



NORTH STAR NURSERY AND HOLIDAY CLUB

HEALTH AND SAFETY POLICY STATEMENT

1. Introduction

- 1.1. The policy on Health and Safety for North Star Nursery Ltd is set out below. A signed copy of this document is posted on the Nursery's notice board and is also available electronically. It must be read in conjunction with and as part of the Health and Safety Handbook which is issued to all members of Nursery staff on an individual basis and is also available for perusal by parents and visitors.
- 1.2. The Health and Safety Policy explains in broad terms the Nursery's approach to health and safety, its responsibilities and those of its employees under the Health and Safety at Work etc. Act 1974 together with subsequent legislation. Parents, visitors, contractors and anyone else who enters the Nursery site must abide by the terms of this Policy.

2. General Statement of Policy

- 2.1. In accordance with the Health and Safety at Work etc. Act 1974 it is the policy of the North Star Nursery (hereinafter known as 'the Nursery') to carry out the following:-
 - To assign great importance to the safety of its employees and others, considering this to be a management responsibility equal to that of any other management function;
 - To provide and maintain safe and healthy working conditions, equipment and safe systems of work for all employees, children, parents, visitors and contractors;
 - To provide information, instruction, training and supervision as necessary and to consult with all employees with a view to creating and maintaining arrangements for providing effective health and safety;
 - To accept responsibility for the health, safety and welfare of others who may be affected by the work activities of the Nursery.
- 2.2. The effectiveness of the implementation of these procedures will be monitored by the Nursery Manager together with the North Star Nursery Management Committee. The policy statement will be reviewed on a regular basis by the Management Committee in conjunction with health and safety management in the Research Councils.
- 2.3. All Nursery employees are required to sign a statement contained in the Health and Safety Handbook which confirms their understanding and acceptance of all health and safety rules and regulations.

3. **Emergency Procedures**

- 3.1. The Nursery follows site emergency procedures as agreed by all the Research Councils on the Polaris House site. These procedures are managed by Joint Building and Office Services (JBOS). Further details are contained in the Health and Safety Handbook.

4. **Duties of Employees**

- 4.1. Under Section 7 of the Health and Safety at Work etc. Act 1974, all employees are required:-

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work;
- To co-operate, so far as is necessary, to enable the Nursery to comply with any relevant statutory provisions that may be imposed.

The Nursery Manager and the Nursery Management Committee have overall responsibility for ensuring compliance with all aspects of this Policy and for ensuring that employees fully understand their individual health and safety responsibilities.

5. **Visitors on Site**

- 5.1. All visitors are required to sign the 'Record of Attendance' book at the Nursery entrance. **If a visitor to the Nursery has a vehicle, this should be parked in one of the three designated Nursery spaces in the east car park. In the event of all these spaces being occupied, the visitor should park in one of the general visitor spaces at Polaris House and must notify Reception of the vehicle registration number and its location. Reception must also be notified when the vehicle leaves the site.** Employees of the Nursery are required to accept responsibility for the safety of visitors to the Nursery so far as is reasonably practicable, and in the event of an emergency must escort their visitors out of the building and remain with them.

6. **No Smoking Policy**

- 6.1. The Nursery operates a no-smoking policy at all times. An on-site smoking shelter is available for visitors. Nursery staff and students must leave the site completely if they wish to smoke.

7. **First Aid, Accidents and Dangerous Occurrences**

- 7.1. The Nursery follows the Health and Safety Executive's Approved Code of Practice, which lays down the criteria which should be adopted to determine what equipment, facilities and personnel are required in order to meet the current First Aid Regulations.
- 7.2. All Nursery employees are required to hold a current First Aid Certificate. The Nursery Manager, in conjunction with the Management Committee, is responsible for ensuring the ongoing training of first aiders and for the provision of first aid materials.
- 7.3. There is a legal requirement for certain types of work accident or dangerous occurrence to be reported to the Health and Safety Executive. Further details are provided in the Health and Safety Handbook. The Management Committee will be immediately informed if there is any such incident in the Nursery and will take the appropriate actions.

- 7.4. The precise details of what are classed as reportable accidents or dangerous occurrences are set out in the RIDDOR Regulations which can be found online at <http://www.hse.gov.uk/riddor/>
- 7.5. It is also the responsibility of the Nursery Manager and the Management Committee to investigate minor accidents and ensure that they are properly recorded on an Accident Form, copies of which are held in the office. First Aid kits for staff use can be found in the staffroom and in the office. All serious or unusual accidents and other incidents will be verbally reported to the Management Committee at an early stage. Where appropriate, a written report will later be provided describing the incident and giving details of actions taken.

8. **Risk Assessments**

- 8.1. It is a legal requirement that risk assessments are carried out for all employees of the Nursery. Risk assessment involves the identification of hazards and evaluation of the likelihood and seriousness of risks associated with such hazards.
- 8.2. The Management Committee will ensure that procedures to assess health and safety hazards and risks in the Nursery are in place and implemented, and that appropriate control measures are adopted.
- 8.3. Risk assessments will be carried out by the Nursery Manager and a representative from the Research Councils who is trained to carry out such assessments. A representative from the Research Councils will, together with the Nursery Manager, carry out an annual Health and Safety audit of the Nursery building. They will be conducted on an annual basis unless there are any changes to the work area or working practices which will require additional assessments to be undertaken. Assessments will be regularly monitored and reviewed by the Management Committee.
- 8.4. The introduction of the EU Pregnancy Directive, the Young Workers Directive and the Working Time Directive has placed specific requirements on employers. The Nursery Manager, in consultation with a health and safety officer from the Research Councils, will ensure that these requirements are followed and will also make available full copies of these documents on request.
- 8.5. All employees have a responsibility to ensure that correct procedures are followed, in order to avoid creating hazards or unnecessary risks either to themselves or others.

9. **Training and Advice**

- 9.1. The training of all employees in their safety responsibilities is essential to the proper implementation of the Health and Safety Policy. The Nursery Manager and the Management Committee will ensure that such training as is necessary is provided. Courses on particular subjects such as safe manual handling and the use of display screen equipment will be organised as and when the need arises.
- 9.2. Appropriate health and safety training is included as part of the induction process for all new employees. This training is provided by the Nursery Manager in consultation with current guidelines and relevant professionals.
- 9.3. If advice is needed on any health and safety issue, the Nursery Manager should be consulted in the first instance.

10. Use of Personal Electrical Equipment

10.1 In response to the Fire Risk Assessment made in April 2018 and with the purpose being to maintain a safe environment that limits the risk of fire from electrical sources, the principles for all North Star Nursery students and staff, agency staff, children and parents using personal electrical equipment and electronic equipment with mains connection, in the building are as follows:

- Failure to maintain portable electrical equipment adequately is a major cause of electrical accidents. Equipment that is purchased by the nursery and used in the nursery will be maintained and PAT tested as appropriate in accordance with the Electricity at Work Regulations 1989. The aim is for this to be completed annually.
- The nursery aims to provide staff with all essential equipment required.
- Personal electrical or electronic devices such as, mobile phone chargers, iPads, fairy lights, etc. are used at the owner's risk.
- It is the user's duty to be responsible in the upkeep and protection of the device.
- North Star Nursery will not be responsible for personal devices which are damaged or lost whilst on North Star Nursery premises.
- North Star Nursery will not provide technical support for personal devices.
- There is no Wi-Fi access to the internet. The office computers only have internet access via broadband service.
- Individuals may have wireless facility depending on their mobile phone contract.
- All personal electrical or electronic devices may only be used in accordance with the Nursery's Technology - Acceptable Use Policy.

Children

10.2 We advise against children bringing in electrical hand held devices such, PSP, iPad, Kindle, Gameboy. There are other activities available including a Wii and PlayStation in Holiday Club. Parents must ensure children understand the risk of bringing such an item into the nursery and that photographs and recordings on such devices are not permitted. Children found carrying out such actions will have their devices confiscated and handed to parents at the end of the day.

10.3 Holiday Club operates a screen free time during the day, and children attending will be expected to follow this rule.

10.4 Where the PAT tested charger is not available for use, children will not be able to recharge devices during their time here.

Staff and students

10.5 During the working day, staff are required to keep their electronic devices in their locker in the staff room and access them only during break time.

- 10.6 Use of personal devices is governed by the Nursery's Technology Policy and Acceptable Use Policy.

PAT testing

- 10.7 For staff, all plugs and connecting leads for personal devices must be PAT tested as part of the Nursery's PAT testing annual programme or the item can only be charged by connecting it to a Nursery PAT tested cable.
- 10.8 If staff require to use personal electrical items in nursery on a temporary basis, such as to support a theme or a festival celebration, they should notify the senior team who will arrange for an electrical check via JBoS.
- 10.9 Any electrical item which is donated to the Nursery on a permanent basis should be notified to the senior team prior to it being used, so that it can be PAT tested.
- 10.10 It will be given an initial check and then be PAT tested as part of the routine PAT testing annual programme.
- 10.11 Any item failing a visual check or a PAT test must be removed from use immediately.

This policy links to:	Health and Safety Handbook Code of Conduct Evacuation Procedure Asthma Policy No Smoking Policy Security Policy Risk Assessment Policy First Aid Policy Medications Policy Childhood Ailments Policy Allergy Inclusion Policy Food Policy HIV and AIDS Awareness Policy Special Educational Needs and Disabilities Policy Equality and Diversity Policy Positive Behaviour Management Policy Safeguarding Children and Child Protection Policy Lost Child Policy Ratio Maintenance Policy Sun Protection Policy Technology Policy Acceptable Use Policy Personal Use of the Internet Policy Walks, Outings and Off-Site Procedures Safer Recruitment and Induction of Staff, Training and Development Policy Equipment, Resources and Garden Policy Unexplained Absence, Arrival and Departure Policy Business Continuity Plan Bathroom Cleaning Routines Nappy Changing Procedures Drinks/Water Bottle Care Procedure Staff Induction Staff Training Staff Handbook
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Policy Review History	
May 2011	v.1
March 2016	v.2
March 2017	v.3
October 2018	v. 4

This policy will be reviewed in October 2019 unless a review of events, legislation or guidance from health professionals or Ofsted indicates that a review should take place sooner.

Signed

Dated

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Nursery Manager

Signed

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Reviewing Committee Member