

LITTLE INSPIRATIONS

DAY NURSERY

## Health and Safety Policy

CSSIW Theme: Care and development, Environment, Leadership and Management
Wales National Minimum Standard Standard 24
RCT Flying Start monitoring tool - HC 20

This is the Health and safety Policy of :-  
Llantrisant, Rhydyfelin, Barry and Bumblebees flying start.

Little Inspirations Day Nursery Ltd  
Llantrisant Business Park (company head office)  
Llantrisant  
Pontyclun  
CF72 8YW

**The Aim of the Health and Safety Policy of the company is to:**

- Provide and maintain a healthy working environment at all times
- Ensure adequate control of health and safety risks arising from work activities, this includes communication with clients and any use of sub-contractors.
- Provide all required instruction, training, supervision and other relevant health and safety information to employees.
- Continue to consult with and update employees on all health and safety issues.
- Provide, as a minimum 'generic' risk assessments for all common tasks engaged in by employees where risk is involved and a potential danger has been identified.
- Encourage all employees to take reasonable care for the health and safety of themselves, fellow employees and all persons accordingly and to report any hazard which cannot be controlled personally to appropriate personnel.
- This policy will be kept up to date and reviewed every year.

Responsible persons for Health and Safety within the company:-

Print Jenine Gill

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Signature.....

Signature.....

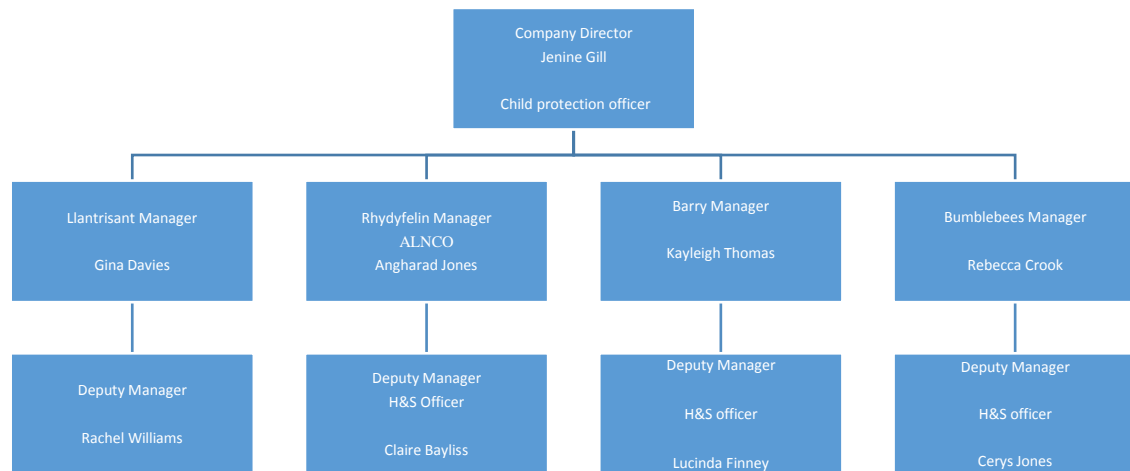
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Organisational Responsibilities



## Company Responsibilities

### **Company Director**

The company director has direct responsibility for health and safety within the company. They will ensure that they are fulfilling their legal responsibilities' in accordance with the Health and safety At Work Act and the Management of Health & Safety at Work Regulations.

The management of Little Inspirations Ltd will ensure that all employees are aware of and understand the company policy with regard to Health and Safety. The managing directors and nursery managers aims to ensure that Little Inspirations complies with all statutory requirements in respect of the health, safety and welfare of its employees by providing adequate resources, information, instruction, training and supervision.

### Duties of Management

#### **Management are responsible for:-**

- Demonstrating their concern with health and safety at work by personal example, and encouraging the interest and commitment of all employees to working practices which comply with health and safety regulations.
- Ensuring the company's rules, operating procedures and instruction are adhered to.
- Ensuring that all necessary safety equipment is adequate, available, properly maintained and used as required.
- Ensuring that all employees are trained in health and safety hazards which may arise from the materials, plant and equipment with which they are concerned, so far reasonably practicable.
- Ensuring a safe and healthy environment is provided.
- Set up and administer the system for reporting, recording and investigating accidents and incidents and take reasonable steps to prevent reoccurrence and report to relevant bodies.
- Arrange for appropriate risk assessments to be undertaken of significant hazards if appropriate.
- Ensure that all new employees are given the opportunity to familiarise with the health and safety arrangements and are provided with a copy of the company's health and safety policy.
- Keep up to date with new legislation, regulations and provision appertaining to company health and safety.

### Duties of all employees

- It shall be the duty of all employees to co-operate in implementing this policy by:
- Acting in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons, and for the avoidance of damage.
- Complying with instructions and procedures issued, for safe working and the safety of visitors and customers, observing all safety regulations at all times.
- Carry out appropriate risk assessments of significant hazards.
- Attend and conform to all training given in accordance with the company's requirements for safe health and safety practice.
- Making proper use of protective clothing and safety equipment provided.
- Not using or interfering with machinery for which they are not trained or authorised to use.

- Reporting to management any defects or hazards in vehicles, work equipment or safety procedures which come to their notice.
- Reporting any incidents which have led to or might have led to injury or damage and by co-operating with the investigation which may be undertaken with the objective of preventing accident or reoccurrence,
- Apply good housekeeping practices at all times, ensuring work areas and vehicles are kept clean, tidy and hazard free.
- Familiarise themselves with first aid and emergency procedures.

### Duty to visitors, subcontractors and public

The person arranging and/or agreeing access to the premises, of visitors is responsible for informing these persons of the company health and safety policy, in particular evacuation procedures.

Where deliveries are made, involving customers, the public and any other persons in the immediate area, the employee supervising the delivery is responsible for ensuring that those persons are kept clear from the work activity (e.g. lifting furniture), and advised of any particular hazards.

### Arrangements

#### First aid

- So far as reasonably practicable all staff will be provided with appropriate first aid training.
- The names and locations of first aiders must be displayed on notice boards in all sites.
- The location of first aid must be identified in all working areas.
- The company guidance notes on first aid facilities are updated annually and should be consulted as necessary.
- First aid boxes must be checked regularly and replenished with appropriate resources in accordance with supplier's recommendations.

### Risk Assessment

All significant work related risks are assessed and recorded. Hazards are quantified and appropriate work methods are established to avoid or reduce the risk.

Employees are provided with appropriate instruction and training on risks identified and correct procedure. DSE risk assessments are also carried out for all employees who have regular access to display screen equipment and necessary action put in place if changes are required. All managers must ensure that a risk assessment is carried out for new and expectant mothers.

### Provision of Young Persons

Little Inspirations must ensure if any young person is employed a 'young persons' risk assessment is put in place. Young persons must be supervised at all times and never left to work alone. Young persons are identified as anyone under the age of eighteen; this will include students or learners who train within the company.

### Provision for Employees with a Disability

During induction training potential employees must complete a health screen questionnaire which will provide the company with all information regarding the person's health and well being. Any person who has identified themselves as having a disability will have an appropriate risk assessment carried out. The company will make reasonable adjustments to the workplace in line with the risk assessment. The company settings are all designed to cater for the needs and requirements of disabled persons.

### Accident and Incident Reporting

- Employees are encouraged to report all accidents and incidents regardless of the severity.
- An accident book is maintained and must be used to record details of all minor injuries. All persons suffering an accident must seek first aid for immediate treatment. Details of the accident must be recorded in the Company accident book (located in the manager's office).
- Major injuries, dangerous occurrences and fatalities are reportable to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), this is a management responsibility.
- All persons suspecting they have an illness or disease caused by the working environment or process must immediately advise the management and seek medical treatment/advice.
- All persons involved in or witnessing a dangerous occurrence must report the incident to the responsible person, this will include any violence or abuse witnessed. Management will investigate the report and record as necessary.
- All accident records will be kept indefinitely.

### Fire Precautions

- All fire fighting equipment must be properly maintained, refilled and serviced at regular intervals in accordance with the requirements of the 'Fire Precautions Act 1971'. Subcontractors used to carry out the above listed requirements must be competent.
- Fire doors fitted with self closing devices shall be maintained self-closing at all times, and shall not be provided with any means of keeping them in an open position.
- All external routes leading to a place of safety shall be maintained free of obstruction.
- Appropriate fire risk assessments will be carried out regularly and reviewed in accordance with CSSIW regulations, management are responsible for this.
- An assigned fire officer will be responsible for arranging and carrying out regular fire drills and testing fire alarms/doors and log the information in a fire log book.
- Any persons arranging and/or agreeing access to the premises is responsible for:
  - a. Informing these persons of actions to be taken on discovering a fire
  - b. Evacuation procedures

### Fire Evacuation Procedure

The management of the Company are responsible for ensuring that all members of staff, students, visitors and any other persons on the premises are made aware of the fire evacuation procedure. The emergency evacuation procedures must be discussed with all staff at initial induction training to ensure they have a good understanding of health and safety awareness. The company has a detailed, clear procedure which is displayed in each working area (see appendix 1).

### Provision of Electrical Testing

Inspection of all portable appliances will be carried out by a suitably qualified competent person, using a portable appliance tester at appropriate periodic intervals. All new equipment and existing equipment in use must be examined to ensure it is not damaged, identified, and within test date prior to use. If found to be damaged,

not identified or outside of inspection date, it must be passed onto the company electrician for repair, testing or inclusion in the system.

Personal equipment not owned by the company, but used on the premises must be tested in accordance with the above procedure. All hard wire testing is scheduled for every 6 years.

### Control of Substances Hazardous To Health Regulations (COSHH)

The COSHH regulations require employers to assess the risk to health of employees exposed by the use of toxic, harmful and irritant corrosive substance. Any substances used within the Company will be covered by a suitable COSHH risk assessment and the safety data will be available at appropriate locations. All staff will be given training and instruction on safe use of all substances required and management will monitor COSHH practices.

### Personal Protective Equipment

Personal protective equipment (PPE) means all equipment (including clothing for affording protection against weather) which is intended to be worn or held by a person at work which protects themselves against one or more risks to their health and safety, and any addition or accessory designed to meet that objective.

### Provision of PPE

- All employees are provided with appropriate PPE for individual activities. Instruction is provided on correct use of PPE, and each employee has to sign to acknowledge receipt.
- Where a risk is present, as defined by risk assessment, the company will provide PPE at no cost to the user.
- All necessary PPE must be readily available, or clear instructions available explaining how to obtain it.

PPE must be as far as is practicable, appropriate:-

- For the risk or risks involved and the operating environment
- For the ergonomic requirement and health of the wearer
- Size and adjustment capability to fit the wearer
- To adequately prevent or control the risk or risks involved without increasing overall risks
- Compliant to all applicable UK and EC design standards.

Suitable instruction and training shall be given to users of PPE to ensure knowledge of:

- The risks or risks the PPE will avoid if correctly selected and worn
- Necessary assessment of condition to ensure the PPE remains in an efficient state, and repairs or replacement instigated in a timely manner to ensure continued efficient protection.
- PPE shall be used in accordance with necessary instructions by all persons, and stored in a suitable storage place when not in use.

The use of PPE shall be considered as a last resort, only when all other practicable measures have been explored. PPE shall be regularly inspected and maintained in an efficient condition, or replaced if necessary. Loss or defect to PPE shall be reported as soon as possible so that corrective action is immediately taken to repair or replace equipment.

### Manual Handling

All employees will be given appropriate manual handling training and instruction and will receive a copy of the manual handling operations policy during their initial induction (see appendix 2). Employees will, at all times, be encouraged to follow the manual handling procedure and avoid difficult lifting situations, using alternative methods to prevent injury or strain. Appropriate risk assessment will be carried out for manual handling operations to identify the health and safety hazards so the alternative measures can be put in place.

### Safe Use of Stepladders

To comply with health and safety regulations, all employees shall receive appropriate training and instruction for the safe use of stepladders, with a clearly written checklist to follow before each use.

### Training

Little Inspirations provide all employees with suitable and sufficient information, instruction and training. All employees are requested to co operate with the organisation in relation to all training aspects both in house and external to ensure that the setting complies with statutory legislation and the aims of the setting – to provide a secure safe and healthy environment for staff, children and parents. Every employee will be taken through an induction programme at the start of their employment which will outline issues including Health and Safety along with the policies and procedures which have been set out by CSSIW. Training requirements will be identified during interviews, induction and regular reviews. This will include updating current qualifications and ensuring all qualifications are maintained and comply with CSSIW requirements.

### **Training takes place in the forms of:-**

- In house training – internal meetings take place on the first Monday of each month. Every 4 months the company joins together for a company staff meeting.
- Review meetings are 2 weeks, 4 weeks and 8 weeks followed by three month probation.
- Mentoring
- Shadowing
- External courses

All training will be recorded, evaluated and signed by the employee and management. All evaluations will be retained in the external file and certificate will be displayed on the wall.

## Appendix 1



### Fire Evacuation Procedure for Llantrisant.

- Upon discovering a fire or hearing the fire alarm, while in the building or immediate surroundings, advise other people in the building either by shouting “fire” or by sounding the alarm.
- Dial 999 and ask for fire service. Calmly advise the operator of the address of the company building

Little Inspirations day nursery  
Llantrisant Business Park  
Unit C  
Llantrisant  
CF72 8YW  
01443 222660

- If the fire is very small,(no bigger than a waste paper basket size), tackle it with an appropriate fire extinguisher if you have been trained to do so. Do not attempt to tackle large out of control fires. It is the user’s responsibility to be aware of the various types and applications of extinguishers. **NOTE it can be dangerous to use the incorrect extinguisher e.g. water on electrical fires.**
- Escort as many children as possible and leave the building by the nearest and safest exit. Remember to close all doors behind you. Do not stop to take a diversion to collect personal belongings.
- Walk calmly and carefully to the identified fire assembly point, the assembly point is:

#### **The outdoor classroom**

- Pay attention, and follow the instructions of the responsible person/fireman, and advise this person if any colleagues, visitors or contractors are believed to be still in the building.
- Do not leave the fire assembly area, or attempt to re-enter the building until you are told to do so by the firemen.



## Appendix 2



### Evacuation Policy for Barry

- Upon discovering a fire or hearing the fire alarm. While in the building or immediate surroundings, advise other people in the building either by shouting "Fire" or by sounding the alarm.
- Dial 999 and ask for the fire service. Calmly advise the operator of the address of the building;
  - **Little Inspirations Day Nursery**
  - **Barry Community Enterprise Centre**
  - **Skomer Road**
  - **Gibbonsdown**
  - **CF62 9DA**
  
- If the fire is very small (no bigger than a waste paper basket) tackle it with an appropriate fire extinguisher if you have been trained to do so. Do not attempt to tackle large, out of control fires. It is the user's responsibility to be aware of the various types and applications of extinguishers. Note, it can be dangerous to use the incorrect extinguishers, e.g. water on electrical fires.
- The most senior member of staff will delegate specific tasks required and a chain will be formed to escort the children calmly and quickly from the building. Remember to close all doors behind you. Do not stop to take a diversion to collect personal belongings.
- In the event of any disabled person being unable to evacuate without aid they will be kept in a safe place to await evacuation until all exits are clear and persons are available to give help as required.
- Walk calmly and carefully to the identified fire assembly area.
- The fire assembly areas are **The blue gates outside Holm view tennis courts or by the steps in the main car park.**
- Do not leave the fire assembly area or attempt to re enter the building until you are told to do so by the fire officer.



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DAY NURSERY

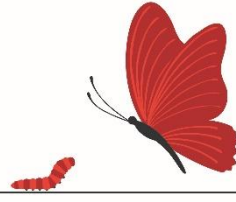
### Evacuation Policy for Rhydyfelin

- Upon discovering a fire or hearing the fire alarm. While in the building or immediate surroundings, advise other people in the building either by shouting "Fire" or by sounding the alarm.
- Dial 999 and ask for the fire service. Calmly advise the operator of the address of the building;

Little Inspirations Ltd  
Rhydyfelin Children's Centre  
Holly Street  
Rhydyfelin  
CF37 5DB

- If the fire is very small (no bigger than a waste paper basket) tackle it with an appropriate fire extinguisher if you have been trained to do so. Do not attempt to tackle large, out of control fires. It is the user's responsibility to be aware of the various types and applications of extinguishers. Note, it can be dangerous to use the incorrect extinguishers, e.g. water on electrical fires.
- The most senior member of staff will delegate specific tasks required and a chain will be formed to escort the children calmly and quickly from the building. Remember to close all doors behind you. Do not stop to take a diversion to collect personal belongings.
- In the event of any disabled person being unable to evacuate without aid they will be kept in a safe place to await evacuation until all exits are clear and persons are available to give help as required.
- Walk calmly and carefully to the identified fire assembly area.
- The fire assembly areas are **The is two parking spaces in front of flat in the car park/ the grass area in the garden**

Do not leave the fire assembly area or attempt to re enter the building until you are told to do so by the fire officer



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## LITTLE INSPIRATIONS

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DAY NURSERY

### **Fire Evacuation Policy**

- Upon discovering a fire or hearing the fire alarm. While in the building or immediate surroundings, advise other people in the building either by shouting "Fire" or by sounding the alarm.
- Dial 999 and ask for the fire service. Calmly advise the operator of the address of the building;

**Bumble Bees (Flying Start)  
Colcot Primary School,  
Florence Avenue,  
Barry  
CF62 9XH.**

If the fire is very small (no bigger than a waste paper basket) tackle it with an appropriate fire extinguisher if you have been trained to do so. Do not attempt to tackle large, out of control fires. It is the user's responsibility to be aware of the various types and applications of extinguishers. Note, it can be dangerous to use the incorrect extinguishers, e.g. water on electrical fires.

- The most senior member of staff will delegate specific tasks required and a chain will be formed to escort the children calmly and quickly from the building. Remember to close all doors behind you. Do not stop to take a diversion to collect personal belongings.
- In the event of any disabled person being unable to evacuate without aid they will be kept in a safe place to await evacuation until all exits are clear and persons are available to give help as required.
- Walk calmly and carefully to the identified fire assembly area.
- The fire assembly areas are **The main playing fields in front of the nursery building.**
- Do not leave the fire assembly area or attempt to re enter the building until you are told to do so by the fire officer.



## Appendix 2

### Manual handling policy

Back injuries account for the largest amount of lost work days (sickness absence) every year.

Quite often this can be prevented if you use the correct lifting technique.

Before attempting to lift or move an object using bodily force ask yourself does it have to be moved and if so can you manage by yourself or should you seek help. When carrying a child always remember to limit the length of the journey. If a child is able to walk then always encourage them to do so. If lifting a large or heavy child then reduce this to a minimum. If the activity allows bring the task down to the child rather than lift the child to the activity. If you have to lift a large child then seek help with enough members of staff.

#### The correct method to carry is

- First check that your direction of travel is clear to avoid tripping whilst carrying the child.
- Next check that there is adequate space for you to put the child down where it is required.
- Bend your knees and get as close to the child as possible. Keep your back straight.
- Check the child's capability e.g. can he or she hold their head etc, how heavy is the child, is the child covered in cream and greasy. If the child is too heavy then seek assistance.
- Grip the child with both hands, lifting the child up as closely in to your body as possible.
- Straighten your knees, remembering to keep your back straight at all times. Give your child the support he or she needs e.g. holding the head. If the child is capable then encourage them to climb up as much as possible.
- Transport the child to their new destination remembering to follow the above procedure in reverse when putting the child down.