

# LITTLE WILLOWS PRE-SCHOOL

## HEALTH & SAFETY POLICY

### 1. Introduction

It is the policy of Little Willows Pre-School that all reasonably practicable actions will be taken to ensure the maintenance of a safe and healthy working environment, the health and safety of all persons, and to prevent damage to pre-school property, by promoting awareness of legal, personal and economic responsibilities.

It is the duty of all employees to conform to pre-school policy and safe systems of work and to accept and carry out their responsibilities. Failure to do this may result in harm, damage or personal injury. This awareness will be achieved through induction, training and ongoing consultation. In this connection, employees are reminded of their own duty under Section 7 of the Health and Safety at Work Act, to take responsibility for their own safety and that of other workers, and to co-operate with the pre-school as to enable it to carry out its own responsibilities successfully.

Employees who authorise work to be carried out must ensure that sufficient information, instruction, supervision and welfare facilities are provided to enable others to avoid hazards and contribute to their own safety and health at work. They must also carry out safety inspections of the working environment under their control in order to maintain standards.

All employees should contribute towards making the work area, and access to it, as safe as possible. All working practices should be periodically appraised to ensure that the safest procedures are adopted. These will be achieved by undertaking risk assessments.

All sub-contractors employed by the pre-school will be required to comply with, and adhere to the pre-school policy on Safety.

### Key Components of the Health & Safety Policy

1. What to do IN CASE OF FIRE is covered by separate instructions posted throughout the premises. (See Fire Procedure Section)
2. Employees must report ALL INCIDENTS. Where necessary, these will be followed by an investigation to determine the cause so as to remedy any faults and prevent a recurrence of the incident. (See Incident Reporting Section).
3. The names of all FIRST AIDERS are displayed by the entrance, and on the parents noticeboard. The first aid box is located in the kitchen cupboard.
4. INSTRUCTION of employees in safe working methods and the maintenance of these methods are amongst the duties of the manager, who will also initiate any steps necessary to improve unsafe conditions.
5. The TRAINING OF EMPLOYEES in health and safety matters necessary to their

work and in the operation of emergency procedures is undertaken by the appropriate competent person.

6. GOOD HOUSEKEEPING is considered to be the foundation of our Safety Programme in which everyone must play a part. There are arrangements for:-
  - The proper storage of clothing, tools and waste and the removal of waste
  - The provision of adequate space for machinery, equipment and working materials
  - Maintaining clean rooms, washing, toilet and first aid facilities
7. The MAINTENANCE of equipment on which personal safety depends is the responsibility of supervision. All defective equipment will be withdrawn until faults are rectified, and all maintenance work will be undertaken by competent personnel
8. Regular SAFETY INSPECTIONS of all areas will be undertaken in accordance with a timetable agreed by the Manager outlined in the Monitoring Section. Remedial action as a result of the inspections to correct potentially harmful situations will be carried out if reasonably practicable to do so.
9. Every effort is made to provide appropriate PERSONAL PROTECTIVE EQUIPMENT in consultation with the Employee and Manager.
10. RISK ASSESSMENTS will be carried out as required under the current edition of the Management of Health & Safety Regulations.
11. The risk assessments will be MONITORED AND REVIEWED as necessary.

## **HEALTH AND SAFETY POLICY STATEMENT**

We regard the promotion of Health & Safety measures as a mutual objective for the Manager and Employees at all levels.

It is therefore the manager's policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public, in so far as they come into contact with the Pre-School, its operations and buildings. In particular, the Manager has a responsibility to:

- Provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- To provide training and instruction to enable employees to perform their work safely and efficiently.
- To make available all necessary safety devices and protective equipment and to supervise their use.
- To maintain a constant and continuing interest in health and safety matters applicable to the pre-school's activities, in particular, by consulting and involving employees wherever possible.

All employees have a duty to co-operate in the operation of this policy by:

- Working safely and efficiently.
- Using protective equipment provided and by meeting statutory obligations
- Reporting incidents that have led or may lead to injury to people or damage to property or equipment.
- Adhering to the pre-school procedures for securing a safe workplace
- Assisting in the investigation of accidents with the objective of introducing new measures to prevent a recurrence.

A copy of this statement, together with the procedures will be displayed in suitable areas. The policy will be continually reviewed by the Manager and amended as appropriate.

## **CONSULTATION WITH STAFF**

Little Willows Pre-School acknowledges that it has a duty under the Health and Safety Regulations 1996 to consult employees on health and safety matters. It has chosen to fulfil this duty by direct consultation.

Employees will be provided with such information as is necessary to enable them to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These means will include, but will not be limited to, the following:

- Conversations with individuals
- Staff meetings
- Information displayed on noticeboards
- Letters attached to payslips

Any member of staff wishing to raise a matter for discussion should bring it to the attention of the Manager.

## **COSHH PROCEDURES**

The pre-school acknowledges that it has a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to assess the health risks associated with the substances it uses or produces, either intentionally or as by-products of its activities. It recognises that the purpose of COSHH assessment is to identify the health hazards of substances before they are used and to introduce controls to eliminate risks or to reduce them as far as it is reasonably practicable.

The Pre-School will:

- Maintain an up to date inventory of substances used or encountered as a result of the Pre-School's activities
- Identify the health hazards associated with the substances listed on the inventory
- Identify the employees or third parties that might be exposed to the hazards identified.

- Identify the controls currently in place
- Introduce further controls if required to eliminate risks or reduce them as far as is reasonably practicable
- Maintain written records of COSHH assessments
- Review COSHH assessments every two years, or sooner if substances or activities change significantly, to ensure that controls remain adequate.

The Manager is responsible for maintaining the COSHH inventory and an up to date library of suppliers material safety data sheets (MSDS).

The Manager is also responsible for carrying out COSHH assessments and for bringing any significant findings to the attention of those concerned.

All employees are responsible for using the controls identified in COSHH assessments.

Where any employee considers that the controls identified in a COSHH assessment are not sufficient to reduce the risks to health from substances encountered to an acceptable level this should be brought to the attention of the Manager immediately.

Where atmospheric monitoring is carried out, either in order to complete a satisfactory assessment or to monitor the effectiveness of controls or as a legal requirement, records will be kept as follows:

- General area monitoring results will be kept for five years
- Personal monitoring results will be kept for forty years

## **INCIDENT AND ACCIDENT REPORTING (RIDDOR)**

Under the current edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), it is the responsibility of the Manager to investigate all incidents and dangerous occurrences to prevent recurrence and to report to the pertinent authority any of those incidents, dangerous occurrences, which according to RIDDOR must be reported.

### **Death and Injuries**

If someone has died or has been injured because of a work-related accident this may have to be reported

### **Work-related accidents**

The accident that caused the death or injury must be connected to the work activity

### **Types of reportable injury**

- Deaths
- Major injuries
- Over 7-day injuries

### **People visiting the Pre-school**

- Where a member of the public or person who is not at work has died, or
- Injuries to a member of the public or people not at work where they are taken from the scene of an accident to hospital for treatment

### **Reportable major injuries are:**

- Fracture, other than to fingers, thumbs and toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or an penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury leading to hypothermia, heat -induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

### **Over 7-day injuries**

As of 6 April 2012, the over 3-day reporting requirement for people injured at work changed to more than 7 days. Now you only have to report injuries that lead to an employee being away from work or unable to perform their normal work duties, for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident, but including weekends and rest days). The report must be made within 15 days of the accident.

### **Over 3-day injuries**

You must still keep a record of the accident if the worker has been incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and payments) regulations 1979, that record will be enough.

### **Occupational diseases**

Employers and the self-employed must report listed occupational diseases when they receive a written diagnosis from a doctor that they or their employee is suffering from these conditions and the suffered has been doing the work activities listed:

- Repetitive Strain Injury
- Carpal Tunnel Syndrome
- Antrax
- Brucellosis
- Hepatitis
- Legionella
- Ovine or Bird Chlamydiosis
- Rabies
- Tetanus
- Lyme disease
- Tuberculosis

## **Dangerous occurrences**

Dangerous occurrences are certain listed near-miss events. Not every near-miss must be reported. Here is a list of those that are reportable:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Explosion, collapse or busting of any closed vessel or associated pipe-work;
- Plant or equipment coming into contact with overhead power lines;
- Electrical short circuit or overload causing fire or explosion;
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- Accidental release of a biological agent likely to cause severe human illness;
- Unintended collapse of:
  - Any building or structure under construction, alteration or demolition where over five tonnes of material falls;
  - A wall or floor in a place of work;
  - Any false work;
- Sudden, uncontrolled release in a building of:
  - 100kg or more of flammable liquid
  - 10 kg of flammable liquid above its boiling point;
  - 10 kg or more of flammable gas; or
  - Of 500 kg of these substances if the release is in the open air.

## **RESPONSIBILITIES**

The Trustees and Manager are responsible for investigating all incidents involving personal injury, incidents involving damage to property, machinery, equipment, fittings/fixtures, together with all near misses in those areas under their control

The Accident Book will be kept in the pre-school and it will be the responsibility of the Manager to ensure that these records are correctly maintained.

## **NOTIFICATION OF ACCIDENTS/DANGEROUS OCCURRENCES**

The manager will be responsible for reporting any notifiable injuries, diseases or dangerous occurrences to the Enforcing Authority.

## **ENFORCING AUTHORITY**

The Enforcing Authority is: Ofsted

Tel: 0300 123 1231

It is the pre-school's policy that verbal communication regarding any accident is expressly forbidden. Any request for information by pertinent and relevant parties must be addressed to the Manager in writing, who will make the Pre-School's official response. This statement relates to both reportable and non-reportable accidents/incidents under these Regulations.

## RISK ASSESSMENTS

Risk Assessments reviews are carried out every 3 months where the risks directly affect the children that we care for or every 12 months for more general risk assessments, following an accident or incident, or if circumstances change that warrants a new risk assessment, whichever comes first.

Daily Risk Assessments are also conducted for the more obvious hazards that if not dealt with then and there might cause harm to the children.

We are also required by the Management of Health & Safety At Work Regulations to carry out risk assessments for all activities. Risk assessments are also required by other legislation, i.e. COSHH, Manual Handling etc. All staff members must be aware of all risk assessments and their guidance.

## AIMS & OBJECTIVES

To ensure that we protect the health and ensure the welfare of all employees, volunteers, children and visitors to the pre-school. The risk assessment process is a key element of ensuring all appropriate measures are identified to assist the achievement of this aim.

- What is the hazard?
- Who might be harmed?
- What is the likelihood and the level of risk?
- What precautions can we/could we have taken?
- Who has reviewed the risk?
- When is it next reviewed?

## SUMMARY OF DUTIES

The Health & Safety Executive (HSE) requires that the pre-school shall make a suitable and sufficient assessment of:

- the risks to the health and safety of our employees to which they are exposed whilst they are at work; and
- the risks to the health and safety of persons not in our employment arising out of or in connection with the organisations work activities.

The pre-school will review any such assessment if:

- there is reason to suspect it is no longer valid; or
- there has been a significant change in the matter to which it relates. The regulations also requires the pre-school to record the significant findings of the assessment.

## **DEFINITIONS**

Hazard:           Something with the potential to cause harm  
Risk:             The likelihood of the harm being realised and the severity

## **RECORDING RISK ASSESSMENTS**

The 'significant findings' of the assessment must be recorded, and this includes:

- The significant hazards identified in the assessment. i.e. those hazards, which if not properly controlled, might pose serious risks to workers or other people who could be affected by the work activity.
- The existing control measures which are place and how effectively they control the risks.
- The people who may be affected by the risks identified.
- The decisions taken as a result of the assessment
- The results of the risk assessment and the preventative measures identified by it should be shared with those who could be affected by the hazard.

## **RESPONSIBILITIES**

Responsibility for carrying out Risk Assessments for the pre-school reside with the Manager. The Manager has the responsibility for ensuring that there are suitable and sufficient risk assessments for the areas they are responsible for. They may delegate the task of carrying out the assessment to "competent" staff. Competency for the purpose of carrying out a risk assessment means:

- An understanding of the work activity and best practice;
- An understanding of the regulations they are complying with
- The ability to be objective and remain impartial.

Staff will be expected to comply with preventative measures identified by risk assessments. Failure to do so may put themselves or others at risk and as such failure to follow these measures will be dealt with under the disciplinary procedure.