unsafe working practices or areas to ensure immediate response by management

We believe the risks in the nursery environment to be low and we will always maintain the maximum protection for children, staff, and parents. The nursery will:

- Ensure all entrances and exits from the building, including fire exits, are clearly identifiable and always remain clear

- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary action
- Regularly check resources for defects and dispose of any worn, broken, or dangerous items
- Ensure daily health and safety checks are done within the nursery
- Ensure that all staff, parents, and visitors are aware of our fire procedures and regular fire drills are conducted
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Prohibit smoking and vaping on the nursery premises
- Prohibit any contractor from working on the premises without prior permission from the manager
- Prohibit running in the nursery
- Risk assesses all electrical sockets and respond appropriately to reduce risks where necessary and ensure no trailing wires are left around the nursery
- Ensure all cleaning products are placed out of reach of children and kept in their original containers with COSH sheets in the health and safety file
- Wear protective clothing when cooking or serving food
- Prohibit certain food if a child registered has been recorded as having a severe allergy
- Ensure risk assessments are undertaken on the storage and preparation of food practice within the nursery
- Familiarise all staff and visitors with the position of first aid boxes and ensure everyone knows who the appointed first aiders are
- Ensure all children are always supervised within the correct ratio
- Ensure no student is left unsupervised at any time
- Accidents and illnesses are dealt with by first aid trained staff

Responsibilities

The Manager has overall and final responsibility for the policy being conducted.

All employees have the responsibility to cooperate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations will be regarded as a disciplinary matter.

Whenever a member of staff notices a health and safety problem, which they are not able to rectify they must immediately report it to the appropriate person above. Parents and visitors are encouraged to report any concerns to the manager.

Daily checks, regular staff meetings and supervisions provide consultation between staff and management of health and safety matters.

Health and Safety Training

The person responsible for staff training in Health and Safety is Harriet Scott

All staff will attend full paediatric first aid training, child protection and safeguarding by a training provider. The nursery will also send the health officer on all relevant health and safety training such as Risk Assessments, Fire, Manual Handling, and Fire Warden training. The Fire Wardens will also attend Fire Training with the local Fire Officer.

Health and Safety Arrangements:

- All staff are responsible for general health and safety in the nursery
- Risk assessments will be conducted on all areas of the nursery including rooms, activities, added resources
- All outings away from the nursery however short will have a risk assessment prior to the outing
- Staff will daily and thoroughly check all equipment, areas, and resources
- We provide appropriate facilities for all children, staff, parents, and visitors to receive a warm welcome and basic care needs. These include easy access to toilets and drinking water
- The nursery will adhere to Control of Substances Hazardous to Health regulation (COSHH) to ensure all are safe around any chemicals that may be used in the nursery
- All staff and students will receive health and safety training during their induction
- We have a clear accident and incident policy to follow in case any person suffers injury from accident or incident
- We have a clear fire safety policy and procedure which supports the prevention fire and safe evacuation of any persons in the nursery. This is shared by all
- All health and safety matters are reviewed informally on an ongoing basis and formally when something changes.

LEGIONELLA

Humming Bees Day Nursery accepts its responsibility to take all reasonable precautions to prevent or control the harmful effects of contaminated water (i.e. Legionellae) to children, staff and other persons working at or using its premises.

LEGIONELLA OVERVIEW

Legionella pneumophila, a member of family Legionellaceae, is found in water, both natural and man made. Legionnaire's disease is an illness characterised mainly by pneumonia and is considered to be acquired by means of inhalation of small droplets carrying the bacteria. In environmental surveys, Legionella is found most commonly in hot water systems, particularly in calorifiers and in cooling water systems serving air conditioning plants, cooling water towers, whirlpool spas, individual wall mounted humidifiers and nebulisers using tap water. Water Stored in the 25-45 degrees Celsius range encourages the growth of legionellae, hence attention must be given to ensuring that water is not stored within these limits or contact with water stored within these limits is eliminated as far as is reasonably practical. Contaminated water presents the greatest risk when it is dispersed into the air as an aerosol. Legionella may be present in many water systems in very low concentrations but can be prevented from multiplying by careful control measures.

PREVENTION OF LEGIONELLA

To prevent the growth of Legionella, water services shall operate at the following temperatures:

- Cold water distribution and storage at 20°C or below.
- Hot water distribution – at least 50°C attainable at taps within two minutes of running.
- Hot water storage (calorifiers) at 60°C.

Our staff will ensure that:

- Water outlets not in regular use are monitored
- Correct water temperatures are being maintained
- Valves and equipment are working correctly
- Water temperatures are being recorded regularly (every 4 weeks)

LOCKDOWNS AND CLOSURES

In the event of a Nursery closure (planned or unplanned) extending beyond 1 week, staff will take the following steps:

- All taps are switched on for 1 minute
- All toilets are flushed twice

TRAINING

Humming Bees Day Nursery will ensure that our Nursery Manager has suitable and sufficient training and information. All members of staff have responsibilities for flushing, record keeping and taking temperature readings as required.

Training will be:

- Completion of a Legionella e-learning course.
- Regular research of new measures that are introduced to control Legionella

Humming Bees Day Nursery will maintain a written record of all instruction and training given to members of staff.