



## **Health and Safety Policy Statement**

### **Health and Safety at Work etc. Act 1974**

#### **Section 1**

#### **Statement of general policy**

It is the policy of this company to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility, so far as is reasonably practicable, for the health and safety of other people who may be affected by our activities.

The purpose of this Health and Safety Policy is to acquaint all those carrying out work for and on behalf of the company of the minimum standards of safety that they are required to adopt and maintain at all times. It is to ensure that all work is performed in such a manner as to be safe to all employees of the company, also contractors and any member of the public who might be affected directly or indirectly by the actions or omissions of any employee.

The Health and Safety at Work Act 1974 places a legal requirement on every employee to take reasonable care for the health and safety of him/herself and of others who may be affected by his/her conduct at work. Co-operation with the management in observing existing safety regulations and in the use of any protective safety equipment deemed appropriate is, therefore, essential to ensure that the implementation of this policy is successful.

Signed: K. Heaton Jones

Dated: 3rd July 2006

Karen Heaton-Jones

All My Friends Childcare Ltd,  
87, Barnwood Road,  
Gloucester,  
Gloucestershire,  
GL2 0SF.

## Section 2

### Organisation and Responsibilities

#### **1. Introduction**

- a. This document supplements the Statement of General Policy.
- b. The company has a statutory duty under Section 2(1) and 4(1) of the Health and Safety at Work etc. Act 1974 (hereinafter referred to as 'the Act') to ensure 'so far as is reasonably practicable' the health and safety of all their employees who may be affected by their acts.
- c. Under Section 7 of the Act all employees have a similar duty to take reasonable care of their health and safety, and of other persons, and to co-operate with management in achieving this aim.
- d. The company will review this document from time to time and amend it as necessary.

#### **2. General Duties of Employers**

- a. In accordance with the requirements of Section 2(2) of the Act the matters to which the duty of the company extends includes in particular:
  - i. The provision and maintenance of plant and systems of work which are, so far as is reasonably practicable safe without risks to health.
  - ii. The taking of steps so far as is reasonably practicable, to ensure safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
  - iii. The provision of such information, instruction, training and supervision as necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees
  - iv. The maintenance of places of work that are safe and without risk to health, so far as is reasonably practicable, and the provision of a safe means of access to, and egress from, the workplace.
  - v. The provision and maintenance of working environments that, so far as is reasonably practicable, are safe and without risks to health and is adequately provided with facilities and arrangements for employees' welfare at work.

#### **3. General duties of employees**

- a. All employees are reminded that everyone has a part to play in helping to reduce loss through accident and injury. This responsibility is clearly set down in Section 7 of the Act, which requires that:
  - i. It shall be the duty of every employee to take reasonable care of the health and safety of him/herself and of other persons who may be affected by his acts or omissions; and
  - ii. as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.
- b. In order to comply with these duties it will be necessary that all employees shall:
  - i. Use, in a proper manner, all protective and safety equipment provided.
  - ii. Report, immediately, any hazard or defect that may cause injury to themselves or others.
  - iii. Assist and co-operate fully in the investigation of accidents in an effort to prevent recurrence.
  - iv. Comply fully with all statutory and company regulations, safe working practices, codes of practice etc.

#### **4. Duty not to interfere with or misuse certain things**

- a. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## 5. Organisational Responsibilities

- a. The managing director and management are accountable for ensuring the achievement of the requirements of legislation and the objectives of the Health and Safety Policy. They will strive to continuously improve safety standards, their specific responsibilities are:
  - i. To ensure that the Health and Safety Policy is properly and effectively implemented.
  - ii. To communicate and consult with employees on health and safety matters and ensure that all employees know, clearly understand and accept their responsibilities under the Safety Policy and that they are equipped to play their part.
  - iii. To liaise with all relevant parties concerning all health and safety matters which affect the operation of the company as a whole.
  - iv. To ensure that health and safety receives full consideration in:
    1. Planning new operations and methods of work.
    2. Purchasing new equipment and substances.
    3. Disposal of equipment and substances.
  - v. To ensure that safe systems of work are developed, implemented and maintained.
  - vi. To ensure that all equipment is properly maintained and safe to use by frequent inspections and to ensure that statutory inspection periods are observed and maintained.
  - vii. To ensure that appropriate personal protective equipment is provided and used as required by staff.
  - viii. To ensure that employees are properly trained as necessary.
  - ix. To ensure that all accidents, including those classified as dangerous occurrences, are promptly and fully investigated and action taken to prevent reoccurrence.
  - x. To ensure that all applicable legal safety regulations are complied with.
  - xi. To encourage, particularly by personal example, safety consciousness on the part of employees.
  - xii. The Manager will be responsible for the day to day administration of this policy within their own areas of responsibility.

The settings have a named representative as follows:

- |                                    |                |
|------------------------------------|----------------|
| • Barnwood Nursery                 | Louise Howe    |
| • Breakfast and After School Clubs | Beth McTaggart |

## Section 3

### General Safety Statements

#### **1. Access and Egress**

- a. The Company is committed to providing a safe place of work and a safe means of access and egress within all parts of the workplace. Safe access and egress includes movement in and out of the workplace and safe access within the workplace.

#### **2. Accident and near-miss reporting**

- a. For the purposes of this policy, brief definitions of an accident and a near-miss are given below:
  - i. Accident - an unplanned event which causes injury to persons, damage to property or a combination of both.
  - ii. Near-miss - an unplanned event which does not cause injury or damage, but could have done so.
- b. All accidents must be recorded in the company accident book, however minor. Managers of each setting hold the accident book.
- c. All near-misses must be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.
- d. The company will investigate and take such steps as are necessary to prevent recurrence of an accident. This is in addition to any report which may have to be made in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).

#### **3. Catering**

- a. It is the policy of the company to ensure that employees have reasonable access to food and drinks during working hours. The company acknowledges the hazards associated with food hygiene and will exercise all reasonable precautions and due diligence in maintaining standards.
- b. Employees must give due care and consideration to the safe use of catering equipment and may only use this for the purpose for which it is intended and in accordance with the manufacturer's instructions.

#### **4. Contractors and Visitors**

- a. In order to ensure, so far as is reasonably practicable, the health and safety of all our employees and to ensure, so far as is reasonably practicable, that persons not in our employment who may be affected thereby are not exposed to risks to their health and safety we will:
  - i. Explain to contractors or visitors what hazards they may encounter and precautions they may take.
  - ii. They will accept and abide by our procedures which will be explained to them on arrival and they will enter into discussion with the relevant people on how any risks to our employees from their work can be avoided.

#### **5. Display Screen Equipment**

- a. All reasonable steps will be taken by the company to ensure the health and safety of employees who work with display screen equipment. Whilst it is recognised that the use of display screen equipment can be undertaken without undue health risks, the company acknowledges that some hazards may arise from the use of such equipment and it is their intention that any risks are reduced to a minimum.
- b. To secure the health and safety of employees using display screen equipments the company will:
  - i. Advise employees of the health risks associated with working with display screen equipment and how these are to be avoided.

#### **6. Electricity at Work**

- a. All reasonable steps will be taken to secure the health and safety of employees who use or operate electrical equipment.

- b. Where a problem arises related to electricity at work, employees must inform a responsible person immediately and the company will then take the necessary measures to investigate and remedy the situation.
  - c. The company will inspect and test portable electrical equipment at regular intervals and undertake risk assessments for any work activity requiring the use of electrical equipment and provide any information and training to staff as required. Employees are asked not to bring personal electrical equipment into the settings.
- 7. Fire Prevention**
- a. As far as is reasonably practicable all steps shall be taken by the company to prevent, or minimise the probability of, all causes of fire.
  - b. The company acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate e.g. fire evacuation drills, inspections and maintenance.
  - c. All employees shall be given suitable instruction in basic fire prevention measures.
  - d. Employees should report any concerns they have about fire hazards to their manager so that the company can take appropriate measures to eliminate the problem.
- 8. Fire Procedures**
- a. Detailed fire procedures are contained in section 4 of this document.
  - b. The company does not require persons to attempt to distinguish a fire, but extinguishing action may be taken if it is safe to do so without taking personal risk.
- 9. First Aid**
- a. The company is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work. Lists of qualified first aid personnel are situation on staff notice boards.
  - b. First aid boxes are provided within the workplace and will contain at least the minimum supplies which are required under law.
- 10. Flammable liquids**
- a. The company will take all reasonable steps to ensure that any hazards arising from the use or storage of flammable liquids are reduced to a minimum.
  - b. The company will undertake a risk assessment of the work activity and take measures to reduce any risks found.
  - c. Ensure that all storage and transport of vessels are suitable and sufficient.
- 11. Hazardous substances**
- a. The company acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled within statutory limits.
- 12. Housekeeping and cleanliness**
- a. Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/or organisational deficiencies within the workplace. Therefore equipment, furnishings and fittings must be kept in a clean state. Dirt and refuse must not be permitted to accumulate anywhere in the settings. It is the responsibility of all employees to leave their working areas clean and tidy.
- 13. Induction of new employees**
- a. In order to secure the health and safety for all employees the company will provide health and safety training to new employees which will be incorporated into general induction training.
  - b. Induction training will commence on the first day of employment, will last as long as required and is dependant on the amount of information contained within the course and of the ability of work placement staff.
- 14. Manual Handling**

- a. The company will endeavour to ensure, so far as is reasonably practicable, that activities which involve manual handling will be reduced to a minimum. A copy of the company guidelines on manual handling can be found in the Company Policy and Procedures file which is available from the manager of each setting.
- b. In order to ensure that the company's policy is adhered to, all employees engaged in manual handling activities are instructed to:
  - i. Follow systems of work, using handling aids properly and effectively.
  - ii. Never take personal risks by overreaching, twisting, stretching, stooping or over-exerting during a handling task.
  - iii. Report any problems in the work activity or equipment used as soon as these arise and ask for assistance where necessary.

#### **15. Personal hygiene**

- a. Good personal hygiene practice is important in ensuring a safe and healthy place of work, in that this will help avoid adverse effects on the employee or service provided. It is particularly important that high standards are maintained where employees are exposed to substances or conditions which may be hazardous to health.
- b. Employees are responsible for ensuring that they maintain good standards of personal hygiene whilst at the workplace.
- c. All matters relating to personal hygiene will be handled sympathetically and, where appropriate, with medical confidentiality.
- d. Employees who deliberately flout the prescribed rules on personal hygiene will be liable to disciplinary action.

#### **16. Personal protective equipment**

- a. The company will provide personal protective equipment to its own employees when the risk is presented by a work activity cannot be adequately controlled by other means. It is the intention of the company to ensure, through the correct use of this equipment, that any risks are reduced to a minimum.

#### **17. Personal safety**

- a. The company is committed to taking all reasonable precautions necessary to secure the health and safety of those carrying out work activities.
- b. The company will endeavour to ensure that the need to work alone will be avoided wherever reasonably practicable. Where employees do work alone, personal safety must be a priority at all times. This includes ensuring that there is regular communication with a responsible person before, during and upon completion of the work.
- c. Lone workers must take necessary steps to ensure they do not put themselves at significant risk during the work activity, when using work equipment or as a consequence of the work environment.

#### **18. Risk assessment**

- a. The company accepts that some of its operations may, unless properly controlled, create risks to members of staff, and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level.
- b. The company will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with working operations together with any necessary remedial actions.
- c. Any employee who discovers a hazard during working operations should report the hazard to management so that the necessary remedial action can be taken.
- d. The content of all risk assessments and any resultant control measures necessary to safely undertake the task assessed will be communicated to all employees who are involved in, or affected by, the task. It is the responsibility of all employees to ensure that they undertake all work activities fully in accordance with the respective risk assessment.

- e. All employees will be provided with any training identified as being necessary through the risk assessment process.
- f. All risk assessments will be regularly monitored and reviewed as and when necessary.

**19. Smoking**

- a. The company does not allow its employees or visitors to smoke or vape in any part of its premises. The company takes the view that smoking constitutes a fire risk and could be hazardous to the health of all its employees, both smokers and non-smokers.

**20. Temporary/work experience and trainees**

- a. The company will take the necessary measures to ensure the health and safety of any temporary staff in its employment.
- b. Any problems connected with temporary staff should be reported to management so that remedial action can be taken.
- c. All temporary staff will receive training and information on company procedures.

**Section 4**

**Emergency Procedures**

**1. Fire procedure**

- a. On discovering a fire the following action is to be taken:
  - i. Raise the alarm immediately.
  - ii. Dial 999 immediately.
  - iii. Calmly leave by the nearest fire exit. In childcare settings please refer to the companies policies and procedures file - ‘emergency procedure, fire evacuation’.
  - iv. Do not stop to collect belongings.
  - v. Meet at the designated muster point (see list below for each setting)
  - vi. Await roll-call.
  - vii. Do not re-enter the building until you are told by the Fire Brigade that it is safe to do so.
- b. Fire evacuation exercises will be held every eight weeks in childcare settings and annually in office settings.
- c. Fire action orders will be posted in all settings.

**Muster points:**

- Barnwood Nursery/Office - Turn right on exiting the main drive, the muster point is under the tree in the public alleyway
- Heron After School - Exit the Jubilee hall, up the slope, and meet at the main gates.
- Brockworth After School- Walk out of the main gates and meet on the grass outside the gate.
- Barnwood Breakfast and After School Club- Exit the school building and walk down the path to the car park

**Internal use only**

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| <b>This policy was adopted on</b>      | 15/06/2015 |
| <b>Signed on behalf of the setting</b> |            |
| <b>Date disseminated to staff</b>      |            |
| <b>Date for review</b>                 | 30.03.23   |

LH reviewed 30.03.22