



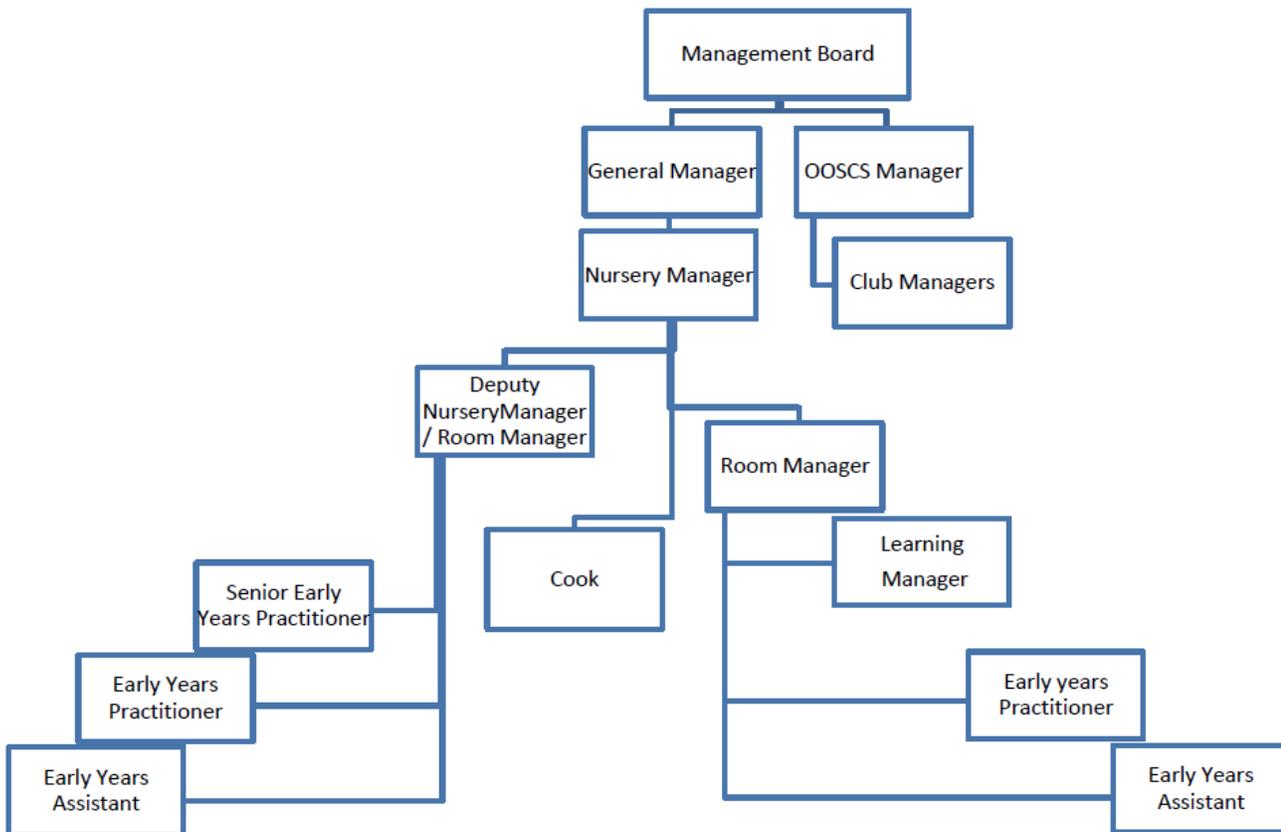
HEALTH AND SAFETY POLICY STATEMENT, ORGANISATION AND ARRANGEMENTS FOR STAFF

STATEMENT

York Childcare (YC) is committed to promoting the health and safety of all its staff and children & families. Employees are responsible, as far as is reasonably practicable, for their own safety and for the safety of others, who work at, stay on or visit YC premises.

ORGANISATIONAL CHART

An organisational structure is in place to effectively manage Health and Safety.





RESPONSIBILITIES

Line Management functions are accountable for planning, organising, controlling, monitoring, reviewing and auditing of processes which are integrated into general day to day activities and also in leading continuous improvement. (Please refer to organisational chart)

Health and safety (H&S) matters will be co-ordinated by the designated Health & Safety (H & S) Manager in conjunction with the General Manager and the H&S Representative at each nursery/setting.

The Health and Safety Commission and other enforcing authorities establish the rules and regulations enforcing safety in the workplace.

Managers of each setting must understand that the relevant enforcing authority see her/him as the person responsible for ensuring that the necessary procedures, practices and controls are firmly in place at that setting.

It is the responsibility of **all** staff to:

- Ensure that good working practice is observed at all times.
- Consider the health & safety of themselves and of how their actions may affect other people around them.
- Notify the Manager / H&S Representative of any issue affecting health and safety.
- Report all accidents and incidents as soon as possible to the Manager / H&S Representative.
- Ensure that visitors to and contractors working in each setting are made aware of this policy on arrival.

The remainder of this policy is in alphabetical order of the subject headings.

ACCIDENT REPORTING

In compliance with 1995 RIDDOR Regulations (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) every injury must be reported to the Manager/H & S Representative, recorded in the Accident File and appropriate action taken, including notifications as set out below.

The local Environmental Health Department must be notified when an injury to an employee resulting in more than 7 days absence from normal work occurs on YCL's premises. Notification must take place within 10 days on form F2508. All report forms must be kept securely to comply with the Data Protection Act 1998.

ACCIDENTS AND EMERGENCIES

At least one member of staff on duty must hold a valid first aid certificate.

A fully stocked first aid kit must be easily accessible at all times and in all areas.

If an employee has an accident at work it must be recorded in the Accident File. If transfer to hospital is necessary the employee's emergency contact is to be informed. If the employee is



unable to do this in person, the line manager must ensure that this is done. Emergency contact forms must be kept in each employee's personnel file.

ACTIVITIES

An appropriate level of adult supervision must be maintained during all activities, not falling below the adult/child ratios as stated in the Early Years Foundation Stage (EYFS).

Toys and equipment offered will be suitable to the developmental stage of each child, recognising that some materials suitable for older children could be potentially harmful to younger children.

Toys and equipment presented to babies and toddlers must not be deemed as a potential choking hazard.

A risk assessment must be carried out for any off-site excursions.

AMENDMENTS

This Health and Safety Policy will be reviewed and updated on a regular basis. The current policy will be available on the YC website.

The General Manager will be responsible for circulating notifications to staff and service users to indicate when changes have been made.

COSHH

The Control Of Substances Hazardous to Health Regulations (COSHH) were updated in 1999 and 2002.

Large quantities of hazardous chemicals must not be either in store or in use.

A chemical register must be compiled, which identifies all chemicals & substances used throughout the premises.

Every member of the workforce must be given induction training on the COSHH regulations for chemicals and substances in use.

If new substances are introduced, retraining must be given to all staff.

Records of any of this kind of training given will be kept and monitored by the H & S Representative.

An assessment of chemical substances used on the premises must be carried out and recorded by the Manager/H & S Representative. Hazard Data Sheets may be available for products purchased from a large supplier.

Any potentially dangerous substances, including medicines, must be kept out of reach of the children, in a locked room, cupboard or other suitable container.

CONSULTATION

In compliance with the 1996 Consultation with Employees Regulations state the General Manager consults all employees on matters affecting Health & Safety at work. Consultations for



pre-planned activities or changes will take place at staff meetings. Consultations for emergency activities or changes will take place on site.

CONTRACTORS AND VISITORS

Contractors / visitors attending YC premises are required to comply with YC's health, safety and hygiene rules. These must be made available to contractors / visitors before work or visits commence. Failure to comply with this policy will result in a contractor being stopped from working, a visitors' meeting being stopped, and they will be instructed to leave the premises.

All accidents and injuries to contractors and visitors must be reported to the Manager, H & S Representative or senior staff member on duty.

All accidents and injuries to contractors' employees must be reported to the Manager, H & S Representative or senior staff member on duty, although legal responsibility for reporting the accident remains with the contractor.

It is the responsibility of the member of staff who answers the door to ensure that contractors / visitors sign in on arrival and sign out on leaving.

Contractors and other visitors must not walk around the premises unaccompanied unless authorised to do so by the Manager, H & S Representative or senior staff member on duty.

Drivers must exercise great care, must observe speed limits and parking restrictions.

Contractors and visitors must be made aware, by the Manager, H & S Representative or senior staff member on duty, what to do in the case of an emergency evacuation.

Risk assessments will be required from all contractors stating how staff and children will be protected. These must be submitted to the Manager, H & S Representative or senior staff member on duty before any work commences.

DISPLAY SCREEN EQUIPMENT

A written assessment on users of display screen equipment and their workstations must be completed in accordance with the 1992 Display Screen Regulations.

All staff using display screens must complete on-line display screen training.

DOCUMENTATION AND RECORDS

Documents and records will be kept to meet both statutory and operational needs. The following documents and records must be kept:

- Accident Forms and files
- Relevant codes of practice
- Form F2508
- Service reports relating to boiler and heating systems, fire extinguisher equipment, emergency lighting, testing of portable equipment, testing of fire alarms and electrical systems.
- Record of emergency evacuations, minutes of safety meetings and training records for H&S.



All report forms must be kept securely to comply with the Data Protection Act 1998.

ELECTRICITY REGULATIONS 1989

Electrical repairs, alterations and installations must only be carried out by competent persons and qualified electricians.

Portable electrical equipment must be inspected within a 14 month period to comply with safety standards.

FINANCIAL PROVISION

Day to day repairs and maintenance will be considered by the Manager and form part of existing annual budgeting.

Repairs and improvements over £250 require consultation with and approval by the General Manager. If in excess of £500 a member of the Management Board must give approval, unless it is an emergency repair.

Where, if as the result of an inspection or incident, health or safety improvements are required, the Management Board must consider the matter as a priority and implement appropriate action to comply.

FIRE PRECAUTIONS

The following provisions must be made:

- Fire evacuation practices must be carried out at least 6 monthly and records kept, with assembly points and escape routes clearly identified and records maintained by the Manager.
- The Manager must maintain the means of escape to ensure that it is kept in working order.
- An Emergency Plan showing evacuation procedures must be available in writing.
- Fire alarm testing must be carried out weekly by the Manager, H & S Representative or senior staff member on duty and records kept of time, date & any defects.
- Fire detection and alarm systems will be contractually serviced and tested on a regular basis. This also includes fire extinguishers and emergency lighting.
- Regular inspection will be carried out by the Manager, H & S Representative or senior staff member on duty to ensure that all flammable materials are isolated and safe as is reasonably practicable.
- Adequate fire exit signage must be displayed.
- Waste areas will be kept secure and separate from all buildings.

FIRST AID



Names of qualified First Aiders, and the location of First Aid equipment must be prominently displayed.

GAS OR OTHER HEATING APPLIANCES

Systems are to be kept clean and used strictly in accordance with makers or service companies' instructions.

Relevant gas safety/oil fired system leaflets must be obtained at time of installation and displayed in the relevant location.

Carbon monoxide detectors are installed at each setting where gas appliances are present.

Emergency numbers and service contractors' details must be displayed near the equipment. (Contractors dealing with gas fired equipment must be Corgi/Capita registered.)

HYGIENE

All staff preparing and handling food must hold a food hygiene certificate.

All staff dealing with food must wash their hands in antibacterial hand-wash before handling food and must wear a clean apron and disposable gloves.

Kitchens and areas where food is stored and prepared must be kept in a clean and hygienic state and must undergo a thorough cleansing at least once per week.

All cloths used in the kitchen and in any other area for food use, must be washed after each use (including tea-towels if they are used).

Staff / contractors must not enter the kitchen while food is being prepared unless they are authorised to do so and are wearing protective clothing.

Children are not allowed in the kitchens unless supervised.

All surfaces for food preparation and consumption must be cleaned using antibacterial cleanser before use.

Food and drinks sent in from home must be stored in the appropriate area. (eg bottles of formula milk to be stored in the fridge, packed lunches to be stored in a suitable area away from other activity areas)

Food and drink requiring heating will be done so immediately prior to serving. Once heated, if not used within 1 hour it must be discarded. Hot food being saved for a child must be covered and stored appropriately. When needed it is re heated and the temperature checked. It can only be re heated once and then must be discarded.

Cleaning brushes, cloths and mops etc will be colour coded to prevent use in other areas.

Each setting will adhere to its own additional set of hygiene guidelines reflecting the operational plan.

HOUSEKEEPING

All staff must keep the setting tidy since untidiness can lead to accidents and injuries.



Any spills must be cleaned up immediately, using a wet floor safety sign to identify the area.

ILLNESS AND INFECTION CONTROL

Staff must consider the risk to the children and to other staff if they suspect they may have an illness, which could be passed on.

The Nursery Manager (or senior member of staff on duty) must be informed of any illness/infection contracted by a member of staff.

The following information is taken from the “Guidance on Infection Control in Nurseries” issued by the Department of Health and is accepted as part of YCL’s Infection Control Policy.

Please note that there are slight differences for adults and children. The table given to parents is therefore different.

INFECTION CONTROL TABLE FOR STAFF

DISEASE/ILLNESS	EXCLUSION PERIOD
Sickness and diarrhoea	24 hours after the last bout of either
Conjunctivitis	May return as soon as treatment has commenced
Measles	5 days from onset of rash
German Measles (Rubella)	(The Nurseries need to be informed to advise staff/mothers who may be pregnant) 5 days from onset of rash
Chicken Pox	5 days from onset of rash
Scabies	Until after first treatment applied
Head Lice	None. Treatment is recommended only in cases where live lice have been seen
Impetigo	Until lesions are crusted or healed
Hand, Foot and Mouth	None once employee is well
Whooping Cough	5 days from commencement of treatment
Influenza	None
Meningococcal Meningitis/Septicaemia	The consultant in communicable disease control will give specific advice on any action needed
Meningitis	None once employee is well – infection risk is minimal
Tonsillitis	None once employee is well

Please see section on medicines.

MANUAL HANDLING

Training will be provided for all staff as part of their induction training. Updates will be providing through in-house training sessions.

Staff will avoid manual handling where possible.



MONITORING AND MEASURE OF EFFECTIVENESS

The following means of monitoring safety standards will be used:

- Daily health and safety checks by staff members on duty - these must be recorded.
- Risk assessments, reviewed by the Manager / H & S representative and any amendments recorded.
- Regular review of codes of practice and safe systems of work, undertaken at planned safety meetings.
- Accidents and near miss occurrences must be investigated by the Nursery Manager / H & S representative and reported to the Management Board or other regulatory authority.

MEDICINES

Any staff taking medication which may affect their performance at work **MUST** inform their Manager. This is an Ofsted requirement. (See EYFS 3.19)

Staff taking medication may return to nursery at the discretion of their Line Manager.

Medicines must be refrigerated (if appropriate) or stored in a lockable cabinet (ie a personal staff locker or lockable medicine cabinet) **OUT OF REACH OF CHILDREN.**

REGULATORY AUTHORITIES

The Manager and H & S Representative are the first point of contact for external Health & Safety Authorities and Environmental Health inspectors.

PREMISES AND EQUIPMENT

All furnishings must be fire retardant and must bear the tag confirming this.

Each building must be kept in a good state of repair.

Fire exits and corridors must never be blocked.

Fire exits must be clearly identified.

Low level windows and doors must be fitted with either safety glass or protective safety film.

Premises will be heated at an appropriate temperature according to local guidelines. The heating system will be maintained accordingly.

Radiators and heaters will be guarded as necessary if not thermostatically controlled.

Water will be heated to a safe temperature to prevent disease but will be suitably controlled to prevent scalding.

Sufficient lighting will be installed and maintained.

An adequate supply of fresh air will be maintained.

Smoking is not permitted on the premises. (See EYFS 3.56)



Equipment must be in a good state of repair and must comply with British or EU standards.

OUTDOOR AREAS

Outdoor areas must be securely fenced, gated and staffed.

Outdoor play areas must be checked before each use to ensure that the perimeter fencing remains safe and the area is free from animal faeces, broken glass, syringes or anything else which could be harmful to children. A member of staff must undertake this before the children are taken outside.

Outdoor equipment is annually inspected by an independent regulator. Quarterly checks must be carried out by the Manager / H & S representative and recorded.

WORKPLACE SAFETY

Staff will ensure that each room and resources within it will allow safe, free movement providing safe and easy access to other rooms (eg. bathrooms, storage and other areas of the building).

Staff will ensure that equipment and resources will be stored safely where they can be accessed easily.

Staff will ensure that there is good housekeeping and tidiness in each setting.

Staff will ensure that each area will be kept in a clean and tidy condition.

Staff will ensure that floor and sink areas will be left clear each night to facilitate cleaning.

RISK ASSESSMENT

A comprehensive risk assessment must be carried out annually in each setting by the settings' H&S representative and YCs' appointed H&S Manager. Relevant sections of the risk assessment will be reviewed at other times during the year to allow for changes of equipment, alterations to the premises and legislative changes.

SAFETY PRACTICE

Each setting will identify and adhere to a set of safety and health guidelines, recognising that each building and the service offered there is different.

SAFETY MEETINGS

The Health & Safety Manager and the premises H & S representatives will hold regular meetings to review codes of practice and safe systems of working.

Dates will be fixed in advance with a prepared agenda and minutes circulated afterwards to attendees and the General Manager.



SECURITY

Access to the premises must be controlled to prevent unwanted visitors.

Visitors to the site are the responsibility of the Nursery Manager or senior member of staff on duty.

All visitors must sign in and out.

Buildings must be protected by an alarm system, which is regularly maintained.

SLIPS, TRIPS & FALLS

Staff must observe the following guidelines to reduce slips, trips & falls:

- Keep areas free from clutter and obstruction.
- Sweep, vacuum and wash floors regularly.
- Keep working areas, stairways and corridors well lit.
- Clean up spills immediately.
- Ensure footwear is safe and suitable.
- Do not run.
- Repair or replace hazardous floor coverings.
- Clean up spills immediately.
- Sweep, vacuum and wash floors regularly.
- Display temporary 'Wet Floor Hazard' sign after spillage or wet mopping of floors

SUPERVISION OF CHILDREN

The attendance register must be filled out at the beginning of the morning and afternoon sessions.

Children must be supervised at all times, wherever they are.

Children must be monitored when using the toilets.

Staff must adhere to the Outings Policy when taking the children off the premises.

Children must wear labels bearing the Nursery's name and telephone number when going on trips.

Children must be transported in fully insured vehicles only. Car safety seats or seat belts must always be used.

Staff must carry First Aid Kits on all outings.

Staff must supervise children at all times while they are playing outside.

Staff must supervise potentially hazardous equipment at all times.

Joseph's – a member of staff must always stand near the gate.

Heather's – a member of staff must always take the key for the gate out with them.

SUPPLEMENTARY INFORMATION



Each setting will produce as part of their Operational Plan, guidelines for staff to support the implementation of this H&S policy.

Copies of these guidelines, along with Risk Assessments must be kept at the General Office as supplements to the policy.

This policy must be made available to all staff and other interested parties.