

## Health and Safety Policy Statement

Bright Beginnings is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable, whether on the Nursery premises, or carrying out Bright Beginnings' business at another location.

This responsibility also extends to children, parents, lawful visitors and members of the public, whilst they are on the premises, under the care of Bright Beginnings staff or involved in Bright Beginnings business at another location.

### **Bright Beginnings will, so far as is reasonably practicable:**

1. Provide and maintain a safe environment and safe systems of work.
2. Manage health and safety through the process of risk assessment and risk control.
3. Ensure that management check that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times. It is important to ensure that detailed written health and safety arrangements are provided within all areas, as required by legislation, and are updated, where necessary.
4. Provide staff with suitable health and safety information, instruction, training and supervision.
5. Provide safe entry to, and exit from, Bright Beginnings' premises.
6. Provide adequate arrangements to enable employees and their representatives to raise issues of health and safety, and for them to receive due consideration/action.
7. Appoint competent people to assist Bright Beginnings in meeting its statutory duties including, where appropriate, specialists from outside the organisation.
8. Provide adequate resources to implement the policy.

### **It is the duty of all employees of Bright Beginnings to:**

- Co-operate with Bright Beginnings, to enable all statutory duties to be complied with by adhering to this and all supporting policies and procedures
- Take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions.
- Immediately report to their line manager anything they feel is unsafe or dangerous.
- Use protective clothing where necessary
- Attend training as offered/when available

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## **Employees, third parties and lawful visitors have a duty to:**

- Co-operate in the operation of this policy by not interfering with or misusing anything provided in the interests of their or others health and safety.

The successful implementation of the Bright Beginnings health and safety policy requires total commitment from everyone. This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised to reflect legislative or organisational changes, at routine intervals.

## **Health and Safety at Work**

Every employee is given a full induction which includes reference to Health and Safety and also the opportunity for the employee to read the Health and Safety policy and all supporting documents

Some of the risks arising from work activities include:

- Back injuries from lifting and carrying
- Risk of contamination through bodily fluids
- Noise pollution
- Slips, trips and falls

Guidance leaflets from the HSE for some of the more common risks can be found in the staff room for staff members reference/training in order to try and limit the risk taken by staff members.

Protective clothing and equipment (PPE) is supplied and made available to all staff where needed.

The university offer free training in manual handling and fire safety to all employee's

## **Assessing Risks**

Staff members must ensure that the premises both indoor and outdoor are fit for purpose, suitable for the children's use and remain safe and secure at all times. Staff members will ensure that all spaces are adequately assessed for risk on a daily basis.

- Risk assessment, fire risk assessment and COSHH assessments are carried out regularly and/or as needed, in accordance with the requirements of the Health and Safety legislation

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- Gas equipment is checked annually by a qualified professional
- Electrical testing is reviewed and carried out annually by a qualified professional
- Health and Safety checks are carried out, including the review of accident forms on a monthly basis, by the health and safety representatives
- Equipment is checked regularly and any breaks or faults reported and documented immediately. Equipment deemed unsafe will be removed from the children's access immediately

Bright Beginnings management and leadership team will look at the environment and the activities carried out within that environment and assess what it is about the activity, process or substance that could injure the staff and centre users or harm their health.

Some ways hazards are identified are:

- Checking manufacturer's instructions or data sheets for chemicals and equipment – the Centre's COSHH sheets should be referred to
- Reviewing accidents, incidents and near miss records
- Walking around the premises and checking the environment
- Listening to staff members and understanding their collective and individual needs – such as health conditions or disabilities

Once we have identified the risk or hazard, the centre team will then identify who might be harmed by these risks. When identifying who might be at risk consideration will be made to remember that:

- Some workers have specific requirements such as being a young worker, new or expectant mother or have some kind of disability for example. This will require extra consideration and a separate risk assessment conducting in some instances
- Some people don't work in the workplace and are visitors or customers. How is their safety managed
- How are we able to ensure that the safety of the children is paramount

Once we have identified the risks we then decide how likely that harm will come about because of those particular risks and what can be done about it.

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Whilst risk is part of everyday life and cannot be eliminated entirely, we must ensure that we are able to show the things we are doing to manage them responsibly.

Generally, we will ensure that we do everything which is 'reasonably practicable' to protect our children, staff members, service users and visitors from harm.

Some practical steps we undertake to reduce risks include:

- Trying a less risky option
- Preventing access to the hazards
- Organising the workspace to reduce the exposure to hazards
- Issue protective clothing and equipment
- Provide welfare facilities such as first aid equipment and washing facilities
- Training

A copy of the risk assessment form we use within the centre can be seen alongside this policy and shows the following:

- The identified risk or hazard
- Who might be effected
- What the likely consequences would be of not controlling the risk
- What the risk level would be
- That control measures were put in place and that they lowered the level of risk

All the risk assessments which are completed on our environment and generic activities and experiences are stored together in a risk assessment file.

Specific assessments on individuals are stored in a separate confidential files.

Each of the risk assessments is reviewed regularly. The review dates will be brought forward should the need present itself. Individual risk assessments will always have a review date to ensure the level of support is maintained.

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## Fire Safety

- Fire equipment is checked regularly and maintained to ensure it is in full working order
- Exits are clearly displayed and remain accessible, free from obstructions at all times
- Fire procedures are displayed in prominent positions around the centre along with evacuation procedures
- There is a procedure for using the fire extinguishers, for action in case of fire which also contains evacuation procedures and a fire regulation procedure
- A full evacuation is conducted annually with alarm tests being carried out weekly
- Smoking is prohibited in any part of the building or nursery grounds

There is a separate Fire Safety & Evacuation procedure which supports this policy

## Sickness and Exclusion

The centre promotes the good health of the children and staff members and therefore have a duty of care to take necessary steps to prevent the spread of infections, taking appropriate action should a child or staff member fall ill.

The centre reserves the right to request a child be taken home if the staff members feel that a child is too ill to be cared for properly in group care. Children who are unwell with an infectious disease will not be allowed into nursery until they are well enough to do so, or until the exclusion period for the infection has elapsed. The centre has an exclusion procedure which supports this policy and should be referred to.

Staff members must also follow the same exclusion guidelines ensuring 48 hours is observed for gastro and intestinal infections, in the interest of food handling. The centre may require a fit to work note from the staff members GP in cases where the likelihood of cross contamination is deemed high.

Staff members returning to work following absence will be required to attend a 'Back to Work Discussion' to ensure they are fit to resume work without posing a risk to themselves or others.

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## Medication

Medication is permitted within the centre as long as the medication policy is strictly adhered to.

Information will be provided to all members of staff with regard the safe administration of medicines during their room induction. This procedure will be reviewed regularly or as needed.

## Accidents or Injury

There will always be at least 1 qualified first aider in the building at all times. First aid kits can be found in the following places:

- Reception
- Kitchen
- First floor managers office
- Caterpillars
- Butterflies
- Bumblebees
- Ladybirds
- Grasshoppers Dragonflies
- Zone/Millipedes

All accidents must be recorded detailing the injury sustained and the treatment provided using the accident forms provided. Parents must be made aware on the same day or as soon as possible thereafter.

Any injury incurred by a staff member or visitor to the centre must also be recorded.

Serious accidents, illness or injury to, or death of any child whilst in our care must be reported to Ofsted, local child protection agencies and/or RIDDOR. The notification must be made within 14 days of the incident occurring

The centre reviews all accidents and injuries on a regular basis

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## Hygiene

Steps are taken to ensure that the centre remains clean and free from possible sources of infection or contamination. Hand washing is actively encourage with the children and expected of all members of staff.

The resources and equipment used by the children are washed and/or sterilised regularly. All cleaning products have a full COSHH review completed prior to use and are stored out of reach of the children.

## COSHH

It is important to have a current material safety data sheet as this will contain the information needed to complete the COSHH assessment. The assessment should include the following:

- Name and brand of substance
- Storage procedure
- Handling procedure
- Protective equipment required
- Disposal procedure
- Accident/First aid procedure
- Working instructions
- Firefighting measures

## Choosing control measures

- Eliminate the use of a harmful product or substance and use a safer one
- Use a safer form of the product (paste rather than powder)
- Change the process to emit less of the substance
- Enclose the process so that the product does not escape
- Have as few staff in harm's way as possible
- Provide personal protective equipment (PPE) such as gloves or coveralls



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The Management team will ensure that the control measures are used and maintained and the safety procedures are followed. The chemicals and substances used within the centre will all be subject to a COSHH assessment. The same brand of product will be ordered and no substitutes will be accepted. If a brand discontinues, another brand will be chosen and a COSHH assessment completed on that brand and product. If necessary as determined by the COSHH assessment, staff will be monitored for their exposure to hazardous substances and health surveillance implemented. Staff will be provided with suitable and sufficient information, instruction and training in the hazards and chemicals where needed as part of their role, and have adequate supervision.

COSHH assessments will be reviewed regularly. Assessments will be redone if there is a change to the product or a change of brand is purchased to ensure all ingredients and the safety information is still the same.

For further guidance please refer to the HSE website: [www.hse.gov.uk/coshh/index.htm](http://www.hse.gov.uk/coshh/index.htm)

Reviewed by	Fiona Hakin
Date	July 2024