

POLICIES & PROCEDURES

HEALTH AND SAFETY

September 2014



**Lower Covey Montessori Nursery
Chapel Lane
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1. Contingency Planning

1.1. Emergency Plan

1.1.1. Policy Statement

In the event of an emergency at Lower Covey Montessori Nursery, the safety and preservation of life will override all other considerations. It is the duty of all staff to study and make themselves familiar with the setting's emergency evacuation and follow-up procedures. As part of the regular review of safety and risk assessment, this policy will be kept under continual review by the Management.

1.1.2. The Aims of the Policy

The aims of this policy are to:

- identify those members of staff with specific responsibilities in the event of an emergency,
- provide guidance on the setting's routines aimed at reducing the risk of fire and other emergencies,
- provide details of emergency evacuation procedures,
- provide guidelines for dealing with unwelcome intruders,
- confirm security procedures when the premises are not in use,
- confirm arrangements for dealing with the media after an emergency incident,
- ensure the swift resumption of "business as usual".

1.1.3. Procedures

Whenever the alarm is activated the evacuation drill will be carried out to its conclusion. No time will be wasted debating if the alarm is a practice or not. No attempt will be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.

1.1.4. Staff Responsibilities

In the event of an evacuation, personnel will have the following specific responsibilities:

- The Setting Manager or the most senior member of staff on the premises will call the fire brigade or police as necessary and be available to meet and brief the emergency services on arrival.
- Individual members of staff with direct responsibility for children will immediately ensure their safe evacuation to the designated place of safety.
- The Deputy Manager will collect the attendance sheets for children and staff and the visitors' signing in and out sheet.
- The room leader will pass children's attendance sheets and staff attendance sheets to the Deputy Manager, who will check the attendance registers and immediately communicate the names of any children or staff who are unaccounted for to the Setting Manager or most senior member of staff.
- The Deputy Manager will check the visitors' signing in and out sheet to ensure that all visitors are accounted for and communicate the names of any visitor who is unaccounted for to the Setting Manager.
- Any contractors working on site will stop work immediately and assemble with the permanent staff. The senior contractor on site will be responsible for



checking that all contractors are accounted for and communicate the names of any contractor who is unaccounted for to the Setting Manager.

- There will be a mobile telephone number for use only in such emergencies.

1.1.5. Routine Precautions

1.1.5.1. The Whistle System

The designated person will ensure that the whistle is clearly audible in all areas throughout the premises.

1.1.5.2. Evacuation Routes

Evacuation procedures will be displayed by or near each door way, together with a list of assembly locations for each area of the building.

1.1.5.3. Fire Drill

A practice fire drill and full premises evacuation will be held at least 5 days every term aiming to cover every child in the building.

1.1.5.4. Fire Fighting Equipment

Fire fighting equipment will be located throughout the premises.

Different appliances are designed for different applications, and staff will receive training in the safe operation of portable fire fighting equipment and the appropriate application for particular items.

Fire extinguishers will be used mainly for the purpose of clearing a safe pathway to an exit.

1.1.5.5. Other Emergencies

In the event of any other form of emergency, the Setting Manager or next most senior member of staff will be informed immediately so that appropriate action can be taken.

1.1.6. Emergency Evacuation Procedures

Individual members of staff will ensure the safe evacuation of all children for whom they are responsible, to the previously designated place of safety.

When the whistle sounds, children will be marshalled in an orderly fashion following the nearest available escape route and, if possible, all windows and doors should be closed as they exit the building.

Children and staff will assemble at the predetermined place of safety and on arrival, names will be checked against the attendance register.

If someone is missing, the building will not be re-entered under any circumstances. The information will be given to the most senior member of the emergency services so that a search can be instigated.



Nobody will re-enter any building until given express permission to do so by the senior officer of the emergency services.

If weather conditions are inclement, a decision to move children to other local buildings will be taken only after the role call has been completed. The buildings available for emergency occupation are **Manor Farm House, High Street, Yetminster.**

1.1.7. Unwelcome Intruders

All visitors to the setting will be required to wear an identification badge. Any non-member of staff found on the premises will be challenged.

If an intruder refuses to co-operate, staff will inform the most senior member of staff immediately. The police will be called as a matter of routine if an intruder refuses to co-operate with the setting's staff.

In the event of a hostage-type situation, the members of staff involved will try to remain calm, avoid confrontation and concentrate on the welfare of children until the police or other emergency services can be summoned.

On no account will any member of staff attempt to use force to attack or evict an unwelcome intruder.

1.1.8. Building Security

During holiday periods and at weekends, all doors will be locked for the welfare of staff and security of the buildings. Staff will check with the site manager if they need access when the buildings are secured.

It is the responsibility of all members of staff who enter the premises when it is secured to familiarise themselves with available emergency exits and to ensure that they do not compromise the security of building.

1.1.9. Dealing with the Media

It is probable that some media interest will follow an emergency incident. Any media requests for information will be directed to the most senior member of staff, **ie owner/manager.**

No members of staff will give interviews or express an opinion or comment on any written or printed material without the express permission of the owner/director.

1.1.10. Review of Emergency Policy

As part of the regular review of safety and risk assessment, this emergency policy will be kept under continual review by the Management.

2. Fire Safety

2.1. Policy Statement

It is the policy of Lower Covey Montessori Nursery as part of its Health & Safety Policy to ensure that the risk of fire is minimised by undertaking regular risk



assessments, having in place suitable fire precaution systems and to have robust procedures for the evacuation of the building in case of fire.

Our policy is that:

- no life be put in jeopardy in anyway whatsoever,
- that regular evacuation procedures are regularly tested,
- that possessions, equipment, etc are replaceable and no person's life or an injury to a person is worth their rescue,
- that the responsible person will undertake a fire safety risk assessment on a regular basis,
- that suitable fire precaution systems are implemented and followed,
- that fighting any fire is only undertaken when there is no risk to a person or persons and that person to have received appropriate training.

It is the responsibility of **Fiona Roberts** to carry out this policy.

2.2. Procedure in the Event of a Fire

In the event of a fire, safety and preservation of life will override all other considerations. It is the duty of all staff to study and make themselves familiar with the provision's emergency evacuation procedures. As part of the regular review of the risk assessment, the arrangements for ensuring fire safety will be under continual review.

2.3. Arrangements for Ensuring Fire Safety

2.3.1. Emergency Evacuation Procedures

It is the responsibility of individual members of staff to ensure the safe evacuation of all children for whom they are responsible, to a previously designated place of safety. When the whistle sounds, children should be marshalled in an orderly fashion following the nearest escape route and, if possible, any open windows should be closed. One adult should lead. The most senior practitioner will always bring up the rear with the attendance register. If possible, doors should be closed behind the group, and electrical appliances turned off. It is important for staff to be familiar with alternative escape routes in the event that the primary route is blocked.

Where there are babies and toddlers, procedures should be put in place for their safe removal from the premises.

The group will assemble at the predetermined place of safety. On arrival, names should be checked against the attendance register.

The persons responsible for summoning the fire brigade are **Fiona Roberts & Thomas Guppy**.

As a general rule, if someone is missing, the building should not be re-entered but information should be given to the fire brigade for them to make a search. Nobody should re-enter the building until being given express permission to do so by the senior fire officer present.

2.3.2. Fire-fighting Equipment



Fire-fighting equipment (commonly known as “fire extinguishers”) are located throughout the building. Different appliances are designed for different applications and conditions; this will have been taken into account with respect to their siting. The main purpose of fire extinguishers is to clear a path to an exit.

Staff will receive training in the safe operation of portable fire-fighting equipment and the appropriate applications for particular items.

No attempt should ever be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.

2.3.3. Evacuation Drills and Equipment Tests

Every term there will be fire drills to test the emergency evacuation procedures, together with tests of the audible fire alarm equipment.

2.3.4. Good Housekeeping

Staff should follow good housekeeping practices, including those listed below, which can eliminate or reduce many fire risks:

- Sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded.
- Portable electrical equipment should be checked annually.
- Rubbish should not be left lying around.
- Care should be taken to avoid large flammable displays along escape routes.
- Escape routes should always be kept clear and fire exit doors never blocked.
- Outside rubbish should always be stored in a secure, locked compound located away from the building.

2.3.5. Outside Security

In the knowledge that most fires occur when the building is empty, we place a high priority on outside security.

3. Food Safety

It is the policy of Lower Covey Montessori Nursery to ensure that all food and drink consumed on its premises is prepared to the highest standard to prevent any type of illness in the children in its care and their staff.

This policy subscribes to the four basic principals of food hygiene to:

- ensure food areas are clean and a good standard of personal hygiene is maintained,
- cook all food thoroughly,
- keep food at the right temperature,
- prevent cross contamination.

The employer will:

- adhere to the Cleaning Policy with regard to all food preparation and eating areas,
- implement and maintain a suitable food safety management system in line with Hazards Analysis and Critical Control Points (HACCP),



- provide training for its staff with regard to food safety, food hygiene and personal hygiene,
- work with parents so that all foodstuffs provided by parents are within these policy guidelines.

Employees will:

- maintain a high standard of personal hygiene at all times,
- inform their line manager if they know or suspect they are suffering from or carrying any disease which may contaminate food, and not to work with food if suffering from such illness,
- bring promptly to the attention of their line manager any breach or suspected breach of procedures or any action of any person which they feel may compromise the hygienic nature of any food preparation, storage or service.

The person responsible for carrying out this policy is *Julie Partridge* and she will review this policy on a regular basis.

4. Health and Safety Policy

4.1. Policy Statement

Julie Partridge acknowledges the provisions of the Health and Safety at Work Act 1974 (s.2(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of children, parents and carers, staff and others using its premises or participating in its activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the provision and is part of the good care and development of its children.

The aim of Lower Covey Montessori Nursery is to provide a safe and healthy working environment for staff and visitors and a safe, caring and developmental environment for children.

The arrangements outlined in this statement and the various other safety provisions made by Lower Covey Montessori Nursery cannot prevent accidents or ensure safe and healthy working conditions. We believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. Lower Covey Montessori Nursery will take all reasonable steps to identify and reduce hazards to a minimum but all staff and children must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the premises or while taking part in activities.

4.2. Procedure

4.2.1. Duties of the Employer

In the discharge of its duty the employer will:



- make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the provision, in particular the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242),
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the provision,
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made,
- identify and evaluate all risks relating to:
 - accidents
 - health
 - all activities, including work experience
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, children and others,
- create and monitor the management structure.

In particular the employer undertakes to provide:

- a safe place for staff to work and for children to be cared and developed, including safe means of entry and exit,
- plant, equipment and systems of work which are safe,
- safe arrangements for the handling, storage and transport of articles and substances,
- safe and healthy working conditions which take account of all appropriate:
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory
- supervision, training and instruction so that all staff and children can perform their activities in a healthy and safe manner,
- necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision,
- adequate welfare facilities.

So far as is reasonably practicable the employer will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- this policy,
- all other relevant health and safety matters,
- instruction and training to be given so that they may carry out their duties in a safe manner without placing themselves or others at risk.

4.2.2. Duties of the Responsible Person

As well as the general duties which all members of staff have, the responsible person has responsibility for the day-to-day maintenance and development of safe working practices and conditions for staff, volunteers, children, visitors and any other person using the premises or engaged in activities sponsored by the provision and will take all reasonably practicable steps to achieve this.

The responsible person is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the responsible person will:



- be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the provision,
- ensure, at all times, the health, safety and welfare of staff, children and others using the premises or facilities or services or attending or taking part in the provision's activities,
- ensure safe working conditions for the health, safety and welfare of staff, children and others using the nursery premises and facilities,
- ensure safe working practices and procedures throughout the provision including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled,
- consult with members of staff, including the safety representatives, on health and safety issues,
- arrange systems of risk assessment to allow the prompt identification of potential hazards,
- carry out periodic reviews and safety audits on the findings of the risk assessment,
- identify the training needs of staff and children and ensure, within the financial resources available, that all members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters,
- encourage staff, children, parents, carers and others to promote health and safety,
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, children and others are made safe without delay,
- encourage all employees to suggest ways and means of reducing risks,
- collate accident and incident information and, when necessary, carry out accident and incident investigations,
- monitor the standard of health and safety throughout the provision, including all activities, encourage staff, children and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others,
- monitor first aid and welfare provision,

4.2.3. Duties of Supervisory Staff

All supervisory staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have, they will be directly responsible to the responsible person or the member of staff nominated by the that person to have overall day-to-day responsibility for the implementation and operation of the provision's health and safety policy within their relevant departments and areas of responsibility.

They will take a direct interest in the health and safety policy and in helping other members of staff, children and others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their department,



- health and safety regulations, rules, procedures and codes of practice are being applied effectively,
- staff, children and others under their jurisdiction are instructed in safe working practices,
- new employees working within their department are given instruction in safe working practices,
- regular safety inspections are made of their area of responsibility as required by the responsible person or as necessary,
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, children and others,
- all equipment in the area in which they work is adequately guarded and in good and safe working order,
- all reasonably practicable steps are taken to prevent the unauthorised or improper use of all equipment in the area in which they work,
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the area in which they work,
- toxic, hazardous and highly flammable substances in the area in which they work are correctly used, stored and labelled,
- they monitor the standard of health and safety throughout the area in which they work, encourage staff, children and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others,
- all the signs used meet the statutory requirements,
- all health and safety information is communicated to the relevant persons,
- they report, as appropriate, any health and safety concerns to the appropriate individual.

4.2.4. Duties of All Members of Staff

All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the area in which they work. They should:

- take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work,
- as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff will:

- be familiar with the safety policy and all safety regulations as laid down by the employer,
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and children,
- see that all equipment is adequately guarded and in good and safe working order,
- not make unauthorised or improper use of equipment,
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied,



- ensure that substances that are hazardous to health and/or safety and highly flammable substances are correctly used, stored and labelled,
- report any defects in the premises, equipment and facilities which they observe,
- take an active interest in promoting health and safety and suggest ways of reducing risks.

4.3. Hirers, Contractors and Others

Where the provision has sole use of the premises and the premises are hired to persons outside the employ of the employer, it will be a condition for all hirers, contractors and others using the premises or facilities that they are familiar with this policy, that they comply with all safety directives of the employer and that they will not without the prior consent of the employer:

- introduce equipment for use on the premises,
- alter fixed installations,
- remove fire and safety notices or equipment,
- take any action that may create hazards for persons using the premises or the staff or pupils of the setting.

All contractors who work at any premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3–4 of the Health and Safety at Work Act 1974.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the employer will take such actions as are necessary to prevent persons in his or her care from risk of injury and may wish to consult with the Health & Safety Executive for guidance and possible enforcement of the legislation.

The employer draws the attention of all users of the premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

4.4. Codes of Practice and Safety Rules

In consultation with the employer (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in setting.

From time to time the Health and Safety Executive and other regulatory or advisory bodies, such as SEAC, will issue codes of practice on particular topics for the guidance of employers who will normally incorporate such codes into their health and safety policy and procedures if deemed appropriate.

4.5. Risk Assessment

The responsible person will ensure that a risk assessment survey of the premises, methods of work and all activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the



necessary remedial action or risk control measures. The results of all such surveys will be reported to the employer.

4.6. First Aid

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

The number of certificated first aiders will not, at any time, be less than the number required by law.

At the discretion of **Julie Partridge** other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the employer after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the employer as that being sufficient to meet the needs of all foreseeable circumstances.

Supplies of first aid material will be held at various locations throughout the building. These locations will be determined by the responsible person. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all external visits.

A record will be made of each occasion any member of staff, child or other person receives first aid treatment either on the employer's premises or as part of a provision's activities.

4.7. Review

Julie Partridge will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and children.

5. Manual Handling

5.1. Policy Statement

Lower Covey Montessori Nursery recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and compliant with all statutory requirements and codes of practice, including those covering manual handling. Statistics show that manual handling is one of the most common causes of injury in the education sector; injuries which often have serious and long-term effects. Manual handling is also covered specifically by the following legislation:

- the Health and Safety at Work Act 1974
- the Management of Health and Safety at Work Regulations 1999
- the Manual Handling Operations Regulations 1992
- the Lifting Operations and Lifting Equipment Regulations 1998.

The Manual Handling Operations Regulations 1992 were the end result of a European directive, issued in 1990. Under the Regulations, employers are required



to avoid the need for employees to undertake any manual handling operations which involve a risk of their being injured and where such activities cannot be immediately eliminated a “suitable and sufficient assessment” of all such operations is mandatory. Having carried out this assessment, employers must take appropriate steps to reduce the risk of injury to the lowest level reasonably practicable.

5.2. Aim of the Policy

This policy is intended to set out the values, principles and policies underpinning this organisation's approach to manual handling.

5.3. Manual Handling at Work Policy

Lower Covey Montessori Nursery recognises its responsibility under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 (MHSWR) to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and compliant with all statutory requirements and codes of practice.

Lower Covey Montessori Nursery understands manual handling as the transporting or supporting of loads by hand or by bodily force. This includes activities such as lifting, carrying, shoving, pushing, pulling, nudging and sliding heavy objects. It also covers the lifting or moving of children by staff.

Lower Covey Montessori Nursery is committed to ensuring the health, safety and welfare of its staff, so far as is reasonably practicable, and of all other persons who may be affected by our activities. As manual handling activities obviously carry the risk of injury if they are not performed carefully, then the organisation will take the following steps to ensure that its statutory duties to protect staff and children are met at all times. Each employee will be given such information, instruction and training as is necessary to enable safe manual handling.

All processes and systems of work will be designed to take account of manual handling.

All processes and systems of work involving manual handling will be assessed and properly supervised at all times.

5.3.1. Risk Assessments

Manual handling tasks will be assessed using the following process:

- Staff should always consider each manual handling task for risk of injury. If the activity involves occasional lifting of small, regular-shaped, lightweight items, the risk can be deemed to be negligible. If however the task involves repeated movement of a heavier item, or one that is an odd, uncomfortable shape, then the risk is increased and should be identified as a potential risk.
- A moving and handling risk assessment will be undertaken, by a manager who is trained for the purpose, whenever staff are required to help a child with any manual handling task, as required under the Manual Handling Operations Regulations 1992. The results should be included in the risk management plan for that child with specialist advice sought where necessary.
- If a risk is identified, the manager will next consider whether there is a way to eliminate the need for manual handling altogether. For instance, can equipment be used instead?



- If the manual handling task cannot be eliminated completely, the specific risks involved must next be assessed. This is done in a similar way to any other health and safety risk assessment but the assessment does not need to be recorded, provided it is easy to repeat. Where it is more complex, records will be kept.
- Where a specific risk of injury is identified and manual handling is unavoidable, then measures to reduce the risk must be introduced. Examples of these are the use of mechanical aids, changing the task to minimise the risk or altering the working environment to make manual handling less awkward.
- Any measures taken to ensure manual handling safety must be in proportion to the risk and the cost-benefit involved.

Note:

Staff should never, in any circumstances, attempt to lift a child or a weight where they believe that there is a significant risk of injury involved.

Lower Covey Montessori Nursery's policy will, so far as is reasonably practicable, be to:

- provide and maintain lifting equipment which is safe and healthy to use,
- provide the information, instruction, training and supervision required to ensure the health and safety, at work, of employees and others,
- control and maintain the place of work in a safe condition,
- in the event of any accident or incident (such as a near-miss) involving injury to anybody on work premises to make a full investigation and to comply with statutory requirements relating to the reporting of such incidents.

5.4. Manager's Duties

Managers within Lower Covey Montessori Nursery will ensure the following:

- Manual handling assessments have been carried out where relevant and records are kept.
- Adequate information and training is provided to staff carrying out manual handling activities.
- Any injuries or incidents relating to manual handling are investigated, with remedial action taken.
- Staff adhere to safe systems of work.
- Safety arrangements for manual handling operations are monitored and reviewed.
- Special arrangements are made for individuals with health conditions that could be adversely affected by manual handling operations.

5.5. Duties of Staff

The Manual Handling Operations Regulations 1992 set out an obligation upon employees to make full use of systems of work laid down for their safety in manual handling operations. This is in addition to their obligations under other health and safety legislation including making proper use of equipment provided for their safety. To conform with the Manual Handling Operations Regulations 1992, this organisation requires its staff to adopt the following three-stage model.

- Staff should avoid hazardous manual handling as far as is reasonably practical.



- Where hazardous manual handling cannot be avoided, staff should assess the risk first.
- Depending on the result of the assessment, staff should reduce the risk involved to the lowest level reasonably practicable.

The successful implementation of this policy requires total commitment from all employees. Each individual has a legal obligation to take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions.

It is also the policy of Lower Covey Montessori Nursery that, under s.7 of the Health and Safety at Work, etc Act 1974, it is the duty of every employee at work:

- to take reasonable care of their own health and safety and those of any other person who may be affected by their acts or omissions at work,
- as regards any duty or requirement imposed on their employer by or under any of the relevant statutory provisions, to co-operate with the employer, so far as is necessary, to enable that duty or requirement to be complied with.

In addition, no person in the organisation shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any statutory provisions.

5.5.1. Staff injured at work

Manual handling accidents are covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). According to RIDDOR, all manual handling accidents and injuries should be recorded and also reported to the HSE, especially if they result in staff being off work for three days or more or involve faulty equipment. All staff injured at work should be given appropriate support and any staff who have suffered from a manual handling injury should see their GP as soon as possible.

All staff returning from work after a prolonged absence with a musculo-skeletal injury or disorder should have a return to work plan and an interview which may include occupational health input if appropriate.

Staff should be encouraged and supported to come back to work where possible and this may often involve some temporary or longer-term adjustment on the part of the organisation to ensure that they do not suffer a recurrence of their injury.

Any necessary alterations to a member of staff's job after an accident should be made in line with current Equality Act 2010 and Disability Discrimination Act 1995 guidelines.

5.5.2. Lifting equipment

Any manual handling equipment provided should be maintained in a safe condition to use and be subject to regular inspections by a responsible person. Records of all such equipment and their maintenance schedules are kept in the central office.

5.6. Training

All staff will be given adequate training and information on manual handling risks and how to avoid them. Such training should focus on specific tasks and equipment as



well as on the more general information required to carry out safe manual handling. All staff will be trained to assess whether or not a load is too heavy to carry.

All new staff should read the policy on health and safety and manual handling as part of their induction process. Existing staff will be offered training covering basic information about health and safety. In addition, all staff will be appropriately trained to perform their duties safely and competently and those staff who need to use specialist equipment will be fully trained and supervised while they are developing their competency.

6. Risk Assessment

6.1. Risk Management

6.1.1. Policy Statement

Lower Covey Montessori Nursery aims to provide a safe, secure and healthy environment for all staff, children, parents, carers and visitors to the provision. We recognise that this policy alone cannot ensure safe, secure and healthy working conditions. Only good practice will ensure safety and security. It is everybody's responsibility to ensure that individual conduct ensures that our provision is as safe as it can reasonably be and that risk is managed to the benefit of all who participate here.

This policy explains our approach to risk management and lists the responsibilities of the employer, management team and staff. However, it is important to acknowledge that responsibility for identifying and managing risk is a routine part of the role of all.

Risk cannot be eliminated but everyone has the right to be protected as far as is "reasonably practicable".

6.1.2. The Aims of the Policy

The aims of risk management are:

- to maintain a safe, secure, working, care and development environment,
- to make sure a balance is reached between safety and security and the need to take measured risks,
- to foster an open and receptive approach to solving risk problems,
- to ensure clarity regarding roles and responsibilities.

It is the responsibility of **Fiona Roberts** to carry out this Policy.

6.1.3. Procedure

Risk management is the process of planning, organising, leading and controlling the activities of the nursery in order to minimise the potential for accidents.

The EYFS (2014) states:

"Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised"



In order that our aims can be fulfilled, the following are the responsibilities for key people within the nursery:

6.1.3.1. Responsibilities of the Employer

Lower Covey Montessori Nursery and **Julie Partridge** have a fundamental role to play in the management of risk within the provision. Its role is to supervise the culture of risk management.

This includes the following:

- Set the tone and influence the culture of risk management within the provision.
- Ensure that all decisions take into account health, safety and security matters.
- To have a contingency budget to cover health, safety and security matters as appropriate to the provision's size.
- Ensure that all new staff are aware of this policy and the provider's approach to risk management.
- Determine which kinds of risks are acceptable and which are not.
- Annually review the provision's approach to risk management and approve changes or improvements to key elements of its processes and procedures.
- Ensure that the provision has appropriate monitoring systems.
- Annually sample a small number of risk assessments.

6.1.3.2. Responsibilities of the Appointed Responsible Person

- Ensure that relevant risk assessments are completed on a regular basis.
- Check the accuracy and suitability of risk assessments where these have been completed by other people.
- Ensure that an annual review of risk assessments in frequent use takes place.
- Ensure that risk assessments are stored appropriately and are accessible.
- Ensure that the advice of appropriate specialist staff is sought to assist with or clarify any aspect of risk assessment.
- Ensure that risk management extends to all staff, visitors, parents and children.
- Ensure that policies are implemented effectively.
- Maintain contact with, and seek advice from, appropriate agencies.
- Ensure that all key staff are familiar with the process of completing a risk assessment and know where and how to store and retrieve one.

The senior leadership team will do the following:

- Ensure that staff reporting to them are made aware of this policy and the need for risk assessments.
- Ensure that they report to **Fiona Roberts** on any areas of concern.
- Ensure that they report and investigate incidents occurring within their areas of work, in accordance with the LA procedures.
- Establish and maintain safe and secure working procedure, minimising risk as far as is practicable.
- Provide sufficient information, instruction, training and supervision to enable other employees to avoid hazards and contribute positively to their own security.



- Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

6.1.3.3. Responsibilities of Staff

Staff will do the following:

- Co-operate with other employees in implementing risk assessments.
- Report any hazard or malfunction in accordance with procedures.
- Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- Ensure that they are familiar with current risk assessments and follow their guidance.
- Report all incidents, assaults and “near misses” in accordance with nursery procedures, whether injury is sustained or not.
- Make parents/volunteers aware of risk assessments applicable to the area in which they are working and the activity in which they are engaged.
- Draw any anomalies or concerns to the attention of a member of the senior leadership team.

6.1.3.4. Visitors, Visiting Staff and Volunteers

Regular visitors and other users of the premises will be required to observe the health and safety guidance for the provision including risk assessments for the activities they engage in.

Groups and individuals running activities on the provider’s premises which are not part of the provider’s activities will be required to produce their own risk assessments for the activities that take place. These will be kept on record and will be required to be reviewed annually.

Parents and other adults helping out in provision will be made aware of the health and safety arrangements applicable to them when they first volunteer.

6.1.3.5. Children and Parents

Parents and carers are requested to encourage their children as far as it is reasonably practicable with consideration to the age of the child to:

- follow the provider's code of conduct,
- observe all the health and safety arrangements as requested,
- refer any concerns they may have to staff.

Parents on the provider’s premises are subject to the same risk assessments as members of staff and children. Additional consideration will need to be given to any specific physical needs of additional adults.

6.1.4. When to Complete a Risk Assessment

Whenever a new activity is considered which is not already covered by the medium-term plan, or which involves children leaving the building or being engaged in activities outside of the normal scope of the provision’s day, a risk assessment should be completed. Examples include the following:

- Forset School,
- walks around the locality,



- longer trips and visits,
- any new sports and games which the children are involved in,
- new programmes that are introduced.

Members of staff should ensure that they are familiar with the current risk assessments and policies and procedures and apply the advice contained in them in order to minimise risk.

There might also be a situation where a member of staff requires a risk assessment — for example during pregnancy or on their return after a particular illness or injury. Specialist advice should be sought in these situations.

6.1.5. How to Complete a Risk Assessment

The person completing the risk assessment should follow these steps:

- Identify the hazard.
- Decide who might be harmed and how.
- Evaluate the risks and decide on precautions.
- Record the findings and implement them.

A hazard is anything that may cause harm and the risk is the chance, high, medium or low, that someone could be harmed by this or other hazard(s).

Templates for risk assessments can be obtained from the office. The headings they include are:

- activity/process/operation
- what are the hazards to health and safety?
- what risks do they pose and to whom?
- risk level (H/M/L)
- what precautions have been taken to reduce the risk?
- risk level achieved (H/M/L)
- what further action is needed to reduce the risk?

6.1.6. Storing Risk Assessments

Copies of risk assessments in current use are also kept in the office. Any new member of staff working at the nursery will have the risk assessments drawn to their attention.

All completed risk assessments should be discussed, checked and agreed by **Fiona Roberts**.

6.1.7. This Policy

A copy of this policy is stored in the office.

6.1.7.1. Has It been Successful?

The following questions will be asked by the administration staff and setting managers to ascertain the success of the policy:

- Are risk assessments completed regularly?
- Are risk assessments reviewed annually?
- Are staff aware of the risk assessments relevant to their areas and activities?



- Do risk assessments accurately identify hazards and strategies to minimise the risk from them?

6.1.8. Linked Policies

Other policies which should be referred to include:

- Health and safety
- Security
- Smoking

7. Smoking at Work

Lower Covey Montessori Nursery's policy with regard to smoking is that to comply with the regulations staff, parents, carers or visitors may not smoke in any building or enclosed space.

7.1. Staff

The provision also bans any member of staff smoking on its premises, even outside, or anywhere within the sight of children.

Neither shall staff present themselves for work smelling of cigarettes or tobacco smoke.

7.2. Parents, Carers and Visitors

The provision does not allow smoking on its premises at any time. It would be appreciated if parents, carers and visitors to the provision did not smoke where they can be observed by a child.

8. Visitors and Contractors

8.1. Policy Statement

It is our policy to encourage visits to the provision by various people who could help the children's learning and development, such as health professionals, police, and fire fighters, as well as entertainers and storytellers.

Parents and students may also visit to act as helpers for various activities.

From time to time contractors and similar visitors will also require access to the setting.

8.2. Procedure

All staff should follow the procedure below for all visitors:

- Visitors should be required to sign in, giving their name, and company if relevant, purpose of visit and time of arrival and departure.
- Visitors should not be left alone with the children at any time.
- **Visitors should be made aware of basic health and safety information.**
- Regular visitors, ie those visiting more than once a month, must have suitability checks carried out on them by the manager.



- Staff ratios should be maintained at all times, including when visitors are being escorted.

9. Work-related Stress

9.1. Work/Life Balance

9.1.1. Policy Statement

In order for people to achieve their potential in the work place they need to feel supported, valued and clear about what is expected of them. Our nursery has a responsibility to ensure that its staff enjoy coming to work, find help when they need it and feel that their efforts are recognised. We pride ourselves upon the support we offer one another whilst also recognising that we must continue to improve as a school and place an emphasis upon delivering the highest quality education we can to the children in our care.

We believe it is only with a healthy, happy and relatively stress-free workforce that such quality of delivery can be made. We have a responsibility to all members of our community and school to value the contributions that everyone makes and recognise that we are as strong as our weakest link. Through staff development and mentor support we aim to encourage the sharing of difficulties and develop an open environment in which staff feel able to come forward with their problems and offer examples of their strengths.

We also wish to recognise that our staff may have dependents who will also make demands upon their time. We aim to provide opportunities for staff to attend to the needs of their immediate family and recognise the additional pressures that this can sometimes place upon an individual at different times of life.

9.1.2. Procedure

9.1.2.1. Fitting In with Families

Every employee has demands outside of the work place which will on occasion place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands. This includes:

- being flexible about requests for attendance at funerals,
- enabling support for ageing relatives and children with medical appointments,
- enabling staff to attend significant important events in respect of children, ie Christmas concerts, first day at school,
- attempting to accommodate staff preferences for early starts/late starts, early finishes/late finishes.

It is expected that wherever possible staff will make arrangements around the nursery day but where this is not possible we will attempt to support them in meeting the demands of home and nursery.

9.1.2.2. Encouraging Good Working Practices

In order to help prevent stress and to provide the best working environment for the health and well-being of staff we recommend that:



- times of meetings be negotiated and are aimed at limiting the length of time and frequency with which staff need to remain in the nursery,
- length of meetings are agreed and wherever possible adhered to,
- notice is given of cancellations,
- consideration is always given to timescale to enable a reasonable amount of time to be given for completion of a task before the deadline,
- deadlines can be negotiated in extenuating circumstances,
- consideration is always given to workload and that no individual, regardless of level of authority, is expected to complete an unreasonable amount in a limited time.

9.1.2.3. Supporting Colleagues

We consider it the responsibility of all staff in the nursery to come to the assistance of any colleague who needs support or help. This might include:

- support with a child exhibiting challenging behaviour,
- assistance with a parent,
- advice in respect of a subject/planning/resources/the person to contact,
- providing opportunity to talk about concerns,
- alerting senior staff to where difficulties might be arising,
- supporting in terms of distress over a personal issue.

All staff are entitled to support and all senior management will be happy to provide advice as necessary. Individuals will need to make decisions regarding confidentiality but must always consider that where they consider that children's health and well-being is at risk they must disclose any concerns they may have to a senior member of staff.

9.1.2.4. Cutting Down on Stress

Common causes of stress include:

- bereavement,
- serious illness of a loved one,
- moving house,
- excessive workload,
- loneliness,
- financial worries,
- home/work conflicts,
- boredom,
- relationship problems,
- being bullied or harassed.

Some common effects of stress include:

- high level of anxiety,
- low self-esteem,
- inability to concentrate,
- being more prone to accidents,
- headaches/migraine,
- depression,
- panic attacks,
- chest pains,
- stomach problems,



- relationship problems.

It is intended that some of the guidance provided in this document should address some of these areas. Colleagues should be alert to signs of stress in themselves and one another and should take steps to address these as they occur. Methods for dealing with stress might include:

- sharing concerns with colleagues,
- prioritising workload,
- learning to say 'no',
- taking up a new hobby or sport,
- sharing feelings with people at home,
- ensuring that some time every week is set aside for relaxation,
- discussing responsibilities with a senior colleague and perhaps negotiating deadlines,
- pay attention to diet and ensure that you eat healthily and regularly.

If symptoms persist make sure you contact your GP and discuss your concerns with a senior colleague.

9.1.2.5. Valuing Staff

All the staff in our nursery are considered to be hardworking and conscientious. It is important that we all operate in an environment of trust and consideration for one another's feelings. This does not mean that open and honest discussions about performance should not take place but that any difficult issues should be tackled with tact and consideration for the individual involved.

The senior management team have a responsibility to ensure that the staff they are responsible for see that their work is recognised and valued. It is up to individuals to determine how they might do this as each context and set of relationships is unique.

The staff at our nursery represent a wide diversity of interests and vast range of jobs. All roles are necessary in order to ensure the smooth running of the nursery and it is anticipated that staff demonstrate consideration and courteous behaviour towards both senior and more junior members.

9.1.2.6. Monitoring

It is the responsibility of all staff in the nursery to monitor the efficacy of this policy. However, it is expected that any particular concerns should be raised with senior management verbally or interm staff discussion.

Senior management are responsible for checking that performance management has been completed successfully.