



Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
5.6.2014	R. Angell J. Malins	<i>Angell</i>	5.6.2014	5.6.2015

Policy

I regard the promotion and practice of Health and Safety measures as mutual imperatives for all people who work in and attend Otters Nursery Schools. It is therefore our policy that all reasonable practicable steps shall be taken to prevent personal injury, damage to property and to protect everyone from foreseeable hazards in the environment. This includes Otters Nursery Schools employees, contractors, children attending and all other members of the public insofar as they come into contact with Otters Nursery Schools and its activities.

In particular, Otters Nursery Schools management staff at all levels have a responsibility:

- To provide and maintain safe and healthy conditions for work and nursery activities, taking account of statutory requirements.
- To ensure the provision of the training, supervision and advice required to enable employees to perform their duties safely and efficiently.
- To ensure the provision of the training, supervision and advice required to enable students, volunteers and persons attending the Nursery to perform their roles safely and efficiently.
- To promote and maintain a constant and continuing interest in Health, Safety and Welfare matters applicable to Otters Nursery Schools activities and in particular, by consulting and involving employees or their representatives wherever possible.
- To operate in an environmentally responsible manner, with particular interest in minimising hazardous emissions to the atmosphere and contamination to the local land and water.

All Otters Nursery Schools employees, volunteers and students have a legal responsibility to co-operate with management staff in the operation of this policy and not to interfere with or misuse any material provided in the interests of Health and Safety.

This Policy Statement will be reviewed annually, but will also be reviewed when there are significant changes to the Otters Nursery Schools organisations or to relevant legislation, or upon identification of new hazards and risks.

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Designated Company Director R Angell
Otters Nursery Schools Ltd

Each of the Otters Nursery Schools sites is to develop a specific Safety Manual which detail the safety procedures appropriate to the tasks, processes, personnel, hazards or conditions that apply within that site.

The designated Company Director R Angell requires that site Managers ensure that:

1. Safety Manuals and Accident Books are regularly reviewed and maintained.
2. Safety audits, risk assessments and emergency procedures are regularly carried out or practised as appropriate in accordance local instructions, and that the results are analysed and acted upon.
3. Particular care is to be taken that the reception, briefing, control and safeguarding of visitors and contractors ensures their safety whilst within a Otters Nursery Schools' site.
4. Safety appointments are appropriately manned by trained and competent staff.
5. Health and Safety matters are promulgated promptly to all staff and that high awareness levels of the managerial and personal responsibilities for Health and Safety are fostered and maintained.
6. Appropriate and current Health and Safety Regulations, publications and reference documents are held and maintained.
7. Regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.

Any accident, damage, injury or 'near miss' which occurs on Otters Nursery Schools' premises, involves any person attending Otters Nursery Schools , or is in any way attributable to Otters Nursery Schools' work or procedures, is to be reported, recorded and analysed by line-management with assistance from the site Health and Safety Designated Officer. The Otters Nursery Schools procedures for reporting , recording and dealing with accidents and incidents are to be used. Major accidents and incidents resulting in the use of medical or emergency services are to be reported to Local Authorities under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and to Ofsted.

Otters Nursery Schools believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Each nursery has a Health and Safety Designated Officer responsible for overseeing Health and Safety at the site.

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Otters Nursery Schools has a Designated Company Director R Angell responsible for overall Health and Safety within the Company. The Health and Safety Designated designated Company Director R Angell is Robert Angell.

The Health and Safety Designated Officer for the nursery and the Health and Safety Designated Company Director R Angell are competent to carry out these responsibilities as they have undertaken health and safety training and regularly update their knowledge and understanding.

We display the necessary Health and Safety Poster on each nursery premises.

We display a current public liability insurance and employers' liability insurance certificate on each nursery premises

Manager Procedure: To implement the Health and Safety Policy the Manager must follow the procedure

- Ensure all staff and persons attending the nursery understand and take on their personal responsibility for ensuring that all parts of the environment, all procedures, all actions are undertaken to ensure that the health and safety of children is of paramount importance, and the setting is a safe and healthy place for children, parents, staff and volunteers.
- Ensure all staff and persons attending the Nursery understand and follow all Policies and Procedures including :
 - Fire and Emergency Procedure
 - Accident and Incident Procedure
 - First Aid Procedure
 - Medicine Procedure
 - Infectious Illness Procedure
 - Risk Assessment Procedure
- Health and Safety Procedures , Actions and instructions as set out in the Otters Nursery Health and Safety Files are followed by all staff.
- The Health and Safety Actions are followed as detailed in the Health and Safety Documentation, Actions and Guidance
- Health and Safety Files, Safety Records and Accident Books are regularly reviewed and maintained.
- Safety audits, risk assessments and emergency procedures are regularly carried out or practised as appropriate in accordance with instructions, and that the results are analysed and acted upon.
- Health and Safety equipment is maintained and serviced as per the required level as detailed in the Health and Safety File.
- Particular care is to be taken that the reception, briefing, control and safeguarding of visitors and persons temporarily on the premises ensures their safety whilst within a Otters Nursery Schools' site.
- Safety appointments are appropriately manned and the Procedure for Persons Undertaking Contractual Work is followed.
- Work with the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.

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- All staff are inducted with the Health and Safety Induction File on commencement of employment. Have understood and agree to abide by all the Health and Safety procedures.
- All staff are trained and up to date with appropriate Health and Safety qualifications ,including First Aid and Manual Handling.
- Health and Safety matters are promulgated promptly to all staff and that high awareness levels of the managerial and personal responsibilities for Health and Safety are fostered and maintained.
- Appropriate and current Health and Safety Regulations, publications and reference documents are held and maintained.
- A suitably qualified and responsible member of staff is the Designated Health and Safety Officer.
- The Designated Health and Safety Officer undertakes and performs their Health and Safety duties.
- An appropriate and current Health and Safety Board displays required documents and information.

Nursery Designated Health and Safety Officer :To implement the Health and Safety Policy the Nursery Health and Safety Designated Officer must support and liaise with the Manager, and ensure that the procedure is followed:

- If the Manager fails to implement any part of the Health and Safety Procedure the Nursery Health and Safety Designated Officer must immediately implement the procedure. They must immediately inform the Manager and indicate which part of the procedure is not followed. They must continue to support and liaise with the Manager to ensure that the procedure is followed.
- If the Manager continues to fail to implement any part of the Health and Safety Procedure or a significant part of the procedure is not followed the Nursery Health and Safety Designated Officer must immediately implement the procedure. They must immediately inform the Health and Safety Designated Company Director R Angell.

Nursery Staff paid and unpaid, volunteers, students and visitors Procedure: To implement the Health and Safety Policy all nursery staff paid and unpaid, volunteers, students and visitors must follow the procedure:

- Ensure all staff and persons attending the nursery understand and take on their personal responsibility for ensuring that all parts of the environment, all procedures, all actions are undertaken to ensure that the health and safety of children is of paramount importance, and the setting is a safe and healthy place for children, parents, staff and volunteers.
- Read, understand, sign to abide by and follow policies and procedures including :
 - Fire and Emergency Procedure
 - Accident and Incident Procedure
 - First Aid Procedure
 - Medicine Procedure
 - Infectious Illness Procedure
 - Risk Assessment Procedure

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- Follow all Health and Safety procedures, actions and instructions as set out in the Otters Nursery Health and Safety Files, co-operating fully with instructions from senior staff, manager, and Designated Health and Safety Officer.
- Health and Safety Files, Safety Records and Accident Books are maintained as per procedures.
- Complete the induction with the Health and Safety Induction File on commencement of employment, placement or attending the nursery. Have understood and agree to abide by all the Health and Safety procedures.
- Remain trained and up to date with appropriate Health and Safety qualifications, including First Aid and Manual Handling.