

Shrewsbury Preparatoria

7 Park Plaza Battlefield Enterprise Park
Shrewsbury
SY1 3AF
Shropshire
England

Dear Madam,

We are pleased to submit your Health and Safety Policy to assist the Nursery achieve health and safety compliance.

Should you have any questions regarding your health and safety management system or your inspection report, please remember that Citation Ltd is here to assist you and advice can be obtained 24 hours a day by telephoning the number shown on your helpline card. If changes in legislation are made which affect your undertaking, your Health and Safety Policy will be updated. If however, any changes occur within your undertaking, such as new or additional premises, procedures, etc. please notify Citation Ltd and all the necessary amendments to the Policy will be made.

Please also contact the health and safety helpline if there has been an accident, incident or an Enforcement Authority has contacted you for any reason, in order that you can be advised on the correct course of action to take.

You will now need to ensure that the arrangements contained in your health and safety policy are implemented using recommendations contained in the Citation visit report as a priority guide. You will also need to regularly monitor and review your health and safety management system, including risk assessments, safe methods of working, employee competence, etc. in order to remain legally compliant and demonstrate continual improvement particularly following business changes or accident/incidents or near misses.

If at any time throughout your contract you or your company are not satisfied with the service that is being provided, please contact Citation Ltd immediately so that the problem can be rectified.

Citation

Prepared by

Citation Ltd

24/7/2020

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Amendment Record

Version	Date	Author	Version Comment
2.0	20/12/2017	Lee Mockridge	All arrangement format review, compressed air arrangement responsibility review, overhead power lines arrangement update, addition of work at height regulations in relevant arrangements.
3.0	19/07/2018	Geoff Wilson	What does the company operate as? (Now can be personalised in all accounts)
4.0	01/12/2018	Andrew Hanson	Ladders and stepladders arrangement updated in line with current EN standards.
5.0	10/07/2019	Andrew Hanson	Annual Review
6.0	15/07/2020	Andrew Hanson	Annual Review+ Social distancing Arrangement
7.0	24/07/2020	Andrew Hanson	Update of Electricity arrangement to reference IET in line with 18th Edition Regulation on equipment installation

Version	Date	Author	Version Comment
			standards.

Health and Safety Policy



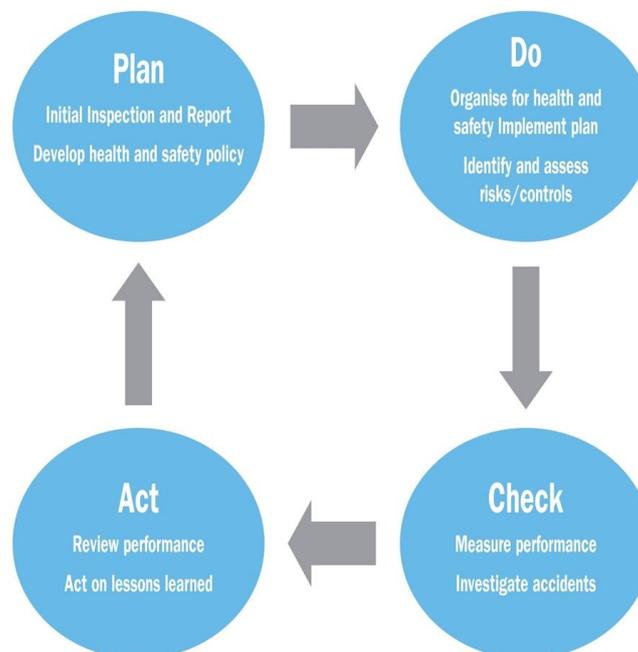
Health And Safety Management System

The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the Nursery. The arrangements when implemented however, will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system: –

- Plan
- Do
- Check
- Act.

This health and safety policy includes a management structure and arrangements developed for the Nursery to ensure compliance with the law; its format enables it to be integrated with any existing management systems.

Guidance is provided to show how this policy can be used as part of an effective Health and Safety Management System to ensure compliance and control in a logical manner, by describing the service provided by Citation Ltd and the contributions required by the company.



The flow diagram above provides a pictorial representation of good management practices in line with the HSE's normative standards; each step is explained further overleaf.

1. **Plan** - *Initial inspection and report, develop a health and safety policy*

Initial inspection/report - a visit by a Citation Ltd Health and Safety Consultant who will complete a questionnaire, inspect the premises and provide a written report. The report will identify the current practical, physical and procedural weaknesses in complying with regulations.

The policy will be developed and installed to the client by the Health and Safety Consultant. The installation visit will include an explanation of the system, advice on how to comply with legislation and an introduction to risk assessments. The Nursery's 'statements of intent' are contained within the policy, these should be signed and dated by the person with overall responsibility for health and safety.

2. **Do** - *Organise for health and safety and implement plan*

The organisational structure will be established along with individual responsibilities with regards to health and safety management within the Nursery. Management leading by example is essential to fostering a positive health and safety culture.

Shrewsbury Preparatoria commit to adhering to the policy arrangements including identifying hazards and completing risk assessments. Implementing actions from the health and safety inspection report will assist in compliance with regulations.

Implementation of the plan should include: –

- Establish and prioritise preventative and protective measures to eliminate or reduce risks, and implement
- Allocation of sufficient resources (manpower, time, funds and competent advice)
- Provision and maintenance of the correct tools and equipment to do the job
- Consult, train and instruct, to ensure everyone is competent to carry out their work
- Supervise to make sure that arrangements are followed.

3. **Check** - *Measure performance*

Monitoring will establish where problems may exist within the management system and will help understand what causes them and what remedial actions are required.

Monitoring can include:

- routine inspections of premises, plant and equipment by staff
- health surveillance to prevent harm to health
- planned function check regimes for key pieces of plant
- investigating accidents and incidents

- monitoring cases of ill health and sickness absence records.
4. **Act** – *Review performance, act on lessons learned*
- Health surveillance to prevent harm to health
 - Conducting accident investigations and reviewing statistics
 - Monitoring cases of ill health and sickness absence
 - Compliance with regulations.

Shrewsbury Prepatoria will carry out an internal review of health and safety systems to establish if they require updating or improving.

To support clients in the review process, Citation Ltd conduct an annual inspection. This will be carried out by a Citation Ltd, Health and Safety Consultant and includes a workplace inspection, review of documentation and arrangements in place and progress on assessments. On completion, a written report will be forwarded along with any required policy amendments. The outcomes of the review will become the next part of the health and safety plan to continue the loop.

Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Shrewsbury Prepatoria are effectively discharging their statutory duties by preparing a written Health and Safety Policy. A copy of the policy and associated employee handbook, which outline our health and safety arrangements and organisational structure, are held at Shrewsbury Prepatoria's main place of business.

Shrewsbury Prepatoria are aware that in order to ensure the health and safety policy is maintained effectively; it is essential that all references and information are up-to-date and accurate. Should any changes occur within the Nursery e.g. introduction of new processes or systems etc. or, if changes occur that impact on the organisation of health and safety responsibilities, a nominated representative will liaise with Citation Ltd, whose Health and Safety Consultants will advise on any policy updates that are needed and arrange for such amendments to be forwarded.

The health and safety policy and management system requires constant monitoring by Shrewsbury Prepatoria's management and reviewed particularly following changes to the Nursery and following accidents or incidents to ensure continual legal compliance. Citation Ltd will review the policy at the time of annual inspection.

In order for Shrewsbury Prepatoria to discharge its statutory duties, staff are required by law, to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. Shrewsbury Prepatoria encourages all staff to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.

Health and Safety Policy Statement

The following is a statement of the Nursery's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Shrewsbury Prepatoria to ensure so far as is reasonably practicable, the health, safety and welfare of all staff working for the Nursery and other persons who may be affected by our undertakings.

Shrewsbury Prepatoria acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor, improve and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

The Director will implement the Nursery's health and safety policy and recommend any changes to meet new circumstances. Shrewsbury Prepatoria recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Shrewsbury Prepatoria looks upon the promotion of health and safety measures as a mutual objective for themselves and staff. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the Nursery aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All staff have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Staff are also informed that they must co-operate with the Nursery in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Shrewsbury Prepatoria will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The Nursery will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing staff of the correct procedures needed to maintain a safe working environment. We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Signature: -

Date: -

Position: -

Review: -

Environmental Statement

Shrewsbury Prepatoria is committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

- Minimise the use of energy, water and natural resources
- Minimise waste through prevention, re-use and recycling where possible
- Dispose of waste safely and legally
- Avoid the use of hazardous materials, where practical
- Work with environmentally responsible suppliers
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

We are committed to providing relevant environmental training and promoting environmental awareness to staff and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental non-conformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

Signature: -

Date: -

Position: -

Review: -

Food Safety Statement

Staff have a statutory duty to take care of themselves and others who may be affected by their acts or omissions. To enable these duties to be accomplished it is Shrewsbury Preparatoria's intention to ensure that responsibilities for food safety matters are effectively assigned, accepted and fulfilled at all levels within our organisation.

As far as is reasonably practicable, we shall ensure that:

- Adequate resources are provided to ensure that proper provision can be made for food safety
- Risk assessments are carried out and periodically reviewed in accordance with the HACCP's
- Systems of work are provided and maintained that are safe and without risks to food safety
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health
- All staff are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work, the safety of others who may be affected by their actions and the safety of food on the premises
- Where appropriate, health surveillance will be provided to staff
- The provision and maintenance of all plant, machinery and equipment to ensure it is safe and without risk to health or food safety
- The working environment of all staff is safe and without risk to health or food safety and that adequate provision is made with regard to the facilities and arrangements for their welfare at work
- The place of work is safe and that there is safe access to and egress from the workplace
- Monitoring activities are undertaken to maintain agreed standards
- All food prepared or stored on the premises complies with all food safety requirements and is of the nature, substance and quality demanded
- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and operate with us in fulfilling our statutory duties
- Not to interfere with or misuse anything provided in the interest of health and safety.

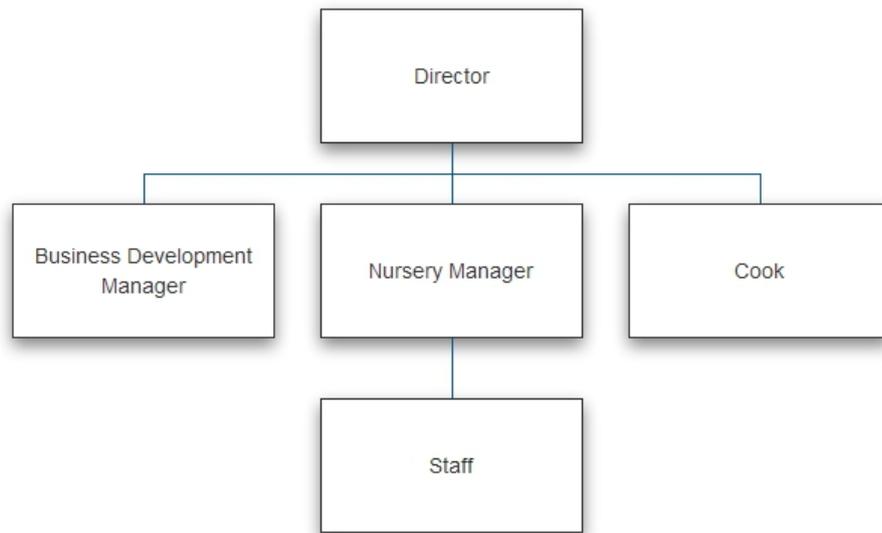
Signature:

Date:

Position:

Review:

Health & Safety Organisation Chart



Health & Safety Responsibilities

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy that includes details of responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

Tier 1

The Director will ensure that :-

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- The same management standards are applied to health and safety as to other management functions.
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- The organisational structure is appropriate in order to manage health and safety.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.
- Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.
- Safe access and egress are provided and maintained in all areas within the organisation.
- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- Risk assessments are compiled within the workplace.
- All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Records and statistics of all accidents and incidents that occur within the organisation are compiled.

- People moving and handling training and training in the use of hoists and slings is undertaken and reviewed regularly or if process change requires re-assessment.

Tier 2

The Nursery Manager will ensure that :-

- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- All health and safety issues raised by employees are recorded and investigated.
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- Daily checks are made to ensure that the room and all play equipment are in a safe and clean condition.

Tier 3

The Cook will ensure that :-

- All food hygiene procedures are carried out in accordance with statutory legislation.
- Health and safety and food safety issues raised by employees are recorded and investigated.
- Food safety analysis is undertaken and documented and all relevant employees made aware of the procedure where applicable.
- Written cleaning schedules are drawn up and are completed on a daily basis.
- Temperatures are taken for all fridges and freezers a minimum of three times per day.
- Safer Food Better Business records are completed on a daily basis.
- Selection of prepared food is probed at regular intervals to demonstrate food is being cooked to the correct temperature.
- All stored food is suitably date marked with the appropriate use by date.
- Stock rotation of all food produce.
- All food produce is stored correctly in sealed containers where appropriate.
- All staff are dressed correctly and have all hair tied or covered as appropriate.
- All staff follow good hygiene procedures and wash hands thoroughly prior to handling food.

Fire Responsibilities

The Director will ensure that:

- All staff receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure
- A register of staff is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll
- The requirements for employee training in fire safety are adhered to
- A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook
- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the local authority fire brigade
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

Employer's Responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Management will ensure they:

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees
- Provide safe plant and equipment that is suitably maintained
- Provide a safe place of work with adequate facilities and safe access and egress
- Provide adequate training and information to all employees
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner
- Provide health surveillance to employees where it is deemed necessary
- Appoint competent persons to help comply with health and safety law
- Provide employees and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

Employee's Responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

- Every employee has a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work
- In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment
- Employees also have a duty to assist and co-operate with Shrewsbury Preparatoria and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to:

- Always follow safety rules, avoid improvisation and comply with the health and safety policy
- Only perform work that they are qualified to undertake
- Always store materials and equipment in a safe manner
- Never block emergency escape routes
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment
- Always wear suitable clothing and personal protective equipment for the task being undertaken
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to:

- Utilise all items that are provided for safety
- Comply with all safety instructions
- Report to management anything that they may consider to be of any danger
- Advise management of any areas where protection arrangements require reviewing.

Sub-Contractors/Self Employed Personnel Responsibilities.

Will be made aware of the organisation's health and safety policy, safety rules and:

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation
- Will comply with all instructions given by management
- Will co-operate with our Organisation to ensure a high standard of health and safety on all contracts with which they are involved
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties
- Will comply with signing in and out procedures.

Employee Information

Information regarding health and safety law is provided in a number of ways:

- Employees are provided with a copy of the 'Employee handbook'

- The approved poster "Health and Safety Law – What You Should Know" is displayed on the premises. This poster is completed with names of responsible persons
- Management and employees have access to our Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

Joint Consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the Nursery then the organisation will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are:

- Review of accident statistics, near misses and trends
- New legislation
- Compliance with the objectives of the health and safety plan
- Occupational health issues
- Introduction of new technology
- Result of health and safety audits
- Review of significant findings identified by reports produced by Citation Ltd
- Completion of corrective actions
- Review of training needs.

Citation Ltd along with other professional bodies will inform senior management of any relevant changes to health and safety. Management will disseminate this information to all relevant employees.

If any visitors or customers raise any concerns with regard to health and safety, senior management will investigate the issue and if required, take appropriate action to deal with the matter.

The Working Time Regulations

The Working Time Regulations set minimum standards for working hours, rests and holidays. Except for young workers, defined as those over school leaving age but below age 18, the Regulations do not apply to workers in certain occupations and the Regulations have limited application to certain workers in the transport sector, and to other groups of workers that are partially exempt.

There are special rules for night workers and for 'other special cases', which include the following: –

- Those whose place of work is distant from their home or whose places of work are distant from one another
- Those who work in security or surveillance activities requiring a permanent presence in order to protect property and persons
- Those whose work activities require continuity of service or production, including hospitals, residential institutions, docks, airports, media and continuous processes
- Those whose work is seasonal, including tourism
- Those whose activities are affected by 'force majeure', which includes unusual or unforeseen circumstances or exceptional events beyond the control of their employer or where there is an accident or the imminent risk of an accident.

Information on night workers and on 'other special cases' can be obtained from Citation's Health & Safety Helpline.

Access and Egress

Description

Safe access and egress includes movement of persons, equipment and vehicles into, around and out of the Nursery. The safety and security of children in particular, may be affected by breaches of security systems designed for their protection.

Associated Hazards

- Breaches of security
- Vehicle movement
- Uneven, worn or damaged surfaces including interior floors and external paths and the Nursery car park where applicable
- Snow, ice, leaves, algae, polished floors, wet floors
- Falling objects
- Uneven/obstructed floor, e.g. with furniture
- Trailing cables, loose carpets, etc
- Opening in the floor/ground
- Unsuitable/insufficient lighting.

Employer's Responsibilities

Shrewsbury Preparatoria will ensure that:

- A risk assessment is carried out for safe access, egress and movement within and around the Nursery premises and grounds
- Suitable control measures are implemented to minimise harm, and staff and visitors are informed of the applicable procedures
- Suitable security measures are provided to prevent unauthorised access to the premises and to prevent children leaving the premises unnoticed
- Arrangements and procedures are in place to ensure pedestrian safety and pedestrian/vehicle segregation where possible
- External public areas, paths and car parks are maintained in a safe condition
- In so far as Nursery activities will allow, floor clutter is minimised. Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately

- Floor coverings/walkways are in good condition and free from slipping, fall and tripping hazards
- Reasonable steps are taken to prevent slips, e.g. not over-buffing floors, removal of algae, applying de-icers/grit in winter, supplying and installing slip resistant surfaces, etc
- Cables are positioned away from pedestrian routes or suitable cable covers are provided
- **The edges of steps and stairs are clearly marked and stairways, passageways and working areas are well lit with suitable handrails fitted to stairways**
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk e.g. kitchen and laundry are met
- Suitable covers are provided and placed over any openings in floors/in grounds, or suitable safety fencing (rigid material – flexible chains not acceptable) is placed around such openings
- Materials and liquids are stored correctly and spillages or leaks are cleaned up immediately
- Regular cleaning is undertaken and good housekeeping is maintained
- Waste is correctly and regularly disposed of
- Staff wear appropriate footwear
- Lighting is sufficient to enable safe and easy access in the workplace and that it is regularly maintained
- All contractors are closely monitored to ensure that they do not hinder safe access/egress of staff and other personnel when working at the premises.

Staff Responsibilities

Staff will: -

- Remain vigilant and immediately report any suspected breaches of security
- Report to the Nursery' Manager, any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken
- Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems

- Follow advice and information given by the employer in relation to safe access and egress
- Keep areas clean and tidy ensuring that, in so far as the children's activities will allow, floor clutter is minimised
- Not leave trailing cables, rubbish or any other trip hazard that arises from work (i.e. non play related) activities
- Wear appropriate footwear
- Take care when walking around the premises.

Accident Reporting

Description

There are many hazards present in a Nursery. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all members of staff together with the information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant or equipment. A 'near miss' is any incident, accident or emergency which did not result in an injury.

Employer's Responsibilities

Shrewsbury Prepatoria will ensure that:

- Suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded
- Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury
- All members of staff are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention within the care establishment
- A nominated person notifies the Health and Safety Executive (HSE), using the appropriate online RIDDOR reporting form via www.hse.gov.uk/riddor/report.htm, of any relevant accident, dangerous occurrence and/or instance of work related ill-health that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre can alternatively be contacted on 0845 300 99 23 if there is a work related accident where:

- A member of staff or a self-employed person working for or on behalf of the organisation is killed or suffers a specified injury (including as a result of physical violence)
- A member of the public, e.g. a Nursery child or other person not at work is killed.

RIDDOR reportable instances include the following, though this list is not exhaustive. In respect of Nursery children in particular, depending on the cause of the accident, certain injuries may not be reportable to the HSE but will remain reportable to other relevant authorities. Accordingly, Shrewsbury Prepatoria will contact Citation's advice line for further guidance, support and clarification.

Death

- Workers and non workers who have died of a work related accident.

Specified Injuries

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight. Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - covers more than 10% of the body, or
 - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness, or
 - requires resuscitation or admittance to hospital for more than 24 hours.

Over Seven-Day Injury

This is an injury, which is not major but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

Occupational Disease

- Occupational dermatitis
- Any occupational cancer
- Tendonitis or tenosynovitis of the hand or arm
- Occupational asthma
- Severe cramp of the hand or forearm.

Dangerous Occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.:

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- Electrical short circuit or overload causing fire or explosion.

People Not at Work

- A member of the public or person who is not at work has died.
- A member of the public or a person not at work has suffered an injury and is taken from the scene of the accident to hospital for treatment to that injury.

In addition Shrewsbury Prepatoria will ensure that: -

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation.
- The risk assessments will be reviewed and where necessary, further control measures will be introduced.
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.
- In accordance with local protocols, parents/guardians will be informed if their child has been involved in an accident. In the event that an accident requires that the child be taken to hospital, the Nursery will call the parent guardian and advise them of the situation and the action being taken.
- All Nursery child accidents are reported to the relevant authorities.

Staff Responsibilities

Any member of staff who is involved in, or aware of, an accident at work, must follow the accident reporting procedure and inform the Nursery Manager or senior person on duty, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

Alcohol and Drugs Misuse

Description

There is evidence that the effects of drinking or drug use or abuse can reduce personal performance and potentially increase absence rates. In all forms of employment, safety is paramount and any form of drug or alcohol related problem is a serious matter and in some circumstances may be a criminal offence. The scope of this policy extends to alcohol, illicit drugs or substances and over-the-counter or prescription medication if abused or taken in an irresponsible manner.

Associated Hazards

- Impairment of co-ordination
- Inability use equipment safely
- Lack of awareness, judgement and sense of danger
- Heightened sense, and use of, aggression towards others
- Overconfidence in potentially dangerous situations.

Employer's Responsibilities

Shrewsbury Prepatoria will:

- Seek to identify problems at an early stage and thus minimise the risk posed to the health and safety of Shrewsbury Prepatoria and others
- Ensure that appropriate arrangements are in place to minimise the likelihood of alcohol, drugs and substance abuse occurring
- Recognise that drug and alcohol problems are medical conditions that are potentially treatable
- Treat all information in the strictest of confidence.

Disciplinary Procedures

- If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance it may be dealt with in accordance with Shrewsbury Prepatoria's disciplinary or capability procedures
- Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal.

Staff Responsibilities

Staff will:

- Inform the Nursery Manager if they are taking any prescription medications that may affect their ability to carry out any Nursery related activities
- Not attend for work at any time whilst under the detrimental influence of alcohol or drugs
- Seek help voluntarily if they recognise they have an alcohol or drug related problem
- Inform the Director if they are aware that any staff have an alcohol or drug related problem that is affecting their work. This will ensure that staff receive the necessary support and assistance.

Body And Fashion Jewellery

Description

The wearing of body jewellery and fashion jewellery at work could lead to injury or ill health. Body jewellery includes navel rings, lip studs, tongue studs and eyebrow studs, amongst others.

Associated Hazards

- Infection/cross infection
- Injury to the wearer (i.e. rips or tears) or to others
- Entanglement in equipment or clothing
- Risk of standards of hygiene in food preparation areas.

Note: The List Of Hazards Associated With The Wearing Of Jewellery Is Not Exhaustive.

Employer's Responsibilities And Duties

Shrewsbury Prepatoria will comply with statutory duties in respect of health, safety and welfare and in particular, fulfil obligations to take effective measures to control and monitor the wearing of jewellery, in particular body piercing practices.

Shrewsbury Prepatoria will ensure that a risk assessment identifies:

- Persons at risk (staff, Nursery children and others)
- Significant risks arising from the wearing of jewellery
- The appropriate controls to be implemented.

Where significant risks are identified, Shrewsbury Prepatoria will eliminate these by implementing a no-jewellery policy with an exception being made in the case of wedding bands. Where this policy conflicts with the cultural beliefs of the wearer, the risks arising from the wearing of jewellery will be effectively controlled, to reduce them to the lowest practicable level.

In addition, the Nursery will manage risks further by:

- Providing advice and guidance on the wearing of both fashion and body jewellery in the workplace
- Developing safe systems of work to include the wearing of both fashion and body jewellery

- Ensuring that staff follow instructions at all times, in accordance with the training or guidance provided
- Regularly monitoring and reviewing the effectiveness of these working arrangements
- Confirming that jewellery, when worn, complies with standards of good hygiene
- Ensuring that staff report any instances of infection arising from piercing(s).

Staff Responsibilities:

Staff will:

- Comply with the Nursery's jewellery policy
- Take care of themselves and others engaging in work activities where jewellery is permitted to be worn
- Ensure that jewellery where permitted, is unobtrusive when worn
- Report any instances of infection arising from piercing(s).

Cleaning and Disinfection

Description

Everyone involved in the workplace must be committed to ensuring that satisfactory standards of hygiene are achieved. The requisite standards will be clearly and effectively communicated and reinforced by management. Cleaning schedules will be developed as a communication link between management and staff and are necessary to ensure that premises and equipment are cleaned effectively and if necessary, disinfected.

Associated Hazards

- Chemical storage and handling
- Mixing of chemicals in different containers
- Slips, trips and falls
- Dermatitis.

Employer's Responsibilities

Shrewsbury Preparatoria has responsibility for formalising cleaning within the workplace, cleaning schedules have been compiled which outline: –

- What needs to be cleaned e.g. floors, facilities, work surfaces, equipment etc
- Who is to undertake the cleaning processes e.g. kitchen staff, cleaners etc
- The frequency of cleaning procedures to be undertaken e.g. daily/weekly
- How the cleaning process is to be undertaken e.g. whether equipment needs to be moved in order to undertake the cleaning procedure
- What chemicals/disinfectants and cleaning implements are to be used e.g. brushes, shovels, hoses etc.

In addition, the company will:

- Train and supervise inexperienced staff until they are competent to undertake the activity safely on their own
- Undertake suitable and sufficient risk assessments for the relevant work activities
- Develop a safe system of work and train staff
- Ensure chemical data sheets are available at all times.

Staff Responsibilities

- Co-operate with the employer in relation to maintaining a clean and tidy workplace
- Follow training, guidance and instruction to prevent injury or ill health
- Make use of any personal protective equipment provided
- Report to the employer any hazardous or dangerous situation
- Co-operate with management arrangements for health and safety.

Contractors

Description

A contractor is anyone who is undertaking work on our behalf but are not direct staff Contractors, including self employed workers may be employed to undertake a variety of jobs on our behalf including maintenance, repairs, installation, construction, window cleaning. Work undertaken for a client by a contractor is usually covered by a civil contract.

Whilst it is good practice for health and safety requirements to be written into such contracts, health and safety responsibilities are defined by criminal law and cannot be passed on to another by a contract.

Thus, in any client/contractor relationship, both parties will have duties under health and safety law. Contractor's activities may put staff, visitors or children at risk.

Associated Hazards

- Movement of site traffic
- Excavation works
- Working at height
- Manual handling
- Hazardous materials/substances.

Employer's Responsibilities

Shrewsbury Preparatoria will ensure that competent contractors are selected and appointed having regard to:

- Hazards on premises
- The nursery's rules and safety procedures
- Times when the contractors will undertake the work in the nursery
- The need for, and selection of protective clothing
- Any special equipment required
- Information, instruction and training.

Other issues to be addressed are to:

- Ensure that risks associated with the work are assessed and suitable controls are in place
- Manage, supervise, co-operate with and co-ordinate contractors when on site

- Ensure that contractors provide and use safe plant and equipment and all necessary personal protective equipment, PPE
- Include contractor's operations in all safety audits/inspections, paying special attention to access and egress
- Inform staff whenever, and where, contractors are working in their particular area
- Ensure that contractors are segregated from nursery children wherever possible and where this is not possible, ensure that the children remain under the direct supervision of nursery staff
- Check that work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

Contractors'/Sub-Contractors' Responsibilities

All sub-contractors undertaking work on our behalf:

- Must accept responsibility for complying with the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions in respect of the work comprising the contract
- Must provide suitable and appropriate supervision to plan, control and monitor their operations having carried out risk assessments for the work
- Must agree risk assessments and any method statements with the Nursery Manager before work commences
- Must inform the Nursery Manager of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place
- Shall undertake electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations and industrial guidance
- Must ensure plant and machinery brought on site is fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER)
- Must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure plant
- Must report all accidents to the Nursery Manager immediately so that the incident can be investigated and recorded.

Staff Responsibilities

Staff will:

- Immediately report any unsafe practices or concerns to the Nursery Manager.

Control of Substances Hazardous to Health (COSHH)

Description

Employers are legally required in terms of the Control of Substances Hazardous to Health Regulations (COSHH), to control exposure to hazardous substances and to prevent ill health to employees and others who may be exposed.

Although nursery staff do not as a rule work with substances that are classed as hazardous to health, they may occasionally use, or be exposed to hazardous substances, examples of which are given below. Substances used by cleaners or other contractors working on the premises must also be considered.

Hazardous substances include: -

- Substances used directly in work activities (e.g. medicines, cleaning agents, disinfectants, paints, adhesives, pesticides etc.)
- Naturally occurring substances (e.g. latex, dust)
- Biological agents (e.g. bacteria and other micro-organisms)
- Substances generated during work activities (e.g. fumes, dust, waste).

Effects from exposure to hazardous substances can range from mild irritation to acute or chronic illness or even death.

Associated health issues may include: -

- Skin irritation
- Asthma or other lung disease
- Loss of consciousness
- Infection from bacteria and/or micro-organisms
- Cancer
- Possible irreversible effects, e.g. infertility.

N.B. This list is not exhaustive.

Employer's Responsibilities

Shrewsbury Prepatoria recognises its responsibility to provide a safe working environment and will: -

- Compile an inventory of hazardous substances used or stored within the nursery
- Identify all work activities likely to use or generate hazardous substances
- Obtain up to date Safety Data Sheets from suppliers or other sources
- Identify who may be affected e.g. employees, contractors, nursery children by the use of such substances, medicines or drugs
- Appoint a competent person to carry out and record COSHH assessments and review the assessments regularly.

Where reasonably practicable, the nursery will prevent exposure by: -

- Changing the activity so that a hazardous substance is not required or generated
- Replacing the hazardous substance with a less hazardous substance
- Using the substance in a safer form.

If prevention is not practicable, the nursery will control exposure by: -

- Total enclosure/isolation of the activity
- Partial enclosure and installation of extraction
- Using a system of work, including handling, that minimises potential for leaks, spills and escape of the hazardous substance
- Providing suitable storage and transport facilities for hazardous substances and medicines/drugs; following manufacturer's guidance and ensuring containers are correctly labelled
- Determining the need by risk assessment or by statutory requirements for health or medical surveillance of employees
- Ensuring that control measures (e.g. ventilation and extraction) remain effective by inspection, testing, thorough examination (where relevant) and maintenance of plant and equipment
- Providing employees with suitable personal protective equipment (PPE) as required by risk assessment
- Ensuring emergency procedures are in place and that arrangements to dispose of waste are implemented

- Providing a copy of each relevant COSHH assessment to those employees considered at risk
- Preparing and implementing, by a competent person, a suitable and sufficient risk assessment that complies with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace
- Providing information, instruction, training and supervision in the safe use and handling of hazardous substances
- Regularly monitor compliance to the control measures implemented.

Shrewsbury Preparatoria will consider the risks to other persons who may come into contact with hazardous substances, particularly vulnerable groups, e.g. nursery children, visiting children and women of childbearing age, and will implement the necessary controls to minimise or eliminate harm.

Note: controls need to include not exceeding any assigned legal Workplace Exposure Limits (WEL) or that exposure to asthmagens, carcinogens and mutagens are reduced to as low as is reasonably practicable.

Staff Responsibilities

Staff will: -

- Take part in training programmes
- Observe container hazard symbols and instructions
- Follow safe working practices when using hazardous substances
- Follow good hygiene practices
- Report any concerns to the Nursery Manager or senior person on duty
- Wear, use correctly and maintain any Personal Protective Equipment (PPE) and respirable protective equipment (RPE) provided
- Return all hazardous substances to their secure location after use
- Observe all control measures correctly.

Disciplinary Rules

Description

Shrewsbury Prepatoria believes that health and safety is a critical factor that needs to be taken into account when running a business. To enable the company to control safety, a number of safety rules have been established. Failure to comply with these rules may result in disciplinary action.

Employer's Responsibilities

Staff of Shrewsbury Prepatoria may be dismissed for gross misconduct if, after investigation the company believes that they have acted in any of the following ways:

- Deliberately breaking any written safety rules
- Removed or misused any piece or item of equipment, label, sign or warning device that is provided by the company for the protection and safety of its staff or nursery children
- Used a naked flame in a non-designated area.

Failed to follow established procedures for:

- The use of flammable or hazardous substances
- The use of lifting equipment
- The use of machinery or plant
- The administration of medicines.

or have:

- Behaved in any manner that could lead to accidents or injury, including horseplay, practical jokes etc
- Participated in any action that could interfere with an accident investigation.

Shrewsbury Prepatoria will ensure that contact is made with the Advice Line at Citation prior to undertaking any disciplinary action.

Staff Responsibilities

Staff will:

- Co-operate with their employer
- Follow instruction and safe systems of work

- Conduct themselves in such a way that they do not create a potential risk of injury or danger to themselves or to anyone else
- Not misuse or interfere with anything provided for health, safety and welfare
- Report any identified hazards or unsafe practices to the Nursery Manager
- Wear personal protective equipment (PPE), as identified by risk assessment.

Display Screen Equipment (DSE)

Description

Display Screen Equipment (DSE) based work can potentially have serious effects on health.

DSE users can experience a range of physical and psychological health problems including eyestrain, blurred vision, headaches, and musculoskeletal problems including repetitive strain injury (RSI) and work related upper limb disorders (WRULD).

Problems are caused by a combination of badly designed jobs, equipment and work environment. However, most of these conditions are preventable by giving attention to the way in which work is organised, and providing appropriate equipment and workplaces.

Associated Hazards

- Musculoskeletal injuries
- Repetitive Strain Injury (RSI)
- Work related upper limb disorders (WRULD)
- Visual fatigue
- Stress.

Employer's Responsibilities

Shrewsbury Prepatoria is committed to ensuring that staff are not subjected to adverse health effects as a result of the use of display screen equipment. For the purpose of this policy, a user is defined as someone who is required to use DSE equipment for a significant part of his/her working day.

Shrewsbury Prepatoria in consultation with staff, will fulfil its obligations by:

- Identifying all DSE users as defined by regulations
- Reducing the risk associated with DSE use to the lowest reasonably practicable level
- Ensuring the risk assessment process is undertaken with the involvement of the staff
- Providing suitable work equipment and arrangements for regular breaks
- Ensuring that all DSE users receive sufficient information, instruction and training relating to risks to health and how these can be avoided

- Incorporating task changes within the working day in order to prevent intensive periods of on-screen activity
- Arranging and paying for eye and eyesight tests on request by identified DSE 'Users'
- Contributing towards corrective appliances (glasses), where recognised 'Users' require these solely and specifically for working with DSE.

Shrewsbury Prepatoria will ensure that, where required all new-starters will complete a DSE assessment questionnaire.

Where a user raises a matter related to health and safety in the use of display screen equipment, the company will:

- Take all necessary steps to investigate the circumstances
- Ensure appropriate corrective measures are taken
- Advise the user of the actions taken.

Staff Have A Responsibility

- To inform the employer in confidence as soon as possible if a health problem arises through the use of display screen equipment
- To work in accordance with any advice or guidance given by the employer
- To familiarise themselves with the contents of the relevant risk assessments
- Request Shrewsbury Prepatoria to arrange and pay for eye and eyesight tests where required and if the employee identified as a user of DSE equipment.

Driving At Work

Description

It has been estimated that up to one third of all road traffic accidents involve somebody who is 'at work' at the time.

Staff may be driving their own or company vehicles to attend meetings, or may be driving nursery transport provided to take the children to and from the nursery premises and on outings.

Associated Hazards

- The driver: with no competency, no training, poor fitness and health
- The vehicle: suitability, mechanical condition, safety equipment (e.g. seat belts) and ergonomic considerations
- The journey: routes, scheduling, time, distance, weather conditions, child behaviour and discipline
- Crime: theft, violence, personal injury, property damage.

Employer's Responsibilities

Shrewsbury Preparatoria will ensure that:

- Risk assessments are carried out for all work related driving activities
- Appropriate control measures are implemented and communicated to staff
- Drivers are competent to drive, hold a valid driving licence, are suitably insured, are familiar with the vehicle, understand the risk assessment findings and control measures and have received appropriate training, as necessary
- Journeys are planned. Scheduling will take into account routes, times, distances and weather conditions
- Drivers are instructed on the need to carry out basic safety checks and instructed on what to do in the event of an emergency or breakdown
- Vehicles are fit for the task and regularly maintained in a roadworthy condition. Privately owned vehicles will not be used for work purposes unless they are safe to drive, insured for business use and have a MOT certificate, where required
- Company vehicles carry suitable equipment, based on risk assessment, to aid in an emergency, breakdown or bad weather conditions. Equipment may include first aid kits, mobile phones, de-icing equipment, personal protective equipment (PPE), etc
- Any persons, equipment, chemicals or medicines carried in the vehicle are properly secured following, where relevant, manufacturer's recommendations.

Shrewsbury Prepatoria will further ensure that, for nursery outings:

- The driver carries out a basic vehicle safety check prior to the outing
- There is a code of conduct for children travelling in the minibus
- A risk assessment is completed for each journey and a decision made about escorts
- The escorts are provided with an up to date list of emergency contact numbers.

Mobile Telephones

The Road Safety Act sets fixed penalty fines and points for using a hand-held phone whilst driving. Penalties also apply for not having proper control of a vehicle - a measure that can also be used where a driver has been distracted by using a hands-free mobile phone.

Under no circumstances are staff permitted to use hand-held telephones other than via hands free kits, or similar hand-held devices whilst driving. The prohibition also applies when stationary at traffic lights or other delays that may occur.

Mobile Phone Use

If mobile phones are used whilst driving it is important that the phone is held in a cradle.

Drivers still risk prosecution (for failure to have proper control) even if they use hands-free phones when driving.

The following guidance is given to all drivers who use mobile phone hands-free kits: -

- Only use the phone when it is safe to do so
- Understand how your phone operates
- Only acknowledge incoming calls on a hands-free system where answering is automatic or one touch button
- Only use short responses and indicate that you will return the call when it is safe to do so. Only use the mobile phone when it is essential to do so and do not talk longer than is necessary
- Whenever possible, drivers should not make outgoing calls whilst driving
- When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak.

Staff Responsibilities

- Staff must follow any advice, information, instruction and training given by the employer
- All staff who are expected to drive on nursery business (Drivers) must have a valid drivers' licence for the class of vehicle they are driving
- Drivers must provide to the Nursery Manager a copy of their driving licence, on request and declare any driving convictions. Staff using their own vehicles for work should also provide a copy of their insurance certificate and a valid MOT certificate for the vehicle where applicable
- Drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose including being roadworthy, is in safe mechanical condition, is not overloaded, loads are secure and seat belts are worn
- Drivers must comply with traffic legislation and The Highway Code, be conscious of road safety and demonstrate safe driving
- Drivers will not be under the influence of drink or drugs and must not drive whilst disqualified
- Drivers must stop after a crash or similar incident with which they are involved
- Drivers must inform the Nursery Manager if they become aware of any medical condition or take medication that might affect their ability to drive
- Outings escorts will implement the nursery's code of conduct for children
- Staff must promptly report defects, hazards and concerns to the Nursery Manager.

Personal Safety – Staying Safe In Your Vehicle

Plan ahead: –

- Check your route; keep a map in the vehicle
- Check if the place you are visiting has parking. If not, try and use a manned, well-lit car park
- Check you have enough fuel
- Check basic vehicle maintenance, i.e. oil, water, tyre pressure etc
- Check vehicle breakdown cover and keep the number with you
- Check you have something in the vehicle to keep you warm, e.g. coat or blanket, bottle of water, food snack and a torch in the event of unexpected, lengthy delay due to road traffic accident or inclement weather
- Ensure your office know where you are travelling to, whom you are meeting, and your expected time of return. Inform them if you change your journey plan
- Take a mobile phone with you and ensure it is fully charged (do not use the phone whilst driving)

- Keep any valuables, including handbags, mobile phones and laptops out of sight. They can easily be snatched when you stop at traffic lights, especially if windows are left open and doors unlocked
- Do not leave luggage or documents on display within your vehicle
- Do not leave the parking ticket on display – unless it is a requirement of the car park facility
- When returning to your vehicle, immediately lock the doors and drive off promptly
- Avoid taking unnecessary risks – be aware - if someone is flagging you down it may not be genuine. You may be as much help by reporting the incident by phone to the emergency services
- Do not get into a vehicle with a stranger, or offer a stranger a lift.

In The Event Of A Vehicle Breakdown

- Try to reach the side of the road and contact the vehicle breakdown services. Advise them if you are female and alone
- Switch on hazard warning lights
- If someone stops, ring the police and give them the vehicle registration details. If the driver approaches, inform him/her you have contacted the police who will be arriving shortly. Avoid opening doors or windows to converse with strangers
- If you decide to get out of the vehicle and await breakdown assistance (this is dependent on how safe you feel outside the vehicle) ensure you take the ignition key with you. Lock all the doors with the exception of the passenger door. This should be left wide open so you can quickly get back into the vehicle. If you breakdown on a motorway hard shoulder it is always advisable to get out of the vehicle and await assistance behind a barrier or away from the road side
- When the breakdown vehicle arrives, check they know your name and have your details, especially if the vehicle you were expecting is not clearly identifiable, e.g., AA, RAC.

Electricity

Description

The safe management of electrical installations and equipment is essential to our business. It is therefore imperative that electrical systems and equipment are designed, constructed, selected, maintained and used with care. Not only is there a potential for harm, but loss of power supply could impact our ability to conduct business and force temporary closure.

Associated Hazards

- Direct or indirect contact with live parts, causing shock, burns, heart fibrillation and tissue damage
- Faults that could cause a fire due to equipment overheating
- Fire or explosion where electrical arcing could be the source of ignition
- Contact with overhead lines.

Employer's Responsibilities

With regard to fixed installations Shrewsbury Preparatoria will: -

- Consider the design, construction and selection of electrical equipment for use in the workplace
- Ensure that electrical installations and equipment are installed, maintained, and inspected in accordance with BS 7671 – The IET Wiring Regulations (as amended)
- Review recommendations made by inspecting engineers
- Exchange safety information with contractors to enable compliance with the company's health and safety arrangements
- Identify all main circuit breakers/isolators to ensure relevant persons understand how to isolate the equipment or building services safely in the event of an emergency
- Promote and implement a safe system of work such as a lock-off procedure for isolation of electrical supplies during maintenance, inspection and testing
- Where it is considered necessary, ensure that the design and construction of structures and systems include protection against lightning
- Monitor the condition of electrical equipment, plant and accessories and take appropriate action to prevent danger if faults are identified
- Provide appropriate work equipment such as 110v plant and power tools for harsh environments

- Ensure that staff who carry out electrical work are trained and competent to do so
- Provide suitable personal protective equipment as necessary, maintain it in good condition and replace damaged or lost items as necessary
- Ensure that tools and equipment meet relevant standards, are CE marked and are suitable and adequate for electrical working
- Maintain secure access to electrical cupboards and fuse boards and keep the areas free of flammable or combustible materials.

Portable equipment and testing

Definition - Equipment, which is not part of a fixed installation but is able to be connected to a fixed installation, or a generator, by means of a flexible cable via a plug and socket assembly.

This includes equipment that is either hand-held or hand operated while connected to the supply, or is intended to be moved while connected to the supply.

Shrewsbury Prepatoria is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Equipment will be marked to identify the date tested. The results of inspections shall be logged and records made available for inspection.

Experience of operating the maintenance system over a period, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

Any defective equipment will be removed from use until it can be repaired/replaced, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

On occasion, we may hire-in equipment from a reputable supplier. This equipment must be treated the same as company equipment and not subjected to abuse or neglect.

Staff Responsibilities

Staff have a responsibility for: -

- Co-operating with management arrangements for electrical safety in the workplace
- Visually checking equipment before use for any obvious defects such as cable or casing damage or scorch marks
- Reporting any defects, faults or dangerous activities
- Using equipment only in line with the manufacturers operating instructions e.g. jet washer used with additional RCD or RCBO protection

- Complying with safety rules and use work permits/lock out procedures as applicable
- Not bringing personal electrical equipment onto company premises without prior authorisation from management. If allowed, any such equipment must be tested in accordance with company procedures.
- Gaining permission before using extension leads or adaptors.
- Switching off any non-critical equipment when not in use.
- Not attempting repairs to electrical appliances or circuits unless qualified to do so.
- Exercising caution when placing drinks near to appliances or power outlets.

Emergency Plan

Description

In the event that an emergency situation cannot be contained, it may be necessary to fully evacuate the Nursery. Complementary to the Nursery's Fire Safety Arrangements, an Emergency Evacuation Plan will make specific your post incident arrangements for the ongoing safety of the Nursery children and staff.

Associated Hazards

- Fire and explosion
- Flood
- Bomb threat
- Catering disruption
- Failure of gas supply
- Disruption of electrical supply.

Employer's Responsibilities

Shrewsbury Prepatoria will:

- Carry out a risk assessment to identify situations that may cause injury, loss of life, destruction of property, or cause the interference, loss or disruption to normal business operations to such an extent it poses a threat
- Develop local protocols and provide written procedures for full evacuation of the premises
- Undertake emergency practice drills
- Ensure that emergency routes are clearly defined, kept clear and well-lit, and that there is suitable access for emergency services
- Assign key post holder responsibilities for dealing with the emergency, ensuring that responsible people are trained and competent in their role
- Arrange, where required by risk assessment, a formal agreement with a nearby facility, to provide temporary shelter until such time as suitable alternative arrangements can be made
- Ensure that any equipment used as part of the emergency plan such as communication systems, first aid, fire and rescue equipment are maintained and that persons are trained and competent in their use

- Provide information, instruction and training to staff and contractors on the emergency arrangements including escape routes, muster points (and alternative muster points used in the event of a bomb threat) and shut down procedures etc.
- Develop a strategy for dealing with the media
- Liaise as necessary with parent/guardians, external emergency services, local authorities, and any other relevant authority regarding the emergency plans
- Provide debriefing sessions and arrange where required, post incident support for staff.

Staff Responsibilities

Staff will: -

- Attend training in the actions to be taken in the event of an emergency/emergency evacuation
- Immediately raise the alarm on discovering an emergency situation
- Co-operate and follow directions of responsible persons in order to comply with the emergency procedures
- Only use emergency equipment if trained and authorised to use such equipment.

Events Safety

Description

The health and safety arrangements for events organised at the premises may need to vary according to the nature of the event. Therefore, robust planning and management are fundamental to ensuring safety at each event.

Note: This arrangement covers events taking place either wholly or partially in the open air or in marquees or other temporary structures. The general safety advice is however also pertinent for small events taking place indoors.

Associated Hazards

- Poor venue design such as marquees, fencing
- Lack of staff/volunteer/contractor competence
- Delivery, installation or removal of equipment and services
- People management
- Traffic management
- Medical emergencies and major incidents
- Waste management.

Note: food safety may need to be considered.

Employer's Responsibilities

Shrewsbury Preparatoria will ensure that: -

- A plan is produced that describes how the Nursery will manage event safety, who has specific responsibilities and how these will be carried out
- A safety management team is formed that comprises sufficient numbers of staff and parents/guardians. Team members will have a level of competence appropriate to the nature and size of the event
- Suitable and sufficient risk assessments are completed
- A list of safety rules is created and distributed to all staff, volunteers and contractors who will be associated with the event
- Contractor or sub-contractor companies are vetted in accordance with the Nursery's arrangements for control of contractors
- Contractors are competent in managing their own safety on the site

- Volunteers and contractors are aware of the legislation, regulations and guidelines affecting the provision of services such as catering and stewarding
- Arrangements are in place for the supervision, support and monitoring of volunteers, and other workers where necessary
- Suitable and sufficient site services and welfare arrangements are in place
- There is liaison, if deemed necessary, with the relevant local authority and emergency services representatives and they are provided with sufficient information to enable their understanding of the nature of the event.

Staff Responsibilities

Staff will: -

- Comply with the arrangements put in place for the event
- Report any unsafe situations or acts to the person in charge at the event.

Fire

Description

Fire prevention is an important obligation for all businesses. Shrewsbury Prepatoria has a responsibility for ensuring the health, safety and welfare of all staff, Nursery children and others who may have access to the workplace. This responsibility extends to adjoining businesses and premises. These general duties include safety in relation to fire hazards arising from the work processes and activities, as well as general fire safety in the workplace.

It is the policy of Shrewsbury Prepatoria to ensure that all staff, Nursery children, visitors and contractors are protected from the risks of fire. In order to achieve this, appropriate fire prevention, precautionary and evacuation measures shall be taken in compliance with the relevant fire regulations.

Associated Hazards

- Smoke and toxic fumes
- Reduced oxygen
- Flames and heat
- Collapse of buildings.

The Three Main Causes Of Fire Are:

- Arson
- Faulty or misused electrical wiring and equipment, inc. plugs and adaptors
- Smoking or smoking materials.

Shrewsbury Prepatoria will:

- Provide appropriate measures, such as secure boundaries, security lighting, intruder-resistant external doors, intruder alarms and controlled access, to ensure that only authorised people enter the premises
- Ensure the maintenance and routine inspection of electrical plant and equipment, including any items brought into the Nursery by staff or others
- Provide a written policy with regard to smoking that complies with current legislation.

In addition Shrewsbury Prepatoria will ensure that:

- A fire risk assessment is undertaken (and regularly reviewed), that outlines any special control measures
- The risk assessment takes into account people with disabilities when determining fire safety arrangements and evacuation procedures for buildings under its control
- Develop local protocols and provide written fire emergency procedures
- Arrangements are in place for temporary housing of Nursery children in the event that the Nursery must be evacuated – see Emergency plan
- All staff receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place to facilitate a safe evacuation
- The requirements for ongoing training of staff in fire safety are adhered to
- A fire logbook is kept up-to-date and is available, on request, to the enforcement agencies
- A register of staff and Nursery children is kept up-to-date and will be taken to the fire assembly point in the event of an evacuation
- The fire alarm and all associated equipment is tested in line with current guidance and tests are recorded in the fire logbook
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the enforcing authorities
- Regular fire drills are carried out details of which will be recorded in the fire logbook
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building
- Fire doors and fire exit doors should be closed at all times and not wedged open. Where necessary, fire doors will be fitted with electromagnetic door catches that will ensure the doors close automatically on activation of the fire alarm automatic
- Fire doors and fire exit doors should be designed to meet the relevant British Standards and marked with suitable signs

- Fire exit doors should open outwards and incorporate a 'push bar' or 'paddle' mechanism to aid egress in emergencies, where reasonably practicable. These doors should be unlocked and available for use at all times when persons are in the building
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

Staff Responsibilities

- Attend basic training in fire prevention and the action to take in the event of fire
- Co-operate with the Nursery's arrangements for fire prevention in the workplace.

Be aware of:

- The actions to be taken on discovery of fire and on hearing the alarm
- The location of fire alarm call points within the premises and the method of operation
- The location of fire fighting equipment within the premises and the method of operation of all escape routes within the premises
- The purpose of fire resisting doors and their locations within the premises
- Evacuation procedures for the premises and the location of the assembly point
- Practice and promote fire prevention
- Report any concerns regarding fire safety to the Nursery Manager so that any shortfalls can be investigated and remedial action taken
- Immediately raise the alarm on discovery, or suspicion, of a fire
- Not chock or wedge fire doors open.

Shrewsbury Preparatoria does not expect staff to fight fires, however extinguishing action can be undertaken if it is safe to do so and you have been trained.

On no account should a closed room be opened to fight a fire.

Fire Action

If You Discover A Fire

- Immediately operate the nearest alarm call point or notify the senior person present
- Attack the fire (only if trained and if safe to do so) with the appliances provided. **Do not take personal risks.**

The senior person present will call the fire service immediately by:

- Using the phone to dial 999
- Giving the operator the telephone number and asking for the fire service.

When the fire service reply, give the response distinctly:

- *"We have a fire at Shrewsbury Preparatoria"* and give the operator the full address including post code, from which the call is being made
- Do not replace the receiver until the fire service has confirmed the details.

Call the fire service immediately to every fire or on suspicion of a fire.

On Notification Of A Fire

- The senior person present will take charge of the evacuation and ensure that everybody is accounted for
- As soon as the alarm is heard, all non-essential personnel and visitors will leave the building by the nearest available exit and proceed to the nominated fire assembly point as identified on the fire action notices
- Remaining personnel will proceed with the phased evacuation of young people to an area of safety.

The senior person present will liaise with the fire officer in attendance, and arrange such assistance as the fire service may require.

Use the nearest available exit.

Do not stop to collect personal belongings.

Do not re-enter the building until told to do so by the Senior Fire Officer.

In the event of a fire, the safety of a life shall override all other considerations, such as saving property or extinguishing the fire.

First Aid In The Workplace

Description

People at work can sustain an injury or become ill and it is important that they receive immediate and suitable attention.

Although there is no legal responsibility towards providing attention for non-staff, the Health and Safety Executive, HSE strongly recommends they be included in an organisation's First Aid provision.

In addition, the Nursery has a responsibility to enable First Aid to be given to children in its care.

The provision of adequate First Aid cover is essential - it can save lives and prevent minor injuries becoming major ones.

Associated Injury Or Ill Health Issues

- Bodily injuries: blows, cuts, scratches, bites, impact, crushing, stabs, grazes, scalds, falls
- Illnesses: asthma, diabetes, epilepsy, etc
- Allergies: certain foodstuffs, animals, bee stings.

Employer's Responsibilities

Shrewsbury Prepatoria will:

- Carry out a First Aid risk assessment to determine the organisation's needs. The findings of the risk assessment will determine the level of First Aid cover required; the type of equipment needed and what should be included in the First Aid box
- Provide the minimum numbers of First Aid personnel at all times
- Display the names of trained First Aiders and the location of First Aid kits
- Regularly monitor the contents of First Aid kits and replenishment stock
 - this will include First Aid kits provided in vehicles belonging to the Nursery
- Provide training and refresher training of First Aiders and Appointed Persons
- Dispose of contaminated waste properly
- Keep staff informed of the First Aid arrangements.

First Aid Provision For Children

Shrewsbury Prepatoria will ensure that:

- Key personnel are fully trained in First Aid at work
- All other Nursery staff will be trained Paediatric First Aiders
- All Nursery staff are aware of the signs and symptoms of allergic reactions and that they are trained in how to deal with them.

Note: A sharps disposal box and spillage kit will be available in the Nursery.

First-Aiders Are Responsible For:

- Ensuring that their First Aid Certificate is kept up to date
- Undertaking an appropriate training course and, if required, attending refresher courses annually
- Assessing the immediate situation where First Aid is being applied, acting without placing themselves or others in danger and making the area safe
- Administering First Aid as required but within their capabilities. Where there is any doubt, managing the situation while waiting for medical assistance to arrive.

Appointed Persons Are Responsible For:

- Only administering the level of First Aid for which they are trained
- Calling for the appropriate medical assistance.

Staff Responsibilities

To reduce the risks of suffering personal injury or delay in getting treatment, staff will:

- Co-operate with management arrangements for First Aid in the workplace
- Know the procedure for summoning help
- Follow any guidance or instruction given, to prevent injury or ill health
- Report any hazardous or dangerous situations to the Nursery Manager or senior person on duty.

Hazard Reporting

Description

A hazard is something that has the potential to cause harm, ill health or injury, the associated risk is the likelihood that a hazard will cause harm during the course of the work activity.

Associated Hazards

- Trailing wires, cables, equipment, toys
- Loose floor coverings
- Faulty equipment or electrical fittings
- Unguarded edges
- Slippery floor surfaces
- Obstructed emergency exit routes
- Sharp objects/edges
- Equipment/objects where entrapment can arise
- Hot surfaces
- Falls from height, e.g. baby changing facilities.

Near misses are hazardous incidents with the potential to cause an injury, e.g. staff tripped over a trailing cable but no injury occurred.

Employer's Responsibilities

- Shrewsbury Preparatoria accepts that some of its work activities could, unless properly controlled, create hazards to staff, Nursery children and other people. To reduce the likelihood of injury or loss we will take all reasonable steps to reduce the risks to an acceptable level
- Consequently, Shrewsbury Preparatoria will inform staff of likely hazards by means of risk assessments, information, instruction, signage, training and documentation
- To aid the recording of hazardous situations Shrewsbury Preparatoria has implemented a hazard reporting procedure for staff, this will encourage safety awareness in the workplace. By encouraging the workforce to use these systems, accidents should be reduced and lead to a safer working environment. In turn, this should improve the attitude of the workforce towards safety.

Staff Responsibilities

- Staff will use the Nursery's hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace
- When a hazard has been identified, it must be reported immediately to your Supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

Health Surveillance

Description

Health surveillance is conducted by observing, communicating and systematically watching for early signs of work-related ill health. Health surveillance is essential if there is an identifiable disease or adverse health effect related to an staff exposure to a health risk, which a risk assessment has identified as having a reasonable likelihood of occurring.

It requires implementing procedures to achieve this, including simple methods (e.g. looking for skin damage on hands), technical checks (i.e. audiology tests) or more involved medical examinations.

Some hazardous substances require health surveillance as a condition of use.

Health surveillance records should be kept for forty years and include:

- Surname and forename
- Permanent address
- Sex
- Date of birth
- National Insurance Number
- Date of commencement of present employment
- A historical record of jobs involving exposure to the hazardous substances requiring the health surveillance.

Associated Hazards

- Certain solvents, fumes, dusts, biological agents and other hazardous substances
- Dermatitis
- Asthma
- Asbestos
- Noise.

Employer's Responsibilities

Shrewsbury Prepatoria will:

- Carry out a risk assessment to identify the health hazards within the workplace and communicate the findings to staff
- Take measures to control risks identified by the assessment
- Ensure that staff are consulted on the need and procedures for health surveillance including night workers
- Ensure that all relevant staff are included in and attend health surveillance programmes
- Provide staff with relevant information, instruction, training and supervision
- Communicate the results of health surveillance to the affected staff
- Ensure that personal health surveillance records are kept up-to-date
- Ensure that sickness absence is monitored and staff are referred to management if the reason for absence is thought to be work-related
- Provide personal protective equipment, where required
- Monitor and review the effectiveness of the arrangements.

Staff Responsibilities

- Staff must co-operate with Shrewsbury Prepatoria on matters of health and safety. This extends to health surveillance where it has been identified as a necessary control measure or where there is a specific statutory requirement
- If any staff have a concern about health and safety or experiences symptoms of ill health, they must inform the Nursery Manager or senior person on duty immediately.

Housekeeping

Description

Poor standards of housekeeping are a common cause of injury and damage at work and can create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace.

Associated Hazards

- Fire
- Slipping, tripping/falling over
- Poor cleanliness
- Dirty equipment
- Cluttered pedestrian gangways.

Employer's Responsibilities

Shrewsbury Prepatoria will:

- Carry out a risk assessment in relation to housekeeping within the company and introduce control measures as appropriate
- Take any necessary measures to remedy any risks found as a result of the assessment
- Implement steps for the maintenance, cleaning and repair of the premises
- Train staff to be aware of their responsibilities for ensuring that hazards are not created from their work or equipment
- Inform every employee of the risks which exist
- Re-assess housekeeping as necessary if work processes change.

Staff Responsibilities

Staff must:

- Co-operate with management arrangements for good housekeeping in the workplace
- Follow any guidance and instruction given to prevent injury or ill health
- Report to the employer any hazardous or dangerous situations.

Information, Instruction, Supervision and Training

Description

Preventing accidents and ill health caused by work is a key priority for Shrewsbury Prepatoria. Health and safety information, instruction, supervision and training helps the nursery to ensure its staff are not injured or made ill by the work undertaken, promotes a positive safety culture where safe and healthy working becomes second nature to everyone and enables the nursery to meet its legal duty to protect the health and safety of its staff.

Employer's Responsibilities

Shrewsbury Prepatoria will: -

- Consult with relevant persons to identify the information, instruction, supervision and training required, taking into account employee's level of skills, knowledge and experience, the risks identified in the workplace and any relevant, specific individual needs
- Undertake a training needs assessment for all staff and provide the necessary training identified
- Ensure that the demands of the job do not exceed an employee's ability to carry out the work, without risks to themselves and others
- Provide and prioritise information, instruction, training and supervision based on risk assessment and to ensure that any high risk needs are met first
- Determine the most suitable method for delivery of the information, instruction and training, including the use of internal and external providers
- Assess the suitability of the information, instruction, supervision and training and its effect on the employee and/or the business to enable changes, modifications or additions to be made if required.

Specifically, Shrewsbury Prepatoria will provide information, instruction, supervision and training for staff: -

- On recruitment/induction
- When moving persons to another task or on promotion
- When the workplace environment, process, equipment or system of work changes
- If a review of risk assessments, safe systems of work and training needs determines a refresher program is required.

Suitable records will be maintained of all information, instruction and training provided.

Staff Responsibilities

Staff will: -

- Attend all training courses identified as necessary
- Follow training, guidance and instruction to prevent injury or ill health
- Only undertake duties if they have been deemed competent to do so following suitable instruction and training.

Kitchen Safety

Description

Kitchen safety is important to the health and well-being of staff and Nursery children. Shrewsbury Prepatoria recognises that many accidents occur in kitchens as a result of the combination of work processes, equipment and the working environment, and so will ensure that safety procedures are considered and followed, in order to reduce injuries.

Personal hygiene is an important element of food safety and applies to every person who works in food handling areas. Personal hygiene includes personal cleanliness, personal habits and the wearing of suitable protective clothing. If personal hygiene rules are not applied, food may be exposed to the risk of contamination.

Associated Hazards

- Machinery, equipment and cooking processes
- Manual handling
- Cleaning chemicals
- Hot liquids and surfaces
- Wet floors
- Naked flame
- Unauthorised access
- Poor personal hygiene (food safety).

Employer's Responsibilities

Shrewsbury Prepatoria will ensure that: –

- Suitable and sufficient risk assessments for the associated work activities are undertaken
- Safe systems of work are developed, implemented and staff trained accordingly
- Work equipment meets regulatory requirements for safety and is positioned securely
- A competent person maintains work equipment on a regular basis
- There is enough room in the kitchen for persons to move around safely
- All walls, ceilings and doors are of a suitable construction and finish to be easily maintained

- To prevent the entry of insects and dust into the room, cleanable fly screens are fitted to external windows and doors
- Where necessary, mechanical local exhaust ventilation is provided to remove excessive heat from the kitchen
- Slip resistant floors are provided that are made of durable non-absorbent material and do not have any crevices, so that effective cleaning is possible
- Suitable personal protective equipment (PPE) is provided, as specified in the risk assessments, free of charge
- Staff are trained in the safe use of equipment
- Arrangements are monitored and reviewed regularly
- Access to the kitchen by staff, Nursery children and others is controlled
- Kitchen equipment is regularly maintained following manufacturer's recommendations.

In addition Shrewsbury Prepatoria aims to ensure that food handlers have the practical skills and knowledge required to carry out their duties without risk to food safety.

To enable the Nursery to prove due diligence Shrewsbury Prepatoria will: –

- Provide instruction and/or training for all food handlers. This training will be provided at induction and will be enhanced and refreshed as necessary, and in accordance with their food handling duties
- Only allow adequately trained staff to prepare food
- Develop and implement a jewellery policy that focuses on food safety. (Due consideration will be given to the cultural beliefs of food handlers the primary focus will be on protecting food from contamination)
- Ensure all staff working in food preparation areas wear suitable, clean clothing that should be changed and laundered regularly
- Provide a dedicated hand wash basin together with adequate supplies of hot and cold water, soap, nailbrush and adequate hand drying facilities, in or adjacent to the food preparation area.

Staff Responsibilities

Staff will:-

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility
- Not interfere with any safety device used on equipment
- Report any faulty equipment to management

- Ensure any food or drink that is accidentally spilt is cleaned up immediately and the appropriate warning signs displayed in prominent positions
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use
- Wear any personal protective equipment (PPE) provided.

In addition, all staff (food handlers) must comply with the following: -

- Hands are to be washed thoroughly, before starting work, before handling food, after using the toilet, after handling raw foods or waste, after every break, after eating and drinking, after cleaning, and after blowing their nose
- Long hair will be tied back and preferably covered
- Food handlers must not spit, sneeze or cough over food
- Cuts and sores must be covered with a waterproof (preferably highly visible) dressing
- Jewellery will be kept to a minimum when preparing and handling food – a plain wedding ring and sleeper earrings are acceptable.

Reporting Illness/Exclusion

Staff must report to their supervisor if they, or anyone with whom they have been in close contact, are suffering from diarrhoea, stomach upset or vomiting

Food handlers should also report scaling, weeping or discharging lesions on an exposed part of their skin

Food handlers suffering from any of the complaints listed above will be excluded from food handling duties until they have fully recovered.

Ladders and step ladders

Description

Over a third of all reported falls from height incidents involve ladders or stepladders, many injuries are caused by inappropriate or incorrect selection and use of equipment.

By conducting a risk assessment, it may be determined that ladder use is acceptable for work of short duration (less than 30 minutes) and low risk, providing three points of contact can be maintained whilst working from the ladder or steps and necessary control measures and training are adhered to.

Associated Hazards

- Failure of the ladder itself, causing persons or equipment to fall
- Items falling from the ladder
- Users over-reaching or over stretching from the ladder
- Overloading of the ladder
- The ladder slipping and falling due to not being correctly secured
- Faulty equipment
- Inappropriate use of ladders
- Manual handling when using ladders.

Employer's Responsibilities

Work at height should be avoided where possible, where this is not possible then all reasonable actions will be taken by Shrewsbury Preparatoria to ensure the safety of staff who work with ladders.

Shrewsbury Preparatoria will, in consultation with staff and their representatives: –

- Carry out a risk assessment of work activities involving the use of ladders
- Take all necessary measures to reduce any risks found as a result of the assessment
- Ensure that when new ladders are purchased that they conform to EN131 Professional standard and are suitable for the task required
- Ladders conforming to older standards (purchased prior to January 2018) must be risk assessed. Ensure that adequate checks have been completed and where ladders are no longer suitable for use, they must be replaced with ladders conforming to the newer EN131 Professional standard
- Domestic ladders must not be used for work purposes.
- Ensure that all ladders supplied are of good construction, sound material and are suitable for the tasks to be performed

- Ensure that all ladders used are clearly identified, regularly inspected and maintained
- Maintain a records system, which identifies each ladder and logs each inspection, repair and maintenance procedure undertaken
- Provide appropriate information and training to staff who use ladders, including additional information and training where the ladder is used in a high-risk environment or in a way, which increases the risks involved
- Ensure ladders are stored in a way that does not lead to warping, defects or reduction in strength
- Implement a reporting system, so that any concerns, problems, risks or defects encountered while using the ladders can be reported to a responsible person and the appropriate action taken
- Ensure that ladders are secured when not in use to prevent unauthorised use.

Safe use of ladders

- Ladders should be appropriate for the job and not exceed 9 metres in length
- Ladders should comply with British/European Standards, ladders purchased should conform to EN131 Professional.
- Domestic equipment should not be used
- Ladders must be undamaged and free of paint or any other coating which could hide cracks or splits
- Ladder stiles must be undamaged and unbent
- Wood should be free of warping or splitting
- Metal ladders must be free from corrosion, sharp edges or dents and rungs free from distortion
- Footpads must be in good condition
- Ladders should have slip-resistant rubber or plastic feet
- Ladders must be free of missing/loose rungs
- Ladders should be regularly inspected, and defective ladders removed from use
- If ground conditions are poor, ladder feet should be tied into stakes in the ground, with a large flat wooden board as a base
- During use, ladders should extend at least 5 rungs (1.05m) past the landing point or above the highest rung on which feet rest
- Ladders should be positioned one metre out at the base for every four metres in height
- Ladders should be secured at the top or if this is not practicable, ladders should be secured near the bottom or weighted or footed to prevent flipping

- The overlap for extension ladders should be up to 5m closed length 2 rungs, 5-6m closed length 3 rungs, and over 6m closed length 4 rungs
- There should only be one person on the ladder at any one time
- Staff should be trained to transport tools in a shoulder bag or wear a tool belt. Consider the use of a gin wheel or other lifting equipment
- staff should be fully trained in ladder use
- Never use ladders near power lines or in strong winds.

Safe Use of Stepladders

- Stepladders should be of robust construction and in good condition, any replacements purchased should conform to EN131 Professional.
- Any retaining cords or straps must be of equal length and in good condition
- Any metal braces between the legs must be locked into place
- Legs of stepladders must be opened fully when in use
- All legs need to be firmly and squarely placed on a solid level surface
- The stepladder should be positioned close to the work to prevent over-stretching
- The stepladder should be placed at right angles to the work if the work could cause sufficient force to make the stepladder unsuitable if used sideways
- The top tread should not be used unless it has been designed as a platform with a secure handhold
- When in use, the knees should be kept below the top of the steps for support and stability
- Only one person should use the stepladder at any one time
- The stepladder should be located or measures taken to prevent the stepladder from being struck by doors, vehicles etc.

Staff Responsibilities

Staff will: –

- Follow instruction, training and information provided by the employer on the safe use of ladders
- Check whether the type of work activity requires the use of a ladder; establish whether the ladder is suitable for the task and match the ladder to the job
- Ensure the ladder is in good condition; check that it has been inspected and stored correctly; any repairs have been carried out correctly; that it has been regularly maintained and that it is free from defect, of good construction and of sound material

- Report any defective ladders to the employer immediately
- Make use of any personal protective equipment provided by the employer
- Advise the employer of any health issues, which may affect the ability to work at height.

Latex Products

Description

Latex products are durable, flexible and give a high degree of protection against microorganisms, whilst giving the wearer sensitivity and control. However, over the last 20 years, the health risks associated with exposure to natural rubber latex (NRL) have become more widely recognised, and there has been an increase in the number of reported cases of asthma and skin complaints, which may be attributed to NRL.

In addition to being present in gloves, NRL is present in some plasters and wound dressings, carpet backing, some shower curtains, window insulation and clothing elastics – this list is not exhaustive.

Associated Hazards

Exposure to NRL proteins can lead to a number of health problems including: -

- Irritant contact dermatitis – redness, soreness, dryness or cracking of the skin in areas exposed to latex. The symptoms can be due to contact with the product, on some occasions the symptoms will disappear when contact ceases and will not reoccur
- Allergic reaction (Type I) – localised or generalised rash; inflammation of the mucous membranes in the nose, red and swollen eyes with discharge and asthma-like symptoms. The effects will occur almost immediately and in rare cases cause a severe reaction known as anaphylactic shock
- Allergic Reaction (Type IV) – Dermatitis and itching with oozing red blisters, localised to the hands and arms and occurring between 10-24 hours after exposure, can worsen over the next 72 hours. Chemical additives used in the manufacturing process can cause this allergic response
- Skin sensitisation - The amount of latex exposure required to produce sensitisation is unknown and a product that is capable of causing sensitisation is also capable of causing an allergic reaction in certain people. Once sensitisation has taken place, even the slightest trace will cause the symptoms to recur
- Respiratory sensitisation - Proteins in powdered latex gloves can leach into the powder, which can become airborne and subsequently be inhaled when the gloves are removed.

Employer's Responsibilities

As a responsible employer, Shrewsbury Preparatoria will ensure that: -

- Latex gloves are restricted to those occasions where a risk assessment concludes that they are the only option

- Appropriate alternative glove materials such as nitrile, neoprene, chloroprene or vinyl will be provided
- The use of latex gloves will be subject to a written risk assessment in accordance with the COSHH Regulations
- Where latex gloves are assessed as being essential, they will be low protein and powder free, and personal exposure time will be minimised. **The use of powdered latex gloves is not permitted**
- Regular health surveillance of staff using latex gloves is conducted. This should be carried out by a responsible person, using an Initial Health Assessment Questionnaire / Annual Health Assessment Questionnaire
- Health surveillance records will be kept for at least 40 years
- Staff who have been sensitised to latex will be protected, e.g. by refraining from handling latex products or working in areas where airborne particles could be present
- Persons displaying positive symptoms of latex allergy are referred to their GP or occupational health provider and that the use of latex ceases immediately, pending investigation
- The necessary information, instruction and training to enable staff to manage and comply with this policy is provided.

Staff Responsibilities

Staff will: -

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility
- Report any allergic reactions to the Nursery Manager.

Additional Information

Wearing any form of protective glove may have adverse effects upon the hands.

Using antiseptic or germicidal agents, or continuously washing and drying the hands with detergents or soaps after wearing gloves may dry out the skin by depletion of the natural oils.

Powders or other lubricants that make the gloves easier to put on may irritate the skin. Sweating or rubbing under the gloves may also contribute to skin irritation.

When the skin becomes injured it is important to remember that it cannot act as a barrier and protect the body from infection and common contact allergens.

Gloves should only be worn for activities when personal protective equipment is the only feasible form of protection. When using gloves, appropriate hand care is essential to minimise reactions.

Laundry Work

Description

There are many hazards associated with the laundry operations and it is our policy to ensure, so far as is reasonably practicable, that risks to the health and safety of staff, children and others who may access this area are adequately controlled.

Associated Hazards

- Use of machinery (bodily injury)
- Manual handling of heavy bags or containers (musculo-skeletal injury)
- Soiled laundry (exposure to pathogens)
- Environmental issues (heat, ventilation)
- Wet or cluttered floors (slips, trips, falls)
- Hot water (burns and scalds)
- Chemical cleaners (occupational dermatitis)
- Fire.

Employer's Responsibilities

To maintain a safe working environment we will ensure that: -

- Suitable and sufficient risk assessments are undertaken for work activities
- Laundry equipment meets regulatory requirements for safety. All equipment is maintained and serviced in accordance with the manufacturers' recommendations
- Laundry work procedures are developed and implemented
- Manual handling risk assessments are undertaken and handling equipment is provided where assessed as necessary
- Chemical safety data sheets are available and COSHH assessments carried out
- Suitable uniform and personal protective equipment (PPE) is provided, as specified in the risk assessments
- Suitable hand washing facilities are provided within the laundry area
- Entry to the laundry is controlled, to prevent unauthorised access by children or visitors

- Staff receive adequate information, instruction and training to enable them to carry out their laundry duties safely and without risk to their health
- Arrangements are monitored and reviewed regularly.

Staff Responsibilities

Staff will: –

- Comply with protocols, procedures and safe systems of work for their areas of work and responsibility
- Use equipment as instructed and following manufacturer's guidelines
- Not interfere with any safety device used on machinery
- Report any faulty equipment to employer
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use
- Wear personal protective equipment (PPE) as provided
- Follow safe working procedures for handling of soiled laundry
- Refrain from eating or drinking in the work area, and follow hand-washing protocols.

Legionella

Description

Legionellosis is a collective term for those diseases caused by legionella bacteria including the most serious, Legionnaire's disease as well as the less serious Pontiac fever and Lochgoilhead fever.

Legionellosis can affect anyone who inhales small droplets of water (aerosols) from water systems, e.g. showers that are contaminated with legionella bacteria.

The Health and Safety Executives (HSE)'s Approved Code of Practice defines the following responsibilities: –

Duty Holder

A Duty Holder may be: –

- The employer, where the risk from their undertaking is to their staff or others
- A self-employed person, where there is a risk from their undertaking to themselves or others
- The person in control of the premises (or systems in connection with work), where there is a risk from the systems in the building e.g. where a building is let to tenants but the landlord keeps responsibility for its maintenance.

The Responsible Person

This is the person(s) appointed by the Duty Holder, to help them carry out the risk assessment and the day-to-day operational procedures to control the risks from Legionella bacteria. They will have sufficient authority, competence and knowledge of the water systems and installation.

The Risk Of Someone Contracting Legionellosis Depends On:

- **The presence of Legionella bacteria:** the conditions that encourage Legionella bacteria to multiply include poorly maintained systems, ineffective control measures, presence of rust, sludge, scale, etc and water temperatures between 20 – 45 deg C
- **The means of creating and disseminating breathable aerosols,** e.g. from spas, showers, taps, fire sprinkler systems, water jets, hose pipes, fountains and hot water systems, etc
- **The person:** The disease/fever can affect anyone however some people are at higher risk than others e.g. those people over 50, smokers, heavy drinkers, diabetics, those with respiratory problems and immune system impairments.

The Duty Holder's Responsibilities

Shrewsbury Prepatoria will ensure that: -

- A suitable and sufficient risk assessment is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and water systems under their remit
- A Written Scheme is produced and implemented, where a reasonably foreseeable risk of exposure exists, for preventing or controlling the risks
- A Responsible Person is appointed to help the Duty Holder manage the day-to-day operational control procedures in accordance with the Written Scheme
- Steps are taken to check that equipment supplied for water systems are designed to minimise the growth of legionella bacteria and are installed in compliance with relevant water related regulations
- Persons working with water systems are appropriately supervised and have been provided suitable information, instruction and training including the significant findings of risk assessments
- The risk of Legionella is eliminated where reasonable practicable through improved engineering design of water systems, e.g. by removing dead legs or removing unused showers where water can stagnate
- Regular cleaning, treating, maintaining and operating of water systems at predetermined intervals
- Regular monitoring, inspecting, testing e.g. water temperatures and Legionella bacteria levels, if needed and review of the water system's control measures, risk assessments and the Written Scheme to check their effectiveness
- The risks from scalding are minimised.

Director will ensure that: -

- With the assistance of a competent person, carry out a risk assessment, develop a Written Scheme and seek/implement advice on prevention and control procedures.

Staff Responsibilities

Staff must: -

- Co-operate with Shrewsbury Prepatoria arrangements for the control of Legionella in the workplace
- Follow any information, training and instruction given by Shrewsbury Prepatoria to prevent ill health
- Report to the Director any disease diagnosed as Legionnaires' Disease

- Report to the Director, any hazardous or dangerous situations.

Lighting

Description

Providing adequate lighting levels to enable people to work is a basic necessity. Good lighting that considers physiological and psychological needs of staff will create a work environment that is welcoming, energising and productive.

Associated Hazards

- Bodily injuries
- Slipping/falling over
- Electrical hazards
- Poor housekeeping.

Employer's Responsibilities

To safeguard staff and visitors from the potential hazards presented by inadequate lighting, Shrewsbury Prepatoria will: –

- Carry out an assessment of lighting in the workplace to determine whether it is suitable. This will take into account staff with visual limitations together with the needs of older people
- Take any necessary measures to remedy any risks found as a result of the assessment
- Train staff on how to adjust for proper lighting in their jobs to prevent visual fatigue
- Ensure that work is carried out by natural light wherever possible
- Take precautions against glare
- Ensure that lights are positioned to avoid risks to health and safety (fire etc)
- Ensure that supplementary lighting is provided, as necessary
- Ensure that safe access is provided in order to clean or replace the lights or windows
- Develop safe systems of work for such cleaning or replacement.

The following recommended standards may be adopted by Shrewsbury Prepatoria:–

- Outdoor lighting, especially where personal security is an issue - 20 lux, constantly maintained

- Loading bays and outdoor work areas - 50 lux
- Work requiring limited perception of detail - 100 lux
- Local lighting at individual workstations - 200-500 lux with no sources of glare (i.e. direct sunlight, unshaded light-bulbs etc)
- Staircases and escalators - 300 lux, lit to provide good contrast between the treads and risers of the steps
- Cellars and storerooms - 300 lux
- Crossing points on traffic routes - 300 lux, constantly maintained.

Emergency Lighting

Emergency lighting may be needed to illuminate an escape route in an emergency evacuation (escape lighting), or to allow continued working or help evacuation of areas deficient in natural light, should the normal lighting fail (standby lighting).

Escape lighting will be provided to: –

- Clearly indicate the escape route
- Allow safe movement along the route and through exits
- Ensure fire-fighting equipment, call-points and other emergency gear can be readily located and any instructions seen.

Escape lighting should come on within five seconds of the failure of normal lighting, and provide at least 1-lux luminance at floor level. While this will seem 'gloomy', it is sufficient for safe movement during an emergency. The aim is to provide a similar level of lighting as moonlight.

The area immediately outside the final exit should be illuminated, to help dispersal of those leaving the premises in a hurry during night-time hours. For most purposes, a back-up lighting duration of between one and three hours should be satisfactory.

Staff Responsibilities

Staff must: -

- Report any defective lighting to the employer
- Report any discomfort experienced as a consequence of lighting in the workplace
- Co-operate with management arrangements for workplace lighting.

Maintenance

Description

Plant and equipment requires regular maintenance (including cleaning and adjusting) to ensure that it remains in safe working order.

Associated Hazards

- Unexpected start up of equipment during maintenance activity
- Entrapment in moving parts causing bodily injury
- Exposure to substances hazardous to health during maintenance work.

Employer's Responsibilities

Shrewsbury Prepatoria will: -

- Undertake suitable and sufficient risk assessments of maintenance activities
- Implement appropriate measures to protect staff undertaking maintenance operations
- Ensure that contractors provide suitable risk assessments and safe systems of work before undertaking any maintenance work within the Nursery – where practicable maintenance activities will take place outside Nursery hours
- Ensure that any maintenance work undertaken by staff or contractors is adequately supervised, and that other people in the Nursery are made aware of maintenance activities being performed
- Implement a permit to work system, if required, to control higher risk tasks, e.g. work at height, confined spaces, working with asbestos
- Ensure that all persons who maintain, supervise or manage maintenance work are competent to do so
- Ensure that all equipment used for maintenance work is kept in efficient order and good repair
- Provide personal protective equipment (PPE) to staff as identified by risk assessment.

Staff Responsibilities

Staff will: -

- Only carry out maintenance activities on equipment or machinery if trained and authorised to do so

- Not undertake any maintenance activity that they believe is beyond their capability
- Follow instruction, guidance and safe systems of work in respect of equipment or machinery maintenance
- Make full and proper use of all personal protective equipment (PPE) that has been issued.

Manual Handling

Description

Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying. Load means, e.g. children, equipment, materials or substances.

Manual handling is one of the most common causes of injury at work and causes over a third of all workplace injuries which include work related Musculoskeletal Disorders (MSDs) such as upper and lower limb pain/disorders, joint and repetitive strain injuries.

Manual handling injuries can occur anywhere in the workplace.

Associated Hazards Include:

- Heavy, unstable or unpredictable loads
- Restrictive working environment
- Uneven or wet floors
- Poor manual handling technique.

Employer's Responsibilities

Shrewsbury Prepatoria will ensure that: -

- Manual handling operations that present a risk of injury are identified
- Handling operations that present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation
- Those operations that cannot be avoided are assessed using an ergonomic approach that considers the Task, Individual capacity, Load and Environment (TILE) elements to determine the level of risk. The assessment will be recorded and reviewed if circumstances change
- Measures required to eliminate the risk, or reduce it to the lowest level that is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work
- Suitable, fit for purpose, equipment including personal protective equipment (PPE) is provided, where necessary, to minimise harm from manual handling tasks
- Any new work that might involve manual handling operations is assessed and safe systems of work are implemented before the work commences

- Manual handling risk assessments are reviewed at least annually and in addition, are reviewed immediately if any of the components of the work situation have changed
- Suitable information, training and supervision is provided for all staff engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed
- Incidents that result from manual handling tasks are fully investigated and risk assessments, systems of work and training needs are reviewed in the light of such incidents
- Sufficient information about loads and environment is given to other employers who have control of workers on the premises, and to self-employed contractors that will enable them to meet their responsibilities under the regulations
- Premises outside the regular workplace at which staff may have to perform manual handling operations are taken into consideration when undertaking a manual handling assessment.

Staff Responsibilities

Staff will: -

- Attend manual handling training sessions as required and apply the knowledge gained from training to your daily work
- Follow the safe systems of work designed and introduced by the Nursery and do not deviate from this without good reason
- Not undertake any manual handling operation that is beyond their capability
- Not undertake a manual handling activity when a reasonably practicable alternative exists
- Use mechanical aids that have been provided for use and for which you have been trained. Any faults with mechanical aids should be immediately reported to the Nursery Manager
- Assist and co-operate with the process of the assessment of risk
- Report all accidents, injuries and near misses involving handling activities – however trivial
- Inform the Nursery Manager if normal manual handling duties cannot be undertaken because of injury, illness or any other condition
- Report any unsafe practices at work.

Medicinal Preparations

Description

Children may require short term medical treatment, for example to finish a course of antibiotics, may have ongoing medical needs such as epilepsy or diabetes, or may require emergency medical treatment for allergies.

The Nursery will accommodate the needs of children who require medication in order to ensure that, if they are well enough to do so, they can continue to attend the Nursery.

Note: the term 'parent' in these arrangements refers to all those with parental responsibility, including legal guardians or carers.

Associated Hazards

- Misuse of medicines
- Mal-administration of medicines
- Medicinal allergies
- Unauthorised access to medicines.

Employer's Responsibilities

Shrewsbury Prepatoria will: -

- Develop and implement a local policy for the receipt, storage and administration of medicines that takes account of all relevant legislation and standards
- Ensure adequate record keeping of medicines received, stored and administered
- Develop individual health care plans/risk assessments for handling medicines in the Nursery and where relevant on outings
- Gaining written parental authorisation to administer prescribed, and where appropriate non prescribed medication such as teething gel or cough preparations
- Provide a suitable and secure area for the storage and assembly of medicines and records
- Provide suitable hand washing facilities and sufficient work surfaces
- Ensure that only suitably qualified and authorised persons handle and administer medicines
- Carry out regular monitoring, surveillance and audit of medicines administration procedures

- Provide staff with sufficient information, instruction, training and supervision and to ensure the procedures are understood and adhered to.

Staff Responsibilities

Some products may have a sensitising effect or cause allergic reactions to staff and certain products may have harmful effects to expectant mothers and their unborn child.

Staff will: -

- Only administer medicines if they have received suitable training and have been authorised to do so
- Follow local protocols for the receipt, storage, administration and disposal of medicines
- Inform the Nursery Manager of any medical conditions or allergies that may be worsened by exposure to certain medicinal preparations or drugs
- Wear appropriate personal protective equipment (PPE) where required by risk assessment
- Wash hands after handling medicines even when protective clothing has been used
- Report any medicines administration errors, failings or hazards that affect safety
- Inform (female staff) the Nursery Manager as soon as they are, or suspect that they are, pregnant.

Monitoring, Inspection And Review

Description

There is a legal requirement to monitor and review health and safety arrangements.

The frequency of monitoring and review will be decided by the level of risk, competence of people, legal requirements, results of accidents and the recommendations of manufacturers or suppliers of equipment.

Monitoring Includes: -

- Establishing compliance with Shrewsbury Prepatoria Health and Safety Policy, and safe systems of work/procedures
- Inspecting and testing of work equipment
- Inspecting workplace locations and activities
- Establishing competence of workers
- Establishing the wellbeing and health of workers.

Employer's Responsibilities are to: -

- Prepare and implement a plan for regular monitoring of health and safety arrangements
- Arrange with Citation for annual inspections of the workplace and processes to be undertaken
- Monitor staff general health and fitness to work and carry out health surveillance where required
- Ensure that competent persons regularly inspect, examine and test equipment
- Regularly inspect the workplace to ensure a safe working environment
- Regularly monitor compliance with health and safety plans
- Regularly monitor staff and contractor competence while working to ensure they are working safely
- Review risk assessments at least annually, or where there has been a significant change in tasks, premises layout, equipment or personnel
- Record the results of inspections and monitoring undertaken
- Gather and analyse data about injuries, cases of ill health (including monitoring of sickness absence records) and incidents with the potential to cause injury, ill health or loss. This data provides information about health and safety failures and gives the opportunity to learn from mistakes and to prevent recurrence

- Take any necessary remedial actions to safe guard the health and safety of staff, contractors, children, public or visitors where hazards, faults, omissions, non-compliances, lack of training, unsafe activities or conditions are found through complaints, inspection, monitoring and review
- Prioritise when, how and who implements any actions required
- Periodically review the whole of the health and safety management system including the elements of planning, organisation, control and monitoring to ensure that the whole system remains effective and legally compliant.

Staff Responsibilities

Staff will: -

- Co-operate with the Nursery's arrangements in respect of workplace inspections
- Follow any training, information, guidance and instruction given by the Nursery for checking and inspection of safe practices
- Check equipment, including any personal protective equipment (PPE) supplied, is safe before use
- Report any incidences of poor work practice to the Nursery Manager.

New And Expectant Mothers

Description

Shrewsbury Preparatoria is committed to protecting the health and safety of all new and expectant mothers. The phrase "new and expectant mother" means an employee who is pregnant, or who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined as having delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child.

Associated Hazards

- Physical agents (e.g. handling nursery children or standing for long periods of time)
- Biological agents (e.g. blood borne viruses or infectious diseases)
- Chemical agents (e.g. medicines or cleaning substances)
- Working conditions (e.g. workload or stress).

Employer's Responsibilities

To safeguard the health and safety of new and expectant mothers, Shrewsbury Preparatoria will:-

- Consider, in general workplace assessments, any risks to the health and safety of female employees of childbearing age and, in particular, risks to new and expectant mothers
- Encourage staff to inform their Manager, as early as possible, if they become pregnant, are breastfeeding or have given birth in the previous six months
- Once notified, carry out a 'new and expectant mother' risk assessment in conjunction with the employee, reviewing the general risk assessments as part of that process, to identify any significant risks that need to be controlled or eliminated to ensure a safe working environment for the employee and her unborn baby
- Regularly review the 'new and expectant mother' risk assessment, taking into account any additional or heightened risks that may occur at different stages throughout the pregnancy and after her return to work. Incorporate into the assessment any advice provided by the staff GP or midwife
- Provide information, including the results of risk assessments, instruction, training and supervision to, and monitoring of, all new and expectant mothers
- Arrange for frequent rest breaks to be taken by the new or expectant mother
- Provide appropriate facilities for expectant and breastfeeding mothers to rest e.g. rest room equipped with a comfortable chair
- Allow the new or expectant mother to temporarily change her working conditions or hours of work, if necessary, to minimise the risks

- If, despite all practicable measures being taken, Shrewsbury Prepatoria considers that there is an unacceptable risk to a new or expectant mother, or her unborn baby, Shrewsbury Prepatoria will take all reasonably practicable steps to find suitable and appropriate alternative work for her. If none is available, the employee will be medically suspended from employment in accordance with the terms of the Employment Rights Act.

Staff Responsibilities

Staff will:-

- Report to the Nursery Manager as soon as pregnancy is confirmed
- Follow advice and information given by the Nursery in relation to safe working practices
- Report any hazardous situation to the Nursery Manager so that arrangements for the appropriate remedial action can be taken
- Co-operate with arrangements for health and safety and use all protective and safety equipment provided by the Nursery.

Nursery Outings

Description

Nursery outings form an important part of nursery activities and are designed to stimulate the mental spiritual and physical development of the children.

Nursery outings, which may include short visits to premises close to the nursery, visits further afield to outdoor centres or other nurseries, evening trips and charitable events.

Preparation and planning is the key to a successful and safe nursery trip.

Note: Where appropriate, these arrangements should be read in conjunction with the arrangements for Driving at Work. The principles of the arrangement entitled 'Outdoor activities' should also be applied, where practicable to nursery outings.

Associated Hazards

- Unsuitable outings, activities and equipment
- Unsuitable transport arrangements
- Poor discipline and supervision
- Medical emergencies.

Employer's Responsibilities: -

Shrewsbury Prepatoria will: -

- Prepare written risk assessments for each outing and ensure that suitable control measures are implemented
- Where relevant, undertake pre-outing checks regarding safety of the venue/location being visited and ensure that outing/activity organisers are competent in dealing with the health and safety of nursery children
- Consult and communicate with e.g. the nursery personnel, parents, children, etc. regarding the findings of risk assessments and arrangements for outings
- Plan and organise for accidents and medical emergencies and other emergencies including missing children
- Ensure adequate supervision is provided.

Staff Responsibilities: -

Staff will:-

- Comply with the nursery Policy and follow the associated protocols and procedures
- Maintain responsibility for all children in their care throughout the entire trip

- Maintain good order and discipline at all times
- Report any concerns, mishaps or accidents in accordance with the nursery's reporting procedures.

Outdoor Activities

Description

Outdoor activities form an essential aspect of a child's development and the Nursery will endeavour to create an atmosphere where children can learn to take risks in a controlled environment.

This arrangement covers the outdoor areas within the boundary of the Nursery.

Associated Hazards

- Uneven, wet or otherwise slippery surface leading to slips, trips and falls
- Use of play equipment that can result in trips and falls on level or from height
- Broken or damaged play equipment resulting in falls, bodily injuries, splinters, etc
- Soil or water borne pathogens
- Poisonous plants
- Animals or animal excrement
- Ponds or collections of water in which children may drown
- Hot or cold weather conditions sunburn, heat illness or hypothermia
- Road traffic
- Entrapment
- Waste, e.g. needles, glass, rubbish.

Employer's Responsibilities

Shrewsbury Preparatoria will develop and implement protocols and procedures that will reduce the risks associated with outdoor activities. Included in this, Shrewsbury Preparatoria will ensure that: -

- Risk assessments are undertaken regarding outside areas and suitable control measures implemented
- There is suitable access and egress
- The outdoor play area is securely fenced
- The play surface is resilient and low impact
- Suitable play equipment is provided and regularly maintained
- The outdoor area is checked before use including looking for and dealing with, e.g. damaged play equipment, glass, slipping hazards, rubbish, animal faeces

- Ensuring that all gates and doors are shut, that drains are covered, and that the activities provided are safe to carry out in the space that is available before taking children outside
- The outdoor sand pit, if relevant, is covered when not in use and is cleaned regularly
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides
- Children and Nursery staff are suitably attired and protected for the activity and weather conditions
- Hand hygiene standards are ensured
- All outdoor activities are supervised at all times, particularly near water hazards.

Staff Responsibilities

Staff will: -

- Comply with the Nursery policy and follow the associated protocols and procedures
- Maintain responsibility for all children in their care
- Maintain good order and discipline at all times
- Report any concerns, mishaps or accidents in accordance with the Nursery's reporting procedures.

Personal Hygiene – Food Areas

Description

Personal hygiene is an important part of food hygiene and applies to every person who works in food handling areas. Personal hygiene includes personal cleanliness and the use of suitable protective clothing. If personal hygiene rules are not applied, food may be exposed to the risk of contamination.

Employer's Responsibilities

All food handlers are supervised and instructed and/or trained in food hygiene matters to an appropriate level. The aim is to ensure that people have the practical skills and knowledge needed for their particular job. To enable Shrewsbury Preparatoria to prove due diligence we will: -

- Only allow adequately trained staff to prepare food
- Ensure all staff working in food preparation areas wear suitable, clean clothing that should be changed and laundered regularly
- Provide sinks or other washing facilities that are suitable and sufficient for any necessary washing of food and equipment used in the business
- Provide a separate wash hand basin together with adequate supplies of hot and cold water, soap, nailbrush and adequate hand drying facilities, in or adjacent to the food preparation area
- Make available suitable facilities for storage and disposal of refuse
- Fit screens to windows, doors and other openings used for ventilation purposes to prevent entry by insects where they overlook or are close to refuse storage areas, or where there is a particular risk of ingress by pests
- Install suitable and sufficient lighting and ventilation.

Reporting Illness/Exclusion

- Staff are encouraged to report if they or anyone in their household are suffering from diarrhoea, stomach upset or vomiting. Food handlers suffering from any of the complaints listed above will be excluded from food handling duties until they have fully recovered.

Staff (Food Handlers) Responsibilities

All staff must comply with the following: -

- Hands are to be washed thoroughly, before starting work, before handling food, after using the toilet, after handling raw foods or waste, after every break, after eating and drinking, after cleaning, and after blowing your nose
- Hair should be tied back and preferably covered

- Food handlers should not spit, sneeze or cough over food
- Food handlers should not smoke in a food preparation area
- Cuts and sores should be covered with a waterproof (preferably highly visible) dressing
- Jewellery should be kept to a minimum when preparing and handling food – a plain wedding ring and sleeper earrings are acceptable.

Personal Protective Equipment

Description

Personal protective equipment (PPE) is supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE will only be used as a last resort when preventative or other control measures cannot be applied.

PPE includes protective gloves, aprons, overalls, hearing protection, eye protection and face masks.

Associated Hazards

- Worn or damaged PPE
- Misuse of PPE
- Incorrect selection of PPE.

Employer's Responsibilities

Shrewsbury Prepatoria will: –

- Issue PPE where necessary as identified by risk assessment and at no cost to staff
- Provide information, instruction, training and supervision in the safe use of PPE
- Ensure that where two or more items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately
- Arrange for suitable storage for PPE
- Implement procedures for the maintenance, cleaning, repair and replacement of PPE.

Staff Responsibilities

Staff will: –

- Make full and proper use of all PPE that has been issued
- Inspect all PPE before use to ensure it is suitable, clean and undamaged
- Report any defective PPE to the Nursery Manager
- Report any discomfort or ill health experienced as a consequence of wearing the equipment
- Not undertake any work unless the correct PPE is being worn and fits correctly
- Store PPE securely at all times and minimise any damage during storage.

Pest Control

Description

Pests can be divided into three groups: - rodents, insects and birds. They can enter the building via open doors and windows as well as gaps in building structures, looking for warmth, food and shelter. Unfortunately they can spread disease, viruses, bacteria and parasites so any infestation requires urgent action. Pests also cause damage to premises and equipment by their habits, for example burrowing and gnawing.

Associated Hazards

- Bacterial contamination (bacteria on the pest or in droppings)
- Physical contamination (droppings, eggs, hair and dead bodies)
- Cross contamination (bacteria left on surfaces and utensils)
- Chemical contamination (poor and uncontrolled use of insecticides)
- Damage to premises.

Employer's Responsibilities

Shrewsbury Prepatoria will ensure that: -

- Pests cannot gain entry to premises by ensuring where reasonably practicable that all airbrick openings are covered with mesh screens, all doors will fit closely to the apertures and will be kept shut when not being used, all holes around the premises i.e. around pipes, areas of access to roof voids and wall cavities will be filled
- Where flying pests are a problem, fly screens are fitted over windows and where appropriate, electronic fly killers are installed and maintained
- Premises are kept clean and in a good state of repair, including pipes and drains
- The exterior of the premises is kept clear of overgrowing vegetation
- Good storage procedures are followed and regular food stock rotation, where relevant, employed to identify any pest activity that may be present
- All spillages and food debris are cleared away immediately
- Where required, an approved company providing pest control measures is engaged
- Any pesticides used are approved for use under the appropriate legislation and appropriate assessments carried out for their use

- There is provision of adequate waste receptacles that are regularly washed and disinfected.

Staff Responsibilities

Staff will: -

- Ensure windows and doors are kept closed when not in use
- Follow cleaning schedules to ensure that premises are kept clean and tidy
- Clear up all spillages and food debris immediately
- Follow procedures for storage and regular food stock rotation to help identify any pest activity that may be present
- Not allow waste receptacles to overflow, especially those in external areas
- Inform the Nursery Manager of any evidence of infestation
- Not interfere with any measures taken by the Nursery to control pest infestation.

Portable Electrical Appliances

Description

Portable electrical appliances are found in most workplaces and include power tools, portable lighting, computer equipment, kitchen appliances, portable heaters and equipment such as cable extension leads. Where equipment is powered from the mains electrical supply there may be a significant electrical hazard that will need to be specifically controlled.

Associated Hazards

- Damaged appliance (casing, cable or plug) that may result in electric shock or fire
- Trailing cables that may result in trips and falls or cause cable damage
- Appliances brought into the Nursery that may be unsafely wired.

Employer's Responsibilities

- Undertake a risk assessment for using the applicable portable electrical appliance for the task required and implement suitable safe systems of work to control the risks
- Ensure that trained and competent persons undertake the work
- For equipment connected to power sources either use "double insulated" or earthed cables and ensure cables are protected against damage
- Ensure that equipment is regularly maintained by following the manufacturer's instructions
- Ensure users visually check equipment before and during use
- Ensure that trained appointed persons undertake formal visual inspections of the equipment including inspection of the plug and its assembly
- Carry out combined inspection and testing by electrically competent persons at frequencies required by the risk assessment. A register of such inspections will be kept
- Remove from use or arrange for the repair of any appliance that fails any inspection, test or other checks
- Where required by risk assessment, provide additional precautions such as suitably robust residual current devices (RCD's), etc
- Ensure that the power supply is within the operating range of the appliance

- Ensure that, where provided, guards and protective covers are in place and kept in good condition.

Staff Responsibilities

Staff will: -

- Use portable electrical equipment as trained and instructed
- Visually check the equipment before and during use looking for signs of faults, overheating or damage to the equipment including to the wiring, plugs, casing and any guarding
- Immediately stop work if faults are found and report any defects to the Nursery Manager
- Not carry out any repairs or adjustments to equipment unless trained to do so
- Take care of the equipment that has been provided
- Disconnect the equipment from the supply before making any adjustments
- Ensure that equipment is plugged into the correct supply by an approved method, do not attempt to use a makeshift temporary connection
- Not bring into the workplace personal electrical equipment unless authorised to do so.

Prevention And Control Of Infection

Description

Infection control safety is a legal requirement and in childcare settings, involves carrying out risk assessments and putting measures in place to control any risks identified.

Some medical conditions make children more vulnerable to infections that would not usually be serious in most children.

Pregnant staff are vulnerable if they come into contact with a child or adult in the childcare setting who has an infectious disease such as chickenpox or measles.

Hazards Include: -

- Contaminated equipment
- Blood and body fluid spills
- The environment including indoor and outdoor play areas
- Used linen
- Children and staff who may have infectious disease.

Note: the above list is not exhaustive.

Employer's Responsibilities

- To carry out a risk assessment that identifies infection risks in the workplace, who might be affected and control measures necessary to manage the risk
- To provide personal protective equipment (PPE) for issue to staff as required by risk assessment
- To investigate all infection control incidents and ensure that any subsequent action is planned
- To seek advice from health protection teams and other supporting bodies with regard to any relevant health issues
- To provide training for all staff in standard infection control precautions, to include: -
 - Hand hygiene for both staff and children
 - Respiratory hygiene/cough etiquette
 - Cleaning and disinfection procedures including dealing with spillages of blood and body fluids
 - Safe handling of waste linen or laundry

- Protocols for needle stick injury
 - Arrangements for activities involving contact or potential contact with animals or animal bodily fluids
 - Personal protective equipment
 - Exclusion policies.
- To monitor and review the effectiveness of the arrangements.

Note: A sharps disposal box and spillage kit will be available in the Nursery.

Staff Responsibilities

Staff Will: -

- Take care of themselves and others in respect of work activities that give rise to the potential for infection
- Follow training, guidance and instruction given, to prevent injury or ill health
- Use appropriate resources to minimise infection
- Be aware of and follow policies and procedures
- Report any health issue, which may affect their ability to work
- Report any accident, incident or near miss via completion of an accident report
- Cover all cuts and abrasions with suitable waterproof dressing and wear gloves, where necessary
- Use any equipment provided, including PPE as trained to do so
- Challenge inappropriate hygiene practice
- Report to the Nursery Manager any hazardous or dangerous situations.

Risk Assessment

Description

In many workplaces there are risks, which may affect the health and safety of staff. There is an absolute duty on employers to 'conduct suitable and sufficient risk assessments' in the workplace, under Regulation 3 of the management of Health & Safety at Work Regulations. In many instances, straightforward measures can control risks, and whilst the law does not expect employers to eliminate all risks, they are required to protect people so far as is reasonably practicable.

Risk Assessments Should be Considered For: -

- Physical, chemical and/or biological agents
- Working conditions and processes
- Manual handling activities
- Exposure to infection
- Work-related stress
- Workstations
- Other workplace hazards.

Employer's Responsibilities

Shrewsbury Prepatoria will: -

- Ensure that persons undertaking risk assessments are competent to do so
- Identify all significant hazards with the potential to cause harm to staff and others who may be affected
- Identify staff who may be especially at risk, e.g. young persons and new and expectant mothers
- Evaluate the risk
- In consultation with relevant staff, identify and implement control measures, to eliminate or minimise the assessed risks
- Provide staff with the necessary information, instruction, training and supervision to enable them to work safely
- Regularly monitor compliance with the risk assessments
- Review risk assessments annually, following an accident, or where there has been a significant change in work activities or processes

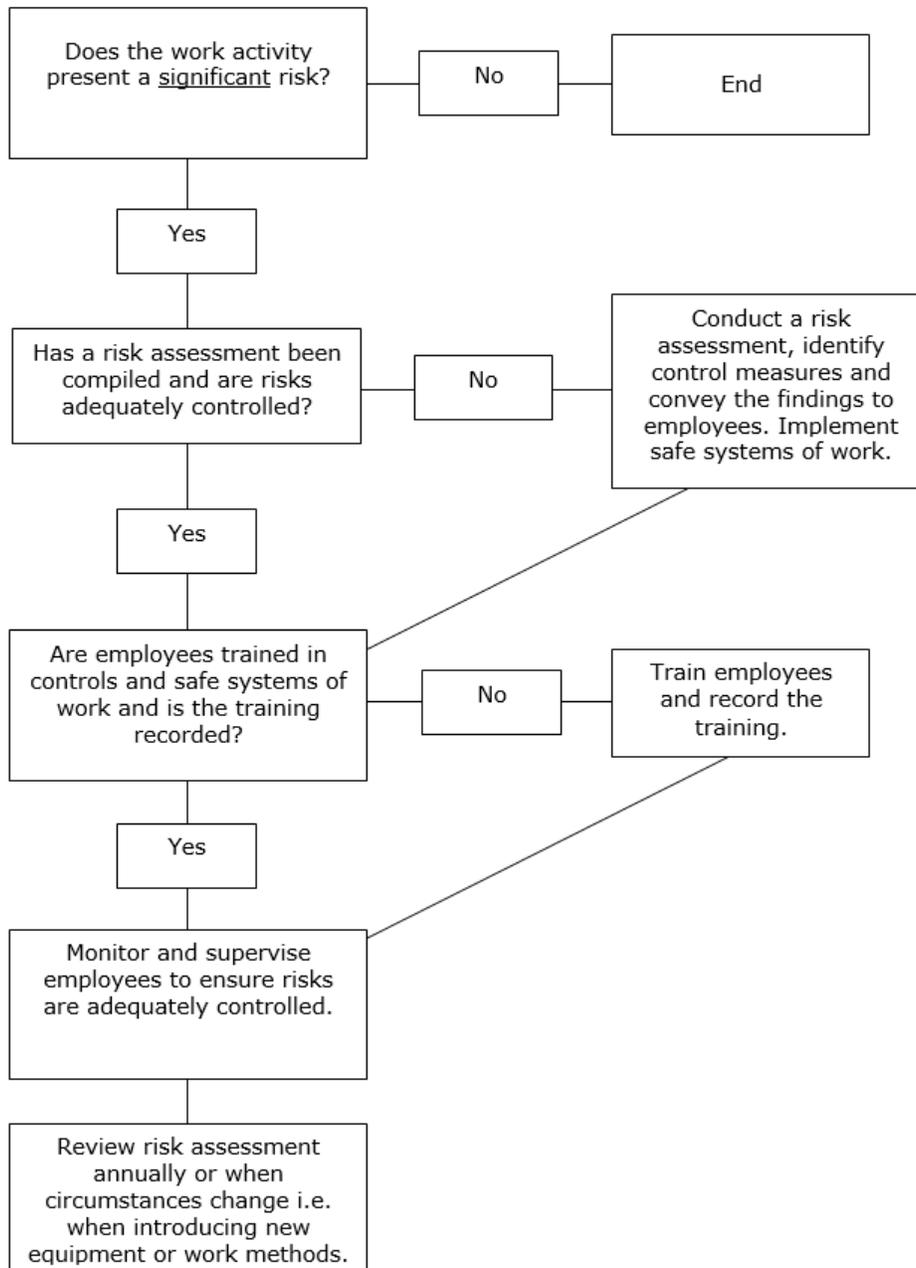
- Keep records of the significant findings of the risk assessments
- Provide appropriate health surveillance, where there is an identifiable disease or potential adverse health condition related to the work activity
- Provide visitors, and contractors working on the premises, with relevant information on risks, control measures and emergency procedures.

Staff Responsibilities

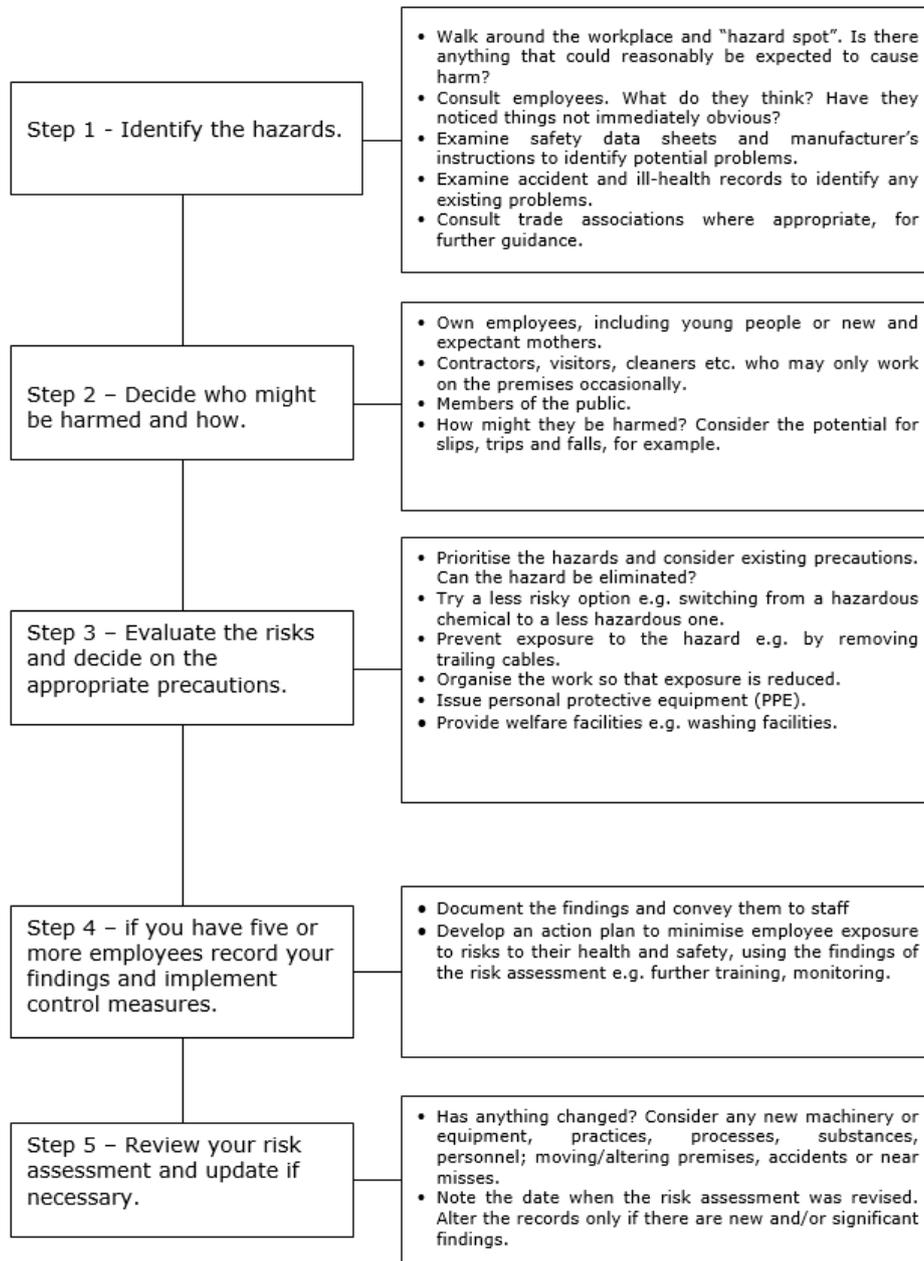
Staff will: -

- Co-operate with the Nursery's arrangements in respect of workplace risk assessments
- Follow any training, information, guidance and instruction given by the Nursery
- Comply with any control measures laid down within risk assessments
- Report any hazards or defects to the Nursery Manager or senior person on duty immediately.

Risk Assessment Flow Chart



Risk Assessment Process



Safety Signs

Description

Safety signs include the use of illuminated signs, hand and acoustic signals (e.g. fire alarms), spoken communication and the marking of pipe work containing dangerous substances. Traditional signboards such as prohibition and warning signs may need to be supplemented to comply with more specific legislation, e.g. photo luminescent signs for fire exits and fire-fighting equipment.

Shrewsbury Prepatoria will provide specific safety signs whenever there is a risk that cannot be avoided or controlled by other means, for instance by engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.

All safety signs are colour coded and each colour has a meaning, for example: -

- White circle with red edging and a diagonal line indicates **PROHIBITED** e.g. no smoking



- Blue signs indicate that it is **MANDATORY** to carry out an action, e.g. the wearing of personal protective equipment



- A triangular sign with black edging and a yellow background indicates **WARNING** of a hazard and would normally contain a black pictogram, e.g. radiation



- Green signs identify or locate safety equipment as well as marking emergency escape routes.



Employer's Responsibilities

Shrewsbury Prepatoria will: -

- Maintain all signs in a good condition
- Position all signs correctly

- Explain signs to all members of staff to ensure that they are aware of their meaning and the correct actions to be taken.

Staff Responsibilities

- Comply with any signs and notices on display
- Report damaged signs to the Nursery Manager.

Smoking In The Workplace

Description

Second-hand or passive smoking has now been shown to cause lung cancer and heart disease in non-smokers. In addition, tobacco smoke is a cause of discomfort and irritation to many people, particularly those suffering from respiratory illnesses such as asthma.

Shrewsbury Prepatoria will comply with statutory duties in respect of smoking in the workplace and in particular, fulfil obligations to assess the risk associated with smoking in the workplace. Effective measures to prevent or control any ill health effects or accidents arising from such activity will be applied.

Associated Hazards

- Health risks including stroke, cancers and heart disease
- Fire damage to building and associated risks to those in and around the premises.

Employers Responsibilities

Shrewsbury Prepatoria will take all reasonable steps to ensure that staff and visitors are aware that all premises and vehicles are legally required to be smoke free.

To do this we will: -

- Display 'no-smoking' signs at entrances to the Nursery and in vehicles
- Ensure that nobody smokes in our smoke free Nursery or vehicles
- Communicate information and instruction to staff and visitors
- Monitor and review effectiveness to ensure compliance.

Staff Responsibilities

In accordance with Shrewsbury Prepatoria's arrangements, staff will: -

- Comply with verbal, written and signed instruction given by the Nursery
- Co-operate as far as is necessary to enable compliance with the requirements for non-smoking
- Not smoke whilst on Nursery premises or in designated Nursery vehicles.

Social Distancing

Description

Social Distancing is a Public Health measure introduced to reduce the spread of the highly infectious Covid-19 virus which is the causative agent in the current global pandemic.

Social Distancing measures are in place throughout the whole of society, but it is the responsibility of Shrewsbury Prepatoria to ensure that Social Distancing measures can be implemented and maintained wherever possible throughout the workplace and across all work activities.

Adherence to Social Distancing measures is one of the primary means of controlling the risk of transmission of this infection alongside effective hand and respiratory hygiene measures.

It involves keeping a distance of a "safe social distance" from other persons at all times where possible. In circumstances where it is not possible to maintain this safe social distance there must be further controls in place to mitigate the risk.

As social distancing is the primary control for managing the risk of Covid-19 transmission, interactions with other people should be eliminated or reduced as much as possible. Where able to, a 2m distance should be maintained between people and where this is not possible the distance should be as far as possible and will require additional mitigation measures to reduce the risk of transmission.

The required social distance for businesses is regularly reviewed by the relevant Governments and it is vital that this is reflected in reviewed risk assessments and working practices.

Associated Hazards

Whilst the full extent of the consequences of acquiring the Covid-19 infection are not yet known the range of outcomes include- mild flu-like symptoms such as cough, fever, aches and malaise, (loss of sense of taste or smell) through to serious respiratory distress syndrome, organ failure and death.

Employers Responsibilities

Shrewsbury Prepatoria will:-

- Not open or operate if on the current list of prohibited businesses as declared by the Government.
- Not permit persons into the premises who should be self-isolating because either they have symptoms (7 days) or reside with someone with symptoms (14 days).
- Support those who are at higher risk from Covid-19 infection and its complications due to their age, underlying health conditions, because they are

pregnant or if they come from a Black Asian, Ethnic Minority (BAME) background.

- Operate remotely where at all possible to avoid the need for employees to travel into the workplace.
- Carry out a risk assessment of all work activities and workspaces to ensure Social Distancing can be implemented and maintained effectively. Control measures may include:-
 - Remote Working where at all possible
 - Staggered work patterns to reduce the number of personnel on site at any one time
 - Restricted access to common areas
 - Control of visitors and contractors to site
 - Adaption of tasks to allow for one-person completion
 - Prevention of shared of vehicle, workstations and equipment.
- Will implement further control measures where social distancing cannot be successfully implemented or maintained effectively. This may include:-
 - Documented work planning for how task will be carried out to reduce the risk
 - Minimising the time spent within safe social distance
 - Minimising the number of people, where the social distancing is breached.
- Provide adequate Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) as identified in the risk assessment with training on its safe and effective use, storage and disposal.
- Review risk assessments and work plans in response to any changes in Government advice to ensure all working practices adhere to the most recent guidelines.
- Ensure all employees receive information, instruction, training and supervision to ensure awareness and adherence to the Social Distancing Control Measures.
- Ensure that Social Distancing is supported by other effective control measures such as hand hygiene and respiratory hygiene and will make the relevant provisions for these to be effective. This may include:-
 - Provision of adequate hand washing facilities and sanitiser
 - Arrangements and provisions for regular cleaning and disinfection of workplaces and equipment.
- Report to the enforcing authority as required by the Reportable Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any instances

where a member of staff receives written confirmation of a Work-Related Covid-19 infection from a medical practitioner.

- Investigate all Covid-19 related incidents and implement any action identified as necessary to prevent a recurrence. Monitor the effectiveness of the actions.
- Ensure employees can attend Covid-19 tests where they are required.

Staff Responsibilities

- To take care of themselves and others in the workplace where activities give rise to the potential for Covid-19 infection.
- Adhere to Social Distancing by following instructions, signage, markings and training.
- Observe good hygiene practices at all times with frequent hand washing or sanitising for at least 20 seconds- including before and after eating, touching the face, touching common touched surfaces such as buttons, dials, handrail and handles, coughing and sneezing.
- Carry out good respiratory hygiene practices including catching coughs and sneezes in tissues which are disposed of correctly followed by good hand hygiene afterwards.
- Follow the further controls in the risk assessment and work plan methods to ensure that where Social Distancing cannot be maintained the risk is reduced by other means.
- Use, store and dispose of the appropriate PPE and RPE in accordance with training and manufacturers guidelines.
- Report if they feel unwell at work with any of the Covid-19 symptoms and go directly home to carry out self-isolation for at least 7 days
- Not attend work if they should be self-isolating due to displaying symptoms (7 days) or residing with someone who is displaying symptoms (14 days), if they have been contacted by NHS Test and Trace and asked to isolate or if they are required to due to recent travel and quarantine requirements.
- Report any concerns or issues relating to non-conformance with Social Distancing in the workplace.
- Attend Covid-19 tests where there is a requirement to do so.

Stress

Description

It is Shrewsbury Preparatoria's policy to address all work-related illnesses and in particular stress, to control, reduce or eliminate so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the company. We recognise that our personnel are the organisation's most valuable assets and that any problem associated with work-related stress is a management duty.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the company aim to address.

Through the risk assessment process, Shrewsbury Preparatoria will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

The main problem with stress is the self-realisation that we are actively suffering from it. Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosy.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. However, there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are: -

Possible environmental stressors include noise, temperature, overcrowding and humidity.

Possible work-related stressors include working to tight deadlines, overwork and change to organisation. Other issues that may have an impact include: -

- Under challenged
- Promotion prospects
- Racial or sexist remarks
- Personal relationships with other staff
- Travelling
- Job satisfaction
- Harassment and confrontation.

Stress counselling can often have a stigma that it is only for the 'weak' or 'mentally ill', however the reverse is actually true.

It may be difficult to talk to a colleague about the problem face to face, as it might be this relationship that is the cause. It is our policy that all staff can approach management to raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and we will try and assist any individuals suffering from stress.

Violence And Aggression

Description

The Health and Safety Executive's definition of work-related violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.

Shrewsbury Prepatoria recognises the difficulties in managing violence and aggression at work and aims to put in place steps to identify and minimise risks to support staff and monitor incidents to help address any potential problems.

Any employee whose job entails dealing with the public can be at risk from violence.

Associated Hazards

- Physical attacks
- Verbal abuse.

This may result in:-

- Bodily injury
- Anxiety or stress
- Low morale
- Depression.

Employer's Responsibilities -

Shrewsbury Prepatoria will:

- Carry out a risk assessment in respect of the potential for violence in the workplace. This will be undertaken in consultation with staff and their representatives, where appropriate
- Provide instruction and training regarding violence at work will be given to staff on induction and during other workplace training sessions
- Investigate all incidents, complaints, which relate to violence or aggression at work
- Consider installing or providing devices to raise an alarm in the event of an act of violence or aggression, e.g. panic alarms
- Provide adequate security, e.g. locks, CCTV and avoid lone working, where practicable
- A risk evaluation will be taken which considers the level of training and information provided, the environment and design of the job. The significant findings of the assessment will be recorded

- If there is a violent incident involving staff, we will provide them with full support, including debriefing, time off work and legal help, where necessary.

Report to the Enforcing Authority a death, specified injury or over-7-day physical injury caused by a non-consensual act of physical violence at work in accordance to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

- Report the matter to the Police at the staff request
- Establish monitoring arrangements and if a violent or aggressive incident occurs, risk assessments will be reviewed immediately to take into account the circumstances surrounding the incident to prevent or minimise the risk of a further occurrence.

Staff Responsibilities

Staff will: -

- Attend training sessions provided by the employer
- Take care of their own health and safety at work and that of others who may be affected by their acts or omissions
- Report any incidents of violent or threatening behaviour to the Nursery Manager
- After any violent incident, complete an incident report form regarding the event
- Co-operate with the Nursery's arrangements for dealing with violence and aggression and at work.

Visit By An Enforcement Officer

The Health and Safety at Work etc. Act 1974 and associated legislation conveys powers on inspectors/fire officers who are appointed by the relevant enforcing authority to enforce statutory compliance.

Non-compliance may lead to prosecution but this is always seen as a last resort, except for: -

- Failure to comply with an Improvement or Prohibition Notice
- Failure to manage fire safety or notify the Fire Service of any significant risks on the premises
- A breach of law that has significant potential for harm, regardless of whether it caused an injury
- Reckless disregard for the health and safety of workers, service users or others
- Repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal with adequately
- Substantial legal contravention, where there has been a serious accident or a case of ill health.

Employer's Responsibilities

Shrewsbury Preparatoria recognises the importance of liaison and co-operation with Enforcement Officers. For this reason, it is imperative that all relevant documentation is maintained and kept up-to-date. Such documentation includes: -

- All relevant risk assessments
- Fire risk assessments and log book
- Induction and training records
- Maintenance, test and inspection records
- Health records
- Emergency plans, etc.

Staff Responsibilities Include: -

- Not obstructing any reasonable request made by an Enforcement Officer
- Complying and co-operating with requests by the Officer
- Following instruction and guidance given by the Nursery Manager.

Waste Disposal

Description

Shrewsbury Prepatoria has a legal 'duty of care' to ensure that it produces, stores, handles, transports and disposes of its business waste without harm to human health or the environment.

Examples of waste produced include: -

- Industrial waste, e.g. packaging, defective products, electrical waste, scrap metal, healthcare chemicals, batteries
- Pharmaceuticals, blood, sharps (blades, syringes), infectious waste
- Domestic wastes including sanitary hygiene wastes
- Food wastes
- Office waste, e.g. waste paper, empty printer cartridges, fluorescent tubes.

Associated Hazards Include:-

- Exposure to blood borne viruses (BBVs)
- Exposure to human pathogens
- Needle-stick injuries
- Access or exposure to spent drugs/pharmaceutical products.

Additional Hazards

- Build up of combustibles presenting a fire hazard
- Health hazard due to possible vermin infestation
- Poor housekeeping presents a tripping hazard.

Employer's Responsibilities

- Develop and implement a robust waste management policy that specifies how all waste should be managed
- Store, dispose of and transport waste appropriately and securely
- Provide suitable waste collection receptacles dependent upon the waste to be disposed of and where required, label or sign the receptacles to easily identify the waste type to ensure no cross contamination
- Ensure that waste is collected, transported and handled by people or businesses that are authorised to do so

- Ensure the necessary permits, licenses, registrations or exemptions are obtained where required from the environmental regulator for the production, collection, treatment, dismantling, reprocessing, recycling or disposal of any waste materials in compliance to relevant waste legislation
- Where practicable, store waste and waste collection receptacles in areas away from buildings and ignition sources
- Maintain good housekeeping/hygiene practices
- Secure waste and waste containers in order to prevent unauthorised access and damage
- Instruct all staff in the correct handling, segregation, storage and disposal of waste and maintain records of instruction and training on file
- Provide written procedures for dealing with accidents and incidents involving waste including spillages
- Investigate all accidents that occur in relation to storage and disposal of waste and take measures to prevent a recurrence
- If a sharps injury occurs, instigate a procedure for suitable medical advice and counselling
- Conduct regular monitoring and auditing of the effectiveness of the waste management policy
- Provide suitable equipment and personal protective equipment (PPE) for handling waste.

Staff Responsibilities

Staff will: -

- Adhere to all Nursery protocols and procedures applicable to the safe handling, segregation, storage, and disposal of healthcare waste
- Be responsible for their own hygiene
- Immediately report any spillage of bodily fluids and arrange for suitable isolation and cleaning as per their level of training
- Report any needle stick injury or other accidental contact with human pathogens or BBVs
- Not climb onto skips or other waste receptacles
- Inform the responsible person if waste receptacles are full and need emptying
- Not remove or take for personal use, items from waste receptacles.

Water Temperature and Hot Surfaces

Description

The hot water distribution temperatures that are required for the control and prevention of legionella will lead to discharge temperatures in excess of 50°C. Hence, blending or mixing devices are required at the water outlets to protect Nursery children from scalding.

Outlets that are **only** accessible to staff, or where the hot water is used for processes, for example dishwashers, need not comply with the maximum temperatures in this guidance.

Associated Hazards

- Unblended, or failure of blending valves, at hot water outlets: -

Minor and major injuries, and even fatalities, may result if Nursery children come into contact with hot water. Burns and scalds are the most likely types of injury.
- Hot surface temperatures: -

High temperatures of circulating water in heating and hot water systems may also give rise to serious injuries and fatalities if Nursery children come into contact with e.g. conventional radiators, thermal storage heaters, towel rails and other heating devices, as well as low level surface mounted pipe work.

Work equipment, e.g. such as hand held irons, bain-marie trolleys.

Employer's Responsibilities

- To complete a risk assessment to identify and control exposure to the hazards presented by hot water temperatures and exposed hot surfaces
- Put systems in place to ensure that water is prevented from being discharged higher than 43°C from taps that may be accessible to Nursery children
- To put systems in place to ensure that hot surfaces will not exceed 43⁰C when the system is running at the maximum design temperature. This will be achieved by providing low surface temperature heat emitters (e.g. cool wall radiators); guarding to heated areas (e.g. radiator covers); controls to reduce the flow temperature
- To put in place a documented maintenance schedule to ensure that thermostatic valves and failsafe devices are fully functioning
- To create written procedures for bathing infants and children that include: -
 - Arrangements for Nursery staff attending and supervising bathing

- Provision and use of bath thermometers
- Process of filling/adding water to the bath
- Action to be taken in the event that water temperatures are found to be above the maximum limit.

Restrict Nursery child access to areas such as kitchens and other food preparation or serving areas, where the temperature at water outlets is necessarily high

To provide hazard warning signage at all unblended hot water

To provide adequate information, training and supervision to ensure that staff are conversant with the policies and procedures in place.

Maximum water temperatures	
Application	Maximum temperature °C
Washbasin	43 °C *
Bath	43 °C
* For washbasins, washing under running water is assumed.	

Staff Responsibilities

Staff will: -

- Co-operate with the Nursery's safe systems of work regarding hot surfaces and hot water temperatures in the premises
- Report immediately, any hazards or faulty equipment to the senior person on duty
- Follow guidance, information, instruction and training given by the Nursery.

Welfare

Description

Welfare facilities are provided primarily for staff, but the provision extends to others who may use the premises infrequently, e.g. visitors and contractors. The Nursery's welfare facilities include provision of e.g. toilets, washbasins, doors, and passageways that are accessible for disabled persons.

Employer's Responsibilities

Shrewsbury Preparatoria will assess the specific requirements for, and provide adequate welfare facilities for, staff and other persons using the premises and will take account of the general working environment to include: -

- Indoor temperature and the impact of working in hot and cold environments. This should also consider, where necessary, adequately controlled ambient temperatures for children
- Ventilation
- The provision of adequate space in which to carry out work activities
- The appropriate numbers of sanitary conveniences and washing facilities
- Suitable changing facilities and storage arrangements for clothing
- Suitable facilities to rest, drink and eat away from potential sources of contamination, e.g. baby changing areas
- Provision of potable water
- Compliance to legal requirements regarding smoking in workplace premises or vehicles (where applicable) including use of appropriate display of no-smoking signs.

Shrewsbury Preparatoria will assess the safety requirements of the workplace based on risks and implement adequate control measures to minimise harm with regard to: -

- The floors, stairs, passageways and where relevant, traffic routes; providing suitable standing for vehicles and persons
- The safe use and maintenance of lifts, where relevant
- Housekeeping, including safe and frequent removal of waste and regular cleaning of the workplace, and cleaning of surfaces and equipment which children may encounter
- All doors are designed so that staff, Nursery children and visitors can utilise them safely. Where necessary, cupboard doors will be fitted with safety catches

- The provision, where assessed as necessary through risk assessment, of finger trapping devices that completely cover the gap that is created on the hinge side of a door when it is in the open position
- The position, integrity and visibility of transparent windows, doors, gates, etc
- Windows or other translucent surfaces in walls, partitions, gates or doors with regard to contact with people and breakage. In the interests of safety, windows and patio doors should be constructed of safety glass to a recognised standard or alternatively be fitted with a suitable safety film to prevent the glass from shattering
- Shrewsbury Preparatoria will also clearly mark the doors and windows affected in a prominent position, to prevent people colliding with them when closed
- Any windows accessible to people and children above ground level, where a fall could result in personal injury, and which can be opened, will be fitted with suitable restrictors to prevent them being opened and thereby prevent any such fall. To permit adequate natural ventilation in the room the opening gap will be restricted to approximately 100mm
- Window restrictors will be regularly inspected and maintained and suitable records kept
- Safe methods for cleaning or replacing lights or windows
- Exposure to passive smoking
- Security
- Lighting.
 - to enable good access and egress particularly in an emergency
 - work is carried out by natural light wherever possible
 - lights are positioned to avoid risks, e.g. fire.

Shrewsbury Preparatoria will carry out regular inspections of the workplace to ensure a safe working environment.

Staff Responsibilities

Welfare facilities provided and maintained by Shrewsbury Prepatoria are for the benefit and safety of all staff and visitors. Staff have a responsibility to use them in a proper manner and not damage or misuse any equipment provided.

Personal responsibility should be taken for clearing personal waste and cleaning of utensils when eating or drinking on the premises.

Staff will: -

- Co-operate with the Nursery's arrangements for good housekeeping in the workplace
- Report to the Nursery Manager or senior person on duty, any hazardous or dangerous situations including damage to floors, doors, windows, fixings, signs, defective lighting, and discomfort experienced as a consequence of lighting in the workplace
- Comply with the Nursery's smoking policy.

Work At Height

Description

A place is at height if a person could be injured falling from it, even if it is at or below ground level. Falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury. The regulations place duties on employers, the self-employed and any person who controls the work of others, these people become "Duty Holders".

Associated Hazards

- Unsafe or unstable access equipment or structures
- Fragile surfaces e.g. roofs
- Adverse weather during outdoor work at height
- Traffic - vehicle and pedestrian coming into contact with the work at height equipment.

Employer's (Duty Holder) Responsibilities

To prevent exposure to the hazards associated with work at height, Shrewsbury Preparatoria will: –

- Comply with the Work At Height Regulations 2005 and will ensure work is properly planned, supervised and carried out by competent persons
- Avoid work at height where reasonably practicable
- Conduct a risk assessment to identify the hazards and the controls necessary to complete the job in a safe manner
- Do all that is reasonably practicable to prevent anyone falling
- Ensure that all work at height is properly planned and organised
- Ensure that all work at height takes account of weather conditions and movement of vehicles and people that could endanger health and safety
- Ensure that those involved in work at height are trained and competent
- Ensure that the place where work at height is undertaken is safe
- Ensure equipment for work at height is properly inspected
- Ensure the risks from fragile surfaces are properly controlled
- Ensure the risks from falling objects are properly controlled.

Staff Responsibilities

Staff will: –

- Only work at height if they have been trained and authorised to do so
- Comply with training for working at height
- Only use the height access equipment identified in the risk assessment
- Make use of any personal protective equipment provided
- Comply with the safe system of work in respect of the work being undertaken
- Report any accidents, incidents and near misses to the Nursery Manager.

Work Equipment

Description

The definition of work equipment is wide and includes machinery, apparatus, equipment, installations and tools. Therefore, items as diverse as photocopiers, food processors, garden tools, radiators and play equipment/toys are included.

Associated Hazards

- Dangerous/rotating parts of machinery
- Collapse of equipment
- Fire, overheating or explosion
- Gas, liquid, vapour or hazardous substance
- Failure of safety of controls on powered equipment
- Entrapment
- Hot or cold surfaces
- Poor maintenance.

Note: There are inherent hazards with equipment such as swings, slides, ropes, fencing, etc. Where climbing is involved or falls are reasonably foreseeable such equipment will be mounted upon resilient surfaces, e.g. deep bark beds or rubberized surfacing, to minimize injury. Where new surfacing or new playground equipment is installed, it must meet the appropriate European Standards.

Employer's Responsibilities

Shrewsbury Preparatoria appreciate that some items of work equipment can pose a significant risk if not used in line with the manufacturer's instructions, not maintained properly or stored in a correct manner. To control exposure to the hazards presented by use of, cleaning of, or maintenance of work equipment we will: -

- Ensure that work equipment is selected which is suitable, by design, construction or adaptation, for its intended purpose in its particular place of use and is suitable for the process and conditions of use
- Undertake risk assessments for the equipment that is being used, cleaned or being maintained and issue copies of the assessments to all relevant staff
- Ensure that safe systems of work are implemented

- Ensure that staff are provided with sufficient information, instruction, training and supervision when using, cleaning or maintaining the equipment. All training will be documented on the employee's personnel file
- Ensure that all necessary safety controls are in place such as guards* and isolation switches, etc

** Even if equipment is supplied with guarding, assess its suitability and with advice from guarding specialists, fit additional guarding if required, to prevent access to all dangerous parts of the equipment/machinery.*

- Select and use equipment which prevents or minimises harm, where reasonably practicable, from, e.g.: -
 - Contact by children or babies with sharp objects, such as edging of furniture, garden equipment, glass objects
 - Hot surfaces such as radiators, kitchen equipment
 - Entrapment (e.g. head, arms, fingers) in equipment such as radiator guarding, doors, toys, guardrails on nappy changing surfaces
 - Falling from height, e.g. from baby changing tables, furniture
 - Choking from small objects, e.g. toys
 - Electric shock from access to power sockets or electrical equipment
- Ensure that work equipment is subject to regular cleaning, inspection and maintenance carried out by persons competent for the work. The complexity and frequency of inspection and maintenance will vary with the type of equipment and its conditions of use. Planned preventative maintenance may be necessary. Wherever possible maintenance will be in accordance with manufacturers' instructions
- Maintain suitable records of all maintenance and inspections
- Identify and label equipment as "Unsafe to use" or similar and take out of service
- Undertake an assessment of hazardous substances that are used or created by work equipment as required by the Control of Substances Hazardous to Health (COSHH) Regulations.

Staff Responsibilities

Staff will: -

- Use work equipment safely and in accordance with the information, instruction and training provided by the nursery
- Only use, clean or maintain the equipment they are trained on

- Take reasonable care of themselves and others who may be affected by their actions
- Co-operate with the nursery's arrangements for the provision and use of work equipment
- Seek the permission of the Nursery Manager before bringing any personal items of equipment to work, whether it is intended that they be used by themselves or others as part of work activities
- Make full and proper use of any personal protective equipment provided by the nursery
- Visually check and carry out other checks, required by risk assessment, prior to and during use and report any faults and unsafe conditions to the Nursery Manager or senior person
- Inform the Nursery Manager if they are taking any prescription medications that may affect their ability to safely operate any item of work equipment.

Young Persons

Description

There are specific legal requirements and restrictions on those who employ young people or offer them work experience. A young person is defined as anyone under 18 years old.

A child is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (often referred to as the minimum school leaving age (MSLA)). Whilst children will not be offered employment in a Nursery they may attend for work experience if arranged by the local education authority.

After leaving school a Young Person must:

- Stay in full time education e.g. college, or
- Start an apprenticeship or traineeship, or
- Spend 20 hours or more per week working or volunteering while in part time education or training.

Associated Hazards

Some young people may be at particular risk because of: -

- Their lack of awareness
- Unfamiliarity with their surroundings
- Being physically or psychologically less suited to certain tasks
- Their lack of skills and training.

Employer's Responsibilities

Shrewsbury Preparatoria will complete a risk assessment specifically relating to the employment of young people before employing them. The risk assessment will give particular consideration to the: -

- Immaturity and inexperience of the young person and any consequential lack of awareness of risks
- Work activities to be undertaken
- Types and method of use of work equipment
- Extent of exposure to any chemical, biological or physical agents
- Nature and layout of the work area

- Health and safety information, instruction, training and supervision to be given to the young person.

Where a Child or Young Person is on work experience, communicate the findings of the risk assessment, together with protective and preventative measures to be taken, to a person having parental responsibility or rights for the child (e.g. parent or guardian, etc.) and to the school/college/training provider where applicable.

If young people were considered in previous risk assessments then there will be no requirement to repeat the process, except as part of the normal review/revision of risk assessments.

In addition, Shrewsbury Prepatoria will ensure that young people are not exposed to risks at work that arise because of their lack of maturity or experience and any consequential lack of awareness of potentially dangerous situations. A young person will not be expected to do any of the following: -

- Work beyond their physical or psychological capabilities
- Perform work that involves risks to health from noise, vibration or extreme heat or cold
- Perform work which involves harmful exposure to any agents that can chronically affect health.

Shrewsbury Prepatoria will also: -

- Ensure adequate training and supervision is provided to enable the young person to undertake their job safely
- Provide and train in its use, whatever personal protective equipment (PPE) is needed to safeguard staff e.g. ear and eye protection, footwear etc
- Introduce health checks if there is a danger of ill health arising from the work.

Staff Responsibilities

Staff will: -

- Co-operate with the Nursery's arrangements for young people in the workplace
- Report any hazards to the Nursery Manager
- Follow any guidance, information, instruction and training given by the Nursery Manager.

Young people must: -

- Not undertake any tasks unless they have been trained
- Follow instruction and comply with safe working practices

- Ask the Nursery Manager or senior staff if unsure about anything
- Make full and proper use of all PPE that has been issued to them
- Report any hazards or defects to the Nursery Manager or a senior staff.