



Nursery Strategic Leader & Nominated Individual Mrs E Williams BEd. Hons NPQH
Nursery Manager: Miss C Bates

Initial Policy date		Next scheduled review	May 2024
Governor approved	November 2023	Key person/people	Site & Facilities Strategic Lead/ NI
Model Policy		Model localised	Yes

Health and Safety Policy

1. Health and Safety Policy Statement of Intent.

Rotherly Day Nursery recognises that good health and safety management supports the delivery of our services for our nursery community. As part of the overall risk management process, good health and safety management will help reduce the risk of injury and loss, promote a positive safety culture and healthy workforce, helping protect all who are affected by our services.

Rotherly Day Nursery recognises and will meet its common law and statutory health and safety responsibilities. It will provide, so far as is reasonably practicable, a safe and healthy environment for our employees and children, along with all persons affected by its undertaking. This will be based on providing safe environments for learning, and safe places of work, safe systems of work, safe equipment and materials for use at work and individuals who are competent.

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Leaders and employees will ensure health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments.

Rotherly Day Nursery will endeavour to consult on significant health and safety issues with the workforce in good time to enable employees to express their views on health and safety issues. All employees must actively support this School's efforts by working in partnership and with due regard to the safety of themselves and others. It expects and encourages similar support from contractors, partners and volunteers and co-operation from clients and other visitors.

This Rotherly Day Nursery Health & Safety policy will work in alongside and in conjunction with specific premises, facilities requirements already outlined in the Organisation & Practice, and arrangements sections within the Health and Safety policy for The Westgate

School located the school website. Therefore, this policy will refer to specific operational Health and Safety requirements for Rotherly Day Nursery.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their employees

2. ORGANISATION AND PRACTICE

The overall responsibility for health and safety at Rotherly Day Nursery is held by Hampshire County Council who will:

- Provide strategic direction and oversight of corporate health and safety strategies 2 and policies
- Promote a 'top down' positive health and safety culture.
- Ensure that departments adopt and comply with corporate procedures and all other health and safety arrangements.
- Support the Chief Executive in meeting his health and safety responsibilities for the Council as a whole.
- Support the work of the Risk Management Board and the Head of Profession – Health and Safety

2.1 Responsible Manager

The Responsible Manager for Rotherly Day Nursery is the Nursery Strategic Lead: who shall lead employees (and Managers) responsible for Health and Safety to:

- Implement corporate and departmental health and safety procedures, standards and guidance, as applicable in their area of responsibility
- Ensure all employees and others comply with the requirements of their department's health and safety documentation as well as any local health and safety requirements.
- Ensure that all work-related hazards are identified, and suitable and sufficient risk assessments are undertaken. Page 5 of 7 Issue 8 May 2022 Health and safety corporate policy statement.

- In conjunction with corporate health and safety advisers, develop any necessary local procedures and safe working practices that implement departmental documentation and local risk assessments, with the aim of eliminating or adequately controlling occupational risks.
- Ensure that they and their employees have adequate levels of competency to complete their work tasks safely and, where necessary, are provided with appropriate health and safety training relevant to the hazards in their work.
- Ensure that any volunteers working in their areas of responsibility are given adequate information, instruction and training, along with any other support or protection needed to enable them to work safely.
- Ensure that health and safety systems are maintained locally.
- Consider significant health and safety issues to support the Health and Safety Lead, in line with the wider risk management agenda.
- Employees are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered.
- Persons appointed to safety critical functions are appropriately competent.

2.2 Health & Safety Lead

The Health and Safety Lead is the Senior Site & Facilities Strategic Lead who will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager. To work within his level of competence and seek appropriate guidance and direction from the Responsible Manager, Health & Safety Committee and/or the Children's Services Health & Safety Team, as required. Who shall:

- Act as the "competent persons" as set out in the Management of Health and Safety at Work Regulations 1999.
- Provide appropriate advice and support to managers to meet departments' needs.
- Keep up to date with legislation and best practice knowledge.
- Advise upon on the identification and selection of mandatory health and safety training
- Monitor, via reports, the overall performance of health and safety management systems 3
- Ensure that they have an overview/awareness of significant health and safety issues with school, and the actions being taken to address them
- Advice upon compliance with corporate procedures and manage any specific health and safety
- Provide assurance on statutory compliance in the schools-built estate • Lead on specific health and safety issues including fire, asbestos and legionella

2.3 Nursery Manager

The responsibility of applying safety procedures on a day-to-day basis rests the Nursery Manager whose role profile includes working in situations with potential increased risk of dysregulated children/young people. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new employees under their control are instructed in their own individual responsibility with regards to health and safety and they will appropriately monitor those new employees. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary, to control risk. This is to include providing consultation, and risk assessment for vulnerable employees within the workplace.

2.4 All Employees (including volunteers)

All employees have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Familiarise themselves with the contents of this policy and those corporate health and safety procedures that relate to their work
- Work with due regard to the health and safety of themselves and others in compliance with those corporate health and safety procedures
- Use any equipment provided to them in accordance with their training and in compliance with any requirements imposed by Rotherly Day Nursery
- Co-operate with and support managers in meeting the school's health and safety responsibilities.
- Draw attention to any health and safety problems or deficiencies they become aware of, including in their own training and instruction and capability to work safely
- Not interfering with health and safety arrangements or misusing equipment.
- Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those who may be affected by their actions.
- Reporting safety concerns to line managers.
- Reporting any incident that has led, or could have led (near miss), to damage or injury.
- Assisting in investigations due to accidents, dangerous occurrences, or near-misses

2.5 All other Fire, Facilities, and Building mandatory requirements

These are outlined within The Westgate School Health and Safety Policy under the Organisation and Practice section. The following sections refers:

- 1.7 Health and Safety Committee
- 1.8 Fire Safety Co-ordinator
- 1.9 Facilities Management Trained Employees
- 1.11 Legionella Competent Person
- 1.12 Asbestos Competent Person
- 1.14 Accident Investigators
- 1.15 Contractors and partners

3. ARRANGEMENTS

The following arrangements for Health and Safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements are to be used alongside other current Rotherly Day Nursery procedures and policies.

In carrying out their normal functions, it is the duty of all managers and employees to act and do everything possible to prevent injury and ill health to others. This will be achieved in so far as is reasonably practicable by the implementation of these arrangements and procedures, or those reference from The Westgate School Health & Safety Policy.

3.1 Accident Reporting and Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with departmental and corporate policy requirements. The Local Authority now requires all injuries (excludes minor child accidents recorded on our family tracker) to be recorded on <http://intranet.hants.gov.uk/healthandsafety.htm>

All accidents, incidents and near misses are to be reported to the Health and Safety Lead, using the same electronic process as The Westgate School.

3.2 Administration of Medicines

Arrangements regarding medicines are set out in the Rotherly Day Nursery First Aid, and Administration of Medicines policies.

3.3 Display Screen Equipment

All users must complete the Display Equipment E-Learning Course every year without exception. All users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by the Senior Site & Facilities Strategic Lead and routinely reviewed at intervals not exceeding three years.

3.4 Electrical Equipment

- Only authorised and competent persons are permitted to install or repair equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- Equipment is not to be used if found to be defective in any way.
- Defective equipment is to be reported immediately to the maintenance@westgate.hants.sch.uk email address and taken out of use until repaired.
- All portable electrical equipment will be inspected/tested annually.
- Equipment testing/inspection can only be carried out by a competent person. The competent person to be used is an HCC approved contractor.
- New equipment must be advised to the Senior Site & Facilities Strategic Lead in order that it can be added to future PAT testing schedules.
- Any defective or suspected defective equipment, systems of work, fittings etc must be reported immediately to the maintenance@westgate.hants.sch.uk email address and attended to as soon as possible.

3.5 Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the premises fire evacuation plan. The premises have a fire emergency plan for fire related emergencies and a Critical Incident and Emergency Plan (CIEP) for all non-fire emergencies.

All employees will receive a brief and/or copy of the CIEP at induction and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced. At the start of each new academic year, the Senior Site & Facilities Strategic Lead will outline changes/update all employees. All new employees are briefed on the Health and Safety Induction brief.

Personal Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

3.6 Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Fire Safety Coordinator is the Competent Person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Responsible Manager will ensure through the Fire Safety Co-ordinator that:

- All employees complete the mandatory Fire Safety Induction E-Learning Course every year.
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- Fire safety information is provided to all employees at induction and periodically thereafter.
- Fire safety notices are posted in the key areas of the building close to the fire points. • Evacuation routes and assembly points are clearly identified.
- Employees are to be aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of assembly point in the event of fire.
- All employees are to be familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable.
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises Fire Safety Manual(s).
- The fire risk assessment is reviewed annually by the Fire Safety Co-ordinator and amended as new hazards or required amendments are identified. Proposed changes and reviews will be approved by Health and Safety Committee

3.7 First Aid

Arrangements regarding first aid provision are set out in the First Aid and supporting pupil with medical conditions policy. The names and locations of first aid trained employees on site are listed with our First Aid needs risk assessment in the first aid policy and also clearly signposted around the premises.

All employees annually receive a review the Basic Advice on First Aid guidance. They can assess the situation, make the area safe, assess casualties and send for help without delay. Employee.

First aid is never to be administered by anyone except first aid trained employee with in-date training certification, operating within the parameters of their training.

3.8 General Equipment

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported immediately to the maintenance@westgate.hants.sch.uk email address and immediately taken out of use until repairs can be carried out.

3.9 Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are to be kept free from obstruction.
- Shelves in storerooms and cupboards are stacked neatly and not overloaded.
- Floors are kept clean and dry and free from slip and trip hazards.

- Emergency exits and fire doors are not obstructed in any way.
- Supplies are stored safely in their correct locations.
- Rubbish and litter are cleaned and removed at the end of each working day.
- Poor housekeeping or hygiene conditions to be reported to
 - Maintenance@westgate.hants.sch.uk.

3.10 Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSH assessment has been undertaken by the trained COSHH assessor and the product has been approved for safe use on site by Senior Site & Facilities Strategic Lead.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, employee must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Employees must never attempt to use a harmful substance unless adequately trained to do so and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure cupboard and locked at all times.

3.11 Moving and Handling

All employees must complete the Manual Handling e-learning course every year without exception. Employees are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Team are expected to undertake regular physical work 13 which would typically include significant moving and handling, so therefore they must attend a formal Moving and Handling course specific to the work requirements.

3.11 Physical Intervention

Arrangements regarding physical intervention are set out in the Rotherly Day Nursery Restrictive Physical Intervention Policy. Procedures are refreshed at INSET training and noted in minutes.

3.12 Provision of Information

The Health and Safety Lead will ensure that information systems are established so that employees are periodically provided with information regarding safety arrangements on the premises.

The Health and Safety Law poster is displayed in the Rotherly Day Nursery reception lobby.

3.13 Risk Assessment

The Nursery Manager will oversee that Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The Trained Risk Assessors is the Senior Site & Facilities Strategic Lead) who will be on hand to advise upon the correct completion of risk assessments as appropriate and refer/recommend to the Health and Safety Committee for approval.

3.14. Smoking

Smoking and vaping is strictly prohibited.

3.15 Training

Health and Safety induction training will be provided and recorded for all new employees and volunteers in accordance with CSAF-017 New Employee Health and Safety Induction checklist.

The Responsible Manager is responsible for ensuring that all new employees/volunteers are provided with adequate information, instruction and training regarding their safety at work. Training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all employees.

All employees will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this Health and Safety Policy.
- Appropriate local training regarding risk assessments and safe working practices.
- Updated training and information following any significant health and safety changes.
- Specific training commensurate to their own role and activities.
- Periodic refresher training that will not exceed 3 yearly intervals.
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements.

Training records are held as follows:

- Internal records held electronically by Health and Safety Lead
- External training records held by the Training and Courses Senior Admin Assistant
- Nursery Manager

3.16 Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards employees, whether verbal, written, electronic or physical, will not be tolerated at Rotherly Day Nursery

Employees are encouraged to report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries and so as to enable incidents to be appropriately, recorded, and investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar events occurring in the future.

Violent incident reporting is completely confidential. This is to be reported to be reported to the Health and Safety Lead.

3.17 Visitors.

ALL visitors must initially report to the Rotherly Day Nursery reception, where are to sign in and will be provided with the key health, safety and fire information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a visitor's badge, and where applicable health and safety information.

3.18 New and expectant Mothers

Risk Assessments will be carried out whenever any employee notifies the Rotherly Day Nursery that they are pregnant. Appropriate measures will be put in place to control risks identified.

3.19 Employee: child ratios

We follow the statutory guidance for ratio in the EYFS Framework 2023. Section 3 3.32 - 3.35

- **Rainbow Room** – children up to 2 years 9 months approximately. Ratio of 1 adult to 3 children. At least one member of staff must hold an approved level 3 qualification, and must be suitably experienced in working with children under two.
- **Caterpillar Room** – children from approximately 2 years and 9 months to 3 years 9 months. Ratio of 1 adult to 5 children. At least one colleague must hold an approved level 3 qualification and at least half of all other staff must hold an approved level 2 qualification.
- **Butterfly Room** – children from approximately 3 years 9 months to school age. Ratio of 1 adult to 8 children (although it is statutory for a ratio of 1 adult to 13 children if one adult has a teaching qualification) At least one member of staff must hold an approved level 3 qualification • at least half of all other staff must hold an approved level 2 qualification.

3.20 Late and non collection

Please see link to non-collection: [Late collection and non collection Feb 2023](#)

3.21 Vulnerable Persons

Where there are vulnerable persons (children, pregnant, those with a disability, those with temporary or permanent medical conditions etc) working or visiting Rotherly Day Nursery, a risk assessment will be completed, and appropriate procedures implemented to ensure their health, safety and welfare whilst on site. Line Managers are responsible for overseeing this process and consulting individual requirements within their teams.

3.22 All other Facilities, Building, and Welfare mandatory Arrangements

These are outlined within The Westgate School Health and Safety Policy under the Arrangements section. The following sections refers:

- 2.3 Asbestos Management
- 2.6 Contractors on Site
- 2.17 Inspections and Monitoring
- 2.26 Security
- 2.28 Stress and Wellbeing
- 2.35 Work at Height
- 2.28 Stress and Wellbeing
- 2.36 Glazing
- 2.37 Infection prevention and control
- Appendix one in TWS policy. Portable Appliance Testing (PAT) procedure.

