

Greenfields Day Nursery Health and Safety policy

Purpose of the policy

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1) Greenfields Day Nursery take Health and Safety issues seriously and is committed to protecting the health and safety of its staff, children and anyone who is visiting the premises. This policy will clarify who is responsible for Health and Safety and what those responsibilities will be.

2) This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by the employer in its absolute discretion. The employer will review this policy at regular intervals to ensure that it is achieving its aims effectively.

Who is responsible for workplace Health and Safety?

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3) Achieving a healthy and safe workplace is a collective task shared between the employer and staff. This policy and its contents apply to all staff of the employer. Specific responsibilities of staff are set out in the section headed 'Responsibilities of all staff' below.

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Employer responsibilities

4) The employer is responsible for:

a) Taking reasonable steps to safeguard the health and safety of staff, people affected by the employer's business activities and of people visiting its premises.

b) Identifying health and safety risks and finding ways to manage or overcome them.

c) Providing a safe and healthy place of work and safe entry and exit arrangements, including in an emergency.

d) Providing and maintaining safe working areas and appropriate protective clothing.

e) Providing adequate information, instruction, training and supervision to ensure all staff can work safely, to avoid hazard and contribute positively to their own health and safety at work. The Employer will give you the opportunity to ask questions and advise who to speak to in respect of those questions.

f) Provide a health and safety induction and appropriate safety training to your role, including:

- The use of personal protective equipment (PPE).
- g) Promote effective communication between the employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety.
 - h) In the event of a pandemic, provide a risk assessment used by all staff to promote the safety of staff and children alike to minimise the risk of infection.
 - i) Regularly monitor and review the health and safety at work policy making any necessary changes, and ensuring the staff are aware of any changes.
 - j) The nursery manager has overall responsibility for health and safety and has day-to-day responsibilities with health and safety matters.
 - k) The nursery manager should be made aware of any concerns about health and safety matters.

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Responsibilities of all staff

General staff responsibilities

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5) All staff must:

- a) Take responsible care for their own health and safety and that of others who may be affected by this.
- b) Co-operate with the nursery manager to enable compliance with health and safety duties and requirements.
- c) Comply with any health and safety instructions and rules.
- d) Keep health and safety issues in the front of their minds and take personal responsibility for this.
- e) Keep the workplace tidy and hazard free.
- f) Report all health and safety concerns to the nursery manager promptly, including any potential risk or hazard however minor or trivial it may seem.
- g) Co-operate in the employer's investigation of any incident or accident which either has led or could lead to injury, in the employer's opinion.

Staff responsibilities relating to accidents and first aid

6) All staff must:

a) Promptly report any accident at work involving personal injury, however trivial, to the nursery manager so that details can be recorded in the accident book and co-operate in any associated investigation.

b) Familiarise themselves with where the first aid kits are positioned (The children's first aid kit is located in the messy area on the children's drawers, easily accessible from all rooms and garden area) and know who the trained first aiders are, these are:

- Susan McGeoch
- Rebecca Brand
- Rachel Tear
- Sharnie Partridge
- Megan McGeoch
- Abigail Nixon
- Jenna Brookman

c) The nursery manager is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

Hygiene practices at work

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8) Staff must follow all hygiene measure which we implement, including increased frequency of handwashing. The nursery provides adequate handwashing facilities and hand sanitisers are available where not possible.

9) We also expect staff to apply good hygiene practices generally such as covering their mouths or faces when coughing or sneezing, not shaking hands or touching other people and to dispose of any waste, such as used tissues or handwipes, responsibly.

10) Ensure adequate cleaning of all surfaces and equipment used by both staff and children is completed at regular intervals throughout the day.

Date: 20th January 2023

Review: January 2024

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Protective clothing and face coverings

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All PPE required to carry out your work is provided by the nursery.

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11) Where you are already using PPE in your work activity to protect against non-coronavirus (COVID-19) risks, you should continue to do so.

12) Staff may be required to wear face coverings at times in the day for example when facing parents at the beginning and end of the day. Masks should cover both mouth and nose.

13) If you choose to wear face covering which we are happy for you to do for your own protection, we encourage the following steps.

- Wash hands regularly with soap and water for 20 seconds or use hand sanitiser before putting the mask on, and after removing it.
- Avoid touching your face or face covering to prevent contamination.
- Change or wash your face covering daily if it is washable or dispose of it responsibly.

Mental health whilst working during Coronavirus

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14) We take the health of the staff seriously, including their mental well-being. As we cannot do our jobs remotely it is therefore very important that we ensure as much protection is put in place as possible to ensure we limit the chance of a case of Coronavirus inside the nursery. If you feel that there is an area that needs monitoring please speak to the Manager or Deputy Manager regarding this. We welcome all staff input to ensure our practice is stringent. Please see the Risk assessment for full details of prevention methods.

Non-compliance with health and safety rules

15) Any breach of the health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employers disciplinary policy, up to and including immediate dismissal.