



## Health and Safety Policy

Phoenix Education Day Nursery recognises its responsibility under the Health and Safety at Work Act 1974 and maintains, as it is reasonably practicable, to promote the continually review health, safety and welfare practices.

The overall and final responsibility for health and safety is that of the owner, Rachel Wootton. The day to day responsibility for ensuring that this policy is put into practice is delegated to the Managers and in their absence, the Deputy Manager.

All staff have a duty to make themselves familiar and comply with health and safety guidelines as set out by the Health and Safety Executive, please refer to the health and safety poster displayed within the staff area.

- Accidents and ill health at work are reported under RIDDOR Regulations 1995.
- Chemicals and hazardous substances stored and used on site are stored in accordance with COSHH Regulations 2004.
- Portable electrical items are tested under Electrical Equipment (Safety) Regulations 1994.
- Gas Safety is ensured under Gas Appliances (Safety) Regulations 1995.
- Equality Act 2010.

Statement of general policy	Person Responsible	Arrangements
To minimise the risk of and prevent accidents and cases of work related ill-health. And to provide adequate control of health and safety risks arising from work activities.  Applicable to staff, visitors, parents and children entering the premises.	Rachel Wootton - Director	A general/overall risk assessment is performed annually and also a separate Fire Safety risk assessment. Actions arising from these assessments are implemented within set timescales.

<p>To minimise the risk of and prevent accidents and cases of ill health specifically affecting staff and children in the nursery's care.</p>	<p>Laura Hill - Manager          Maria Currey – Manager          Johanna Smith – Deputy Manager</p>	<p>Daily risk assessments of each area (indoor &amp; outdoor) used by children within the nursery are completed daily and filed on a weekly basis. Issues arising on the assessments that need attention are either rectified by the Managers or brought to the attention of the Director.</p> <p>First Aid boxes are located at various locations throughout the premises. Staff are made aware of where these locations are and who is the designated First Aid Officer. Deputy Manager is tasked with regular maintenance and stocking of First Aid boxes ensuring contents are within date.</p> <p>Trolleys and safe steps available to assist with heavy or high level items.</p> <p>Warning signs available and used where spills/slip hazards occur.</p> <p>COSHH file available in the office and maintained by managers. COSHH assessment undertaken for all chemical and harmful substances used on site.</p> <p>Legionnaire's Disease risk assessed as very low risk – no water is stored between 20-45 degrees.</p> <p>Nursery pets to be cleaned and maintained on regular basis and children educated in hand washing after handling.</p>
<p>To provide adequate training to ensure employees are able to competently perform their duties.</p>	<p>Laura Hill - Manager          Maria Currey - Manager</p>	<p>All staff, including new employees are given health and safety information when they join the Company. For example, lifting heavy objects, use of protective wear when nappy changing and cleaning up bodily fluids.</p> <p>Qualified staff to undertake First Aid training and Managers to ensure these are kept up to date.</p> <p>Qualified staff required to prepare food undertake Food</p>

		Safety training, Managers to ensure these are kept up to date.
To consult employees on health and safety procedures and provide advice on occupational health where possible.	Laura Hill – Manager Maria Currey – Manager	Staff routinely consulted on health and safety issues during regular team meetings and supervision meetings. Assistance provided to members of staff with any occupational health issues where possible. Risk assessment carried out for individual members of staff or children presenting specific needs e.g. pregnancy, illness or disability.
To implement emergency procedures – evacuation in case of fire or other significant incident (e.g. gas leak).	Laura Hill – Manager Maria Currey – Manager Johanna Smith– Deputy Manager	To ensure escape routes are kept clear at all times and free of obstructions. Emergency procedure in place and all staff aware of what action to take in an emergency. Emergency procedure is tested regularly and a record is kept of when this takes place and any problems encountered and how these might be overcome next time. Gas stop valve located at gas meter in loft area, with location of main HE Services Site gas stopcock.
To maintain a safe and healthy working environment. Ensuring all equipment is safe and tested if necessary, and that it is fit for purpose.	Rachel Wootton – Owner Laura Hill – Manager Maria Currey - Manager	Toilets, washing facilities and mains supplied drinking water provided. Pest control contract maintained with GSPS Ltd. Portable Electrical Appliance Testing performed annually by KCC. Fire fighting equipment inspected and maintained under contract by KCC Inspection Services. Emergency lighting, fire alarms and exits checked on monthly basis by managers. Gas Safety is maintained and inspected annually by Gas Safe registered nominated person and Carbon Monoxide alarms checked.

		Children appearing to be suffering from a communicable disease are sent home.
To control and minimise risk to children of contact with hazardous substances and liquids.	Laura Hill – Manager Maria Currey – Manager	All hazardous substances and liquids retained in cupboard in locked laundry room. List of substances and their appropriate use and dilutions displayed for staff to see.
To ensure all staff are fit to work with children.	Laura Hill – Manager Maria Currey – Manager	All new employees to have DBS disclosure and signed up to the update service. Recruitment and Selection Policy to be followed. All staff to be made familiar with all of the nursery's policies, especially Emergency Evacuation Procedure, Child Safeguarding & Protection Policy and details of designated members of staff for example, First Aid, DCPC and SEN.

Signed by Employer:	Date: 01 April 2023	<b>Date for Review: April 2024 (or sooner if any significant changes)</b>
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