

Prepared by: - White Horse Safety Matters Ltd	Health & Safety Policy	No of pages 35
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Health and Safety Policy Statement

This is the health and safety policy statement of:

Baloo's (Trowbridge) Ltd, 17 silver Street, Trowbridge. Wiltshire. BA14 8AE

Baloo's & Bumpers Nursery recognises its statutory duty and is committed to ensuring at all times the health, safety and welfare of our staff members, children, parents and other persons who might be affected by our activities.

We are committed to the development of a positive health and safety culture. Supported by our Management Team and our Employees, we are committed to the implementation, maintenance, and continued development of the highest standards of health, safety and welfare throughout our business.

We ask that every staff member irrespective of their role share this commitment and work together with the Baloo's to achieve this.

We understand the importance of reviewing and updating our policies and procedures on a regular basis and therefore this policy, along with other health and safety procedures will be reviewed at least annually.

Signed by

Lucy Coombs

Director

Dated:.....

2. Section – Responsibilities

2.1 Management Board

Baloo's board members are responsible for in implementing the Health and Safety Policy, ensuring that all persons within the club conform to their Health and Safety requirements.

The specific Health and Safety Responsibilities of Board Members are:

- (a) understand the requirements of the Health and Safety Policy;
- (b) ensure that departmental managers understand and implement the Health and Safety Policy;
- (c) lead by example in stimulating interest and enthusiasm for Health and Safety amongst employees and others;
- (d) ensure that Health and Safety issues are fully considered in the decision-making process of business;
- (e) ensure that all new employees have properly explained to them the Health and Safety issues that relate to their employment and place of work;
- (f) ensure that adequate resources are made available to comply with the clubs Health and Safety responsibilities;
- (g) ensure that Health and Safety issues are effectively communicated to the Health and Safety Advisor;
- (h) ensure that department representatives attend Health and Safety training as required;
- (i) ensure that prior to the award of service, equipment and commercial contracts, that full consideration has been given to the appropriate health and safety requirements.

2.2 Roles of the Director's

The Director's has operational responsibility for the control of health, safety and welfare matters in relation to Baloo's activities on a day-to-day basis.

The Director's must ensure that suitable and sufficient resources in terms of time, money (with liaison with the board as needed) and people are made available to satisfactorily carry out those duties and strive to maintain a healthy and safe working environment.

In addition, the Director's has several other duties including:

- Ensuring that all Health & Safety issues are dealt with at the necessary level within the company and any actions required are brought to the attention of the appropriate person

- The development and review of policy, risk assessments and associated documentation within the safety management system with support from the appropriate people or organisations deemed necessary to fulfil that duty
- Ensuring that any emergency issues or risks are brought to the attention of the Board
- Liaising with our external safety consultants
- Ensuring that systems are in place to ensure that the health, safety & welfare of employees, residents and volunteers and all people that could be affected by the charities activities are operational and effective
- Make sure the Health and Safety Policy and Fire policies are up to date and approved by the board.
- Coordinate and ensure environmental risk assessments have been carried out according to appropriate timescales.

2.3 White Horse Safety Matters Ltd

White Horse Safety Matters on a retained service provide health and safety consultancy and advice.

This includes:

- Acting in the role of competent persons to the Baloo's
- Investigating accidents, incidents and near misses when requested
- Providing advice and support with regard to the review and further development of policies and procedures
- Provide H&S training
- Attending meetings of the committee in an advisory capacity

2.4 Roles of staff members with supervisory

responsibility: Manager

The Deputy Manager's is responsible for the Health and Safety of all persons (including visitors, contractors and others) who report to them within their area of responsibility, even when they are not present in the workplace.

- The Deputy Manager will review risk assessments with the manager and Health and Safety Staff representatives
- Arrange training for staff.
- Make sure training records are maintained so that staff have appropriate and up to date training in Health and Safety.
- Ensure staff are aware of any changes to Risk Assessments.
- Ensure staff work within the policy
- Make sure all relevant issues are reported to the manager



- The Deputy will take responsibility for Health and Safety in the absence of the manager

2.5 Roles of Employees

All employees of Baloo's including Bumpers Nursery are required to take care of their safety and that of other people who might be affected by their acts or omissions. In addition, employees have the following responsibilities:

- Not to intentionally or recklessly misuse or interfere with the health and safety welfare provisions
- To co-operate with management and staff on all matters, relating to health & safety
- To report all accidents, near misses and dangerous occurrences
- To read the Health and Safety Policy and Risk Assessments and keep up to date with any changes
- To explain Health and Safety issues to all residents
- To use the Warnings Policy to ensure that residents do not breach their licence or tenancy conditions in relation to Health and Safety matters

Section 3 Health and Safety Committee

Terms of Reference

Health & Safety Committee Membership:

The membership of the Committee includes the following people:

- Managing Director (chair)
- Director
- Managers – Baloo's & Bumpers
- Staff Health and Safety Representative
- Health and Safety Advisor (as required)

The membership may be reviewed as appropriate. Other persons may be invited to attend meetings.

Frequency and structure of meeting:

- Quarterly every three months
- A report brief report from each area will be provided at every meeting for discussion by the Committee
- For meeting to be quorate there should be at least 3 members present

Purpose of the Committee:

- To assess (and improve on) organisational compliance with the health and Safety at Work etc Act 1974, associated Regulations, Approved Codes of Practise and Guidance
- To agree health and safety priorities (and the mechanisms for monitoring implementation of those priorities) using a risk-based approach
- To agree health and safety related policies and procedures

Key actions will include:

- The study of incident & risk trends with a view to ensuring remedial action is taken to resolve unsafe/ unhealthy conditions and practice
- Analysis of information and reports provided by enforcing authority inspectors (e.g., Health and Safety Executive, Wiltshire Fire and Rescue Service etc.)
- To review health and safety related training
- To promote health, safety and welfare issues and raise awareness throughout the Charity and club
- For relevant members of the committee to act as 'representatives of employee safety'

Reporting arrangements:

The Health & Safety Committee will report directly to the Management Board

Administration details:

- Members of the Committee to send agenda items and papers to the Chair at least 10 working days before the meeting
- Agenda to be agreed with Chair
- Agenda and papers to be sent out at least seven working days before the meeting
- Minutes of the meeting to be distributed no later than seven days after the meeting and placed on the staff notice board
- New or reviewed policy or guidance documents will be disseminated throughout the organisation no later than seven working days after the meeting by post

Review:

These terms of reference will be reviewed annually.

Agreed (date):

Review date:

Section 4 - Risk Assessment

Where required, risk assessments covering all aspects our business will be undertaken and reviewed on at least an annual basis or when there is any other reason to suspect it is no longer valid, for example following the introduction of a new piece of equipment, an accident or a change in working practices.

The responsibility for undertaking and reviewing risk assessments rests with managers. Facilities Manager is responsible for monitoring the risk assessment process throughout the organisation.

We recognise the importance of and legal duty to communicate the findings of risk assessment and the steps needing to be taken to reduce risk to the lowest practicable level. Copies of all assessments are located in safety folders in addition to being stored electronically on our health and safety drive.

The nature of our organisation requires staff members to undertake dynamic assessments to reflect changing situations, environments and resident's needs.

Risk assessments have been undertaken covering the following areas include:

- Risk assessment for catering
- Administration
- hire
- soft play
- Bumpers Nursery

In addition assessments covering specific areas of the business have also been undertaken:

- Fire
- Manual handling
- CoSHH
- Display screen equipment (DSE)

Other risk assessments, for example those considering the risk to young people and new and expectant mothers are undertaken when required.

Section 5 Safety within the building - Nursey

Contractors: All contractors must be known to the Managers and Premise Manager so that risk assessments of their work can be made. They are made aware of guidelines for conduct, fire evacuation, safeguarding and safety onsite.

Staffing:

- Adults are always accessible to children. It is a statutory requirement that we have a ratio of 1:5 under 3 years and 1:8 over 3 years.
- Practitioners should position themselves so that they can see as much of the learning environment as possible.
- The learning environment is appropriately staffed.

Arrangements for collecting children from Nursery:

Occasionally parents may arrange for someone else to collect their child. This is acceptable if the parent has spoken to staff personally or telephoned the office. The nursery will issue the parent with a password and the person who is collecting will be asked for the password before they are allowed to take the child. Children must not be allowed to go home with anyone under the age of 16.

Supervision of Nursery children off site (Trowbridge Park)

Children must be supervised by a minimum of 1 adult to 5 children for under 3 years and 1:8 over 3 years, this will only be modified in exceptional circumstances. There must be two members of staff for longer trips in addition to the parents accompanying.

A Risk Assessment must be carried out before the trip. The risk assessment is to be given to the Senior manager at least one day before the trip along with the permission letters and register for the trip.

The names of the children and adults going out must be given to the nursery manager on the morning of the trip, along with mobile contact numbers for all staff going out.

The following are the main safety points:

- Parents are asked, when their children enrol, to sign a general letter giving permission for Trowbridge Park trips. Practitioners should ensure that this letter has been signed for each of the children.
- It is essential that staff are familiar with the trip route and venue and have carried out a pre-trip visit to the park
- Children and other accompanying adults should be aware of the group rules for moving around e.g. in twos or holding hands.
- Every child and adult should be aware of what to do if they become separated from the main party.
- One member of staff should carry an 'emergencies kit' – including first aid materials, tissues, plastic bags etc.
- Staff will be responsible for bringing medication for all unaccompanied children needing it. Parents will be reminded to bring their child's medication if they are accompanying us.
- Reports of any accidents which require treatment must be logged in the Accident Book.

- In case of a major accident the relevant emergency service should be called immediately, their advice sought, and the school informed as soon as possible.
- Ensure the contingency measures are in place for the group to be adequately supervised if an adult has to accompany a child to the hospital.
- Medical needs of pupils must be noted on the risk assessment and sufficient medication provided.
- All supervising adults should have the Baloo's telephone number and supervising adults' mobile phone numbers should be left with the office.
- Children should be frequently counted, especially when leaving the park

Section 6 – Display Screen Equipment

The Display Screen Equipment (DSE) Regulations include specific guidance on risk assessment the use of computers including laptops used in conjunction with your daily work routine.

All staff members employed by Baloo's identified as DSE users are required to complete a display screen equipment assessment upon employment and annually from then on.

The assessment will be reviewed if the member of staff has a change in health status or significant changes are made to their workstation, for example this might include:

- Pregnancy
- The introduction of a new piece of software

DSE assessments are undertaken by individual staff members using a pre-typed risk assessment tool. If any problems are identified at the time of the assessment we will endeavour to remedy the problem and ensure each workstation meets the minimum requirements outlined in the Schedule to the Regulations.

All actions required will be discussed with the staff members immediate line manager supported by our health and safety advisors where required.

If you experience any aches and pains that could be work related upper limb disorders (WRULD's) please inform your line manager immediately.

These could include:

- Any pain or discomfort
- Numbness or tingling
- Loss of sensation

The above might be apparent in the neck, arms, wrist or shoulder of the staff member using DSE and whilst most people might experience some aches and pain at some time further advice should be sought by any staff member who experiences them for any period of time.

All staff members identified as DSE users are entitled to free eye sight test on an annual basis and, if corrective appliances are required specifically for DSE use when eyesight is not corrected using an individual's normal eyewear.

Section 7 - Control of Substances Hazardous to Health

Baloo's recognises its duty to consider the risks arising from the use of hazardous substances under the Control of Substances Hazardous to Health (or COSHH) regulations. Complying with the Control of Substances Hazardous to Health Regulations involves:

- assessing the risks to health arising from hazardous substances at work and deciding what precautions are needed
- preventing or adequately controlling exposure
- ensuring that control measures are used, maintained, examined and tested
- if necessary, monitoring exposure and carrying out health surveillance
- reception and administration

It is the responsibility of the manager to coordinate COSHH. This includes:

- maintenance of the COSHH substance inventory
- ensure COSHH assessments are completed and updated
- ensure material safety data sheet are available for all products used

The responsibility for the completion of COSHH assessments, their updating and the acquiring of new/revised safety data sheets rests with individual staff members located in the departments outlined above.

Information to assist with the completion of assessments may be obtained from a number of sources including material safety data sheets obtained from manufacturers/suppliers and industry guidance.

Where no hazardous substances other than normal household cleaners and stationery products are used these will be considered as part of a generic risk assessment with all substances being used in accordance with the manufacturers' instructions on labelling.

Section 8 – Manual Handling

Manual handling operations means any transporting or supporting of a load by hand or bodily force, this includes, lifting, putting down, pushing, pulling, carrying or moving.

Within Baloo's this includes the handling of a variety of different loads including inanimate objects. The following outlines the main requirements of current moving and handling legislation:

AVOID manual handling where it's practical to do so. You might ask for loads to be located at their point of use by a delivery driver.

ASSESS that which cannot be avoided and places staff at risk of injury. This should adopt a TILE approach and take into consideration:

- the TASK
- staff member INDIVIDUAL CAPABILITY
- the LOAD to be handled
- the WORKING ENVIRONMENT

REDUCE, try to make use of aids such as sack trucks, trolley's, lifts or a patient hoist where practical to do so, (although be aware these might bring about additional hazards), asking for help, planning your route, wearing appropriate clothing and breaking the load down are simple practical ways in which risk can be reduced.

REVIEW written assessments on a regular basis as required, including a personal review every time you go to handle something

Where moving and handling activities fall within the capability of the individual staff member/s and do not pose a significant risk of injury and they can be easily explained, written assessments are not usually necessary, if this is not the case then an assessment should be carried out.

Baloo's has a number of generic risk assessments and safe systems of work have been created relevant to the needs of individual departments and their staff members.

Staff members must ensure they are familiar with the content of risk assessments and safe systems of work prior to undertaking any moving and handling activities for the first time.

Where necessary additional task/job specific risk assessments will be undertaken in a way so reduce the risk of injury to persons.

Generic risk assessments are undertaken for reasonably foreseeable situations and staff members trained in safe handling practices.

Section 9 – Information, Instruction, Training and Supervision

Baloo's recognises its statutory duty to provide its staff team with the necessary information, instruction, training and supervision necessary for their health and safety at work.

Baloo's health and safety committee play a key role in consulting employees on matters relating to their health and safety at work and meets on a quarterly basis throughout the year.

Information and Instruction

Staff (and others) are provided with a variety of information in the form of signs, posters and written instructions for individual tasks and activities.

The health and safety 'what you should know' poster is displayed adjacent to the staff notice board on the ground floor.

Training

A programme of on-going statutory and mandatory training including face to face courses has been developed.

A record of all training is kept and training attendance is monitored / reviewed during the course of annual appraisals or sooner if required.



Where other health and safety training needs are identified by employees, these should be brought to the attention of the appropriate manager.

Supervision

Staff supervision takes place on at least a termly basis and at other times as required. Health and safety is a standard agenda item.

All staff members are encouraged to bring matters relating to their health, safety and welfare at work to the attention of their managers at their earliest convenience or through the health and safety committee.

Section 10 - Work Equipment

All equipment used or purchased must be “fit for purpose” and comply with all the relevant regulations relating to the area it is to be used. All work equipment is covered by the Provision and Use of Workplace Equipment Regulations 1998 (PUWER) in addition to a number of other regulations that also apply. This includes electricity at work and lifting operations and lifting equipment.

10.1 General

- 10.1.1 All relevant standards will be taken into account when hiring or purchasing new equipment
- 10.1.2 All work equipment will be maintained to prevent danger
- 10.1.3 All work equipment will be suitable for the purpose for which it is used or provided and will be maintained in an efficient state, in efficient working order and in good repair
- 10.1.3 Where any machinery has a maintenance log, the log will be kept up to date.
- 10.1.4 All Employees and other persons who use work equipment, will have available to them adequate health and safety information and, where appropriate, written instructions relating to its use
- 10.1.5 All Employees and other persons who use work equipment will have adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken
- 10.1.6 Suitable and sufficient lighting, which takes account of the operations to be carried out, will be provided at any place where operatives use work equipment
- 10.1.7 Where required, the correct Personal Protective Equipment will be made available to any person operating work equipment

10.1.8 Any work equipment obtained on hire must meet the relevant requirements for health and safety

10.2 Purchasing

The Baloo's purchasing rules are not discussed at this juncture but must be adhered to at all times, however all equipment purchased must conform, to the relevant safety standards, as dictated at the time for that equipment.

It is the team leader with budgetary control who carries the responsibility to ensure that the equipment conforms to the required standards.

10.3 Existing

All Existing equipment must comply with PUWER and any guards identified must be fitted before use commences. All employees must ensure that the equipment in use is safe and report back all defects or failures to their line manager or team leader

10.4 Electrical testing

Examination of the fixed electrical installation takes place every five years

10.5 Potable Appliance Testing

Most faults with portable electric appliances can be uncovered by looking at equipment before each use. PAT is the responsibility of the maintenance staff (or other person nominated in their absence) and is conducted at intervals at least equivalent to those recommended by the health and safety executive in the table below

Equipment environment	User checks	Formal Inspection	Visual	Combined inspection and testing
Battery operated (less than 20 volts)	No	No		No
Extra low voltage (less than 50 volts AC) e.g. Telephone equipment, low voltage desk lights	No	No		No
IT e.g. Desktop computers, VDU screens	No	Yes 2-4 years		No if double insulated, otherwise up to 5 years
Photocopiers, fax machines NOT handheld, rarely	No	Yes 2-4 years		No if double insulated, otherwise up to 5 years

moved			
Double insulated equipment NOT hand-held, moved occasionally eg. Fans, table lamps, slide projectors	No	Yes 2-4 years	No
Double insulated equipment HAND-HELD eg. Some floor cleaners	Yes	Yes 6-12 months	No
Earthed equipment (Class 1) eg. Electric kettles, some floor cleaners	Yes	Yes 6 months – 4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to
Cables (leads) and plugs connected to the above, extension leads (mains voltage)	Yes	Yes 6 months – 4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to

Section 11 – Use of Contractors

Baloo's employees and a number of contractors support the day to day running of the business and recognises it's legal duty to ensure the work of contractors does not pose a risk to residents, members of staff or other persons on the premises.

This includes meeting the requirements of the Health and Safety at Work Act, The Management of Health and Safety at Work Regulations and where applicable the Construction, Design and Management Regulations

The person responsible for engaging contractors is responsible for taking reasonable steps to ensure their competency prior to any works being undertaken of contracts signed. This will be achieved through the use of a 'contractors information pack'.

The information pack contains important health and safety information together with general information relating to site access, welfare provision and similar.

All contractors will be written to at regular intervals or prior to work commencing and requested to provide relevant information which where relevant should include:

- A signed declaration
- Evidence of training and/or experience
- Copies of public/employers and other liability insurances
- A site specific risk assessment and method statement as required

Permit to Work (PTW)

Where a contractor is engaged in certain types of work a permit to work will be required and MUST first be obtained through the hospital manager, their nominated deputy or the maintenance manager. PTW are required for:

- Hot work
- Roof work
- Working at height
- Electrical work and installations
- Any work require interference with the building systems (e.g. fire detection)

A permit to work must be issued prior to the commencement of the above and where necessary the work area should be visited prior to, during and on completion of work.

Section 12 – Accident, Incident and Near Miss Reporting

Baloo's recognises its duty to ensure all accidents, incidents and near misses are occurring on their premises or arising as a result of our activities.

In addition to gathering information required by law (such as enforcing authorities), our insurers and others relevant parties, we recognise that reporting is part of our overall health and safety management system.

Data from accidents is therefore also used to further improve upon our working practices and take steps to prevent re-occurrence.

Reporting

If a member of staff, visitor who may be injured whilst on our premise that are part of the Bumpers nursery an accident investigation report form must be completed. The injured person's Manager, supervisor or the person in charge of the area, must complete this at the time of the incident. It is the responsibility of the injured person to inform the appropriate person about the injury. Staff or visitor will also enter the details of their injury in the Accident Book and the person reporting a resident's accident will enter their details in the Accident Book. The book is held in the main office. The Accident Book will be monitored by the manager on a weekly basis.

A record of all accidents, incident and near misses, this includes:

- Accidents involving staff, child, Visitors, contractors and other persons
- Communication incidents
- Environmental incidents
- Fire
- Ill health
- Security incidents
- Violence and aggression

Investigation

A manager is responsible for investigating accidents/incidents using the Baloo's own forms in the first instance to gather and record the necessary information. Following any incident the following might be required and should be considered:

- The provision of first aid in the first instance
- Protection of the scene
- Isolation/removal of tool, plant and equipment involved
- The collation/examination of documentation
- Interviews with members of staff involved and others as required
- Liaison with other managers, safety professional, technical experts etc.
- The putting together of an action plan

Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

RIDDOR reporting is the responsibility of the Manager or Deputy Managers in their absence, supported as necessary by our health and safety consultants. All RIDDOR reporting will be undertaken on-line at www.riddor.gov.uk or via the incident contact centre (Monday-Friday 9-5) on 0845 300 99 23

Accidents reportable under RIDDOR include (although this list is not definitive):

- **Major Injuries** (death, hospitalisation over 24 hour, major fractures, dislocation, loss of sight asphyxiation, electrical shock leading to unconsciousness, chemical burns/penetrating injuries to eyes and similar)
- **Seven Day Injuries** (accidents where employees are absent for more than three consecutive days following and accident in the workplace or this affects their carrying out their normal duties)

All ACCIDENTS, INCIDENTS and NEAR MISSES must be reported, no matter how high or minor they are

Section 13 – First Aid at Work

Statement

Baloo's and Bumpers recognises that it has a responsibility under the Health and Safety (First Aid) Regulations (1981), requiring employers to provide adequate personnel and equipment to enable first aid to be given to employees if they are injured or become ill at work.

The manager has responsibility for ensuring that there are sufficient qualified first aiders available on duty. Bumpers nursery will ensure all staff have paediatric First Aid Training. The manager will monitor the expiry of First Aid Certificates and will arrange for staff to have



refresher training in time for their qualifications to run continuously. The manager also has responsibility for ensuring that there is sufficient first aid equipment available.

The new first aid boxes contain only those items which a first aider has been trained to use. The first aid box must at the earliest possible opportunity be reported to the manager with a memo stating for what purpose the box was opened. It will then be refilled and replaced.

First Aid Provision at Other Times

Contractors undertaking work on the premises are responsible for the provision of first aid training and equipment appropriate for their undertaking at that time. This is assessed as part of initial and on-going contractor evaluations.

Recording Accidents/Incidents

All accidents and incidents that result in harm or injury to persons on the premises (including residents, visitors, contractors, and staff members) must be recorded on standard accident book and any incident and near miss report forms.

e. Noise activated detection.

Section 14 – Reviewing and Monitoring Our Practices

Baloo's recognises the importance of regularly monitoring and where necessary updating its health and safety practices on a regular basis.

We encourage all staff members, visitors and other persons to bring to our attention any matter they feel may be affective their health, safety or welfare whilst on our premises.

A number of different mechanisms exist by which we monitor our performance:

- Health and safety is an agenda item on all meeting of the board of trustees
- Our health and safety committee meets at least four times yearly

In addition to the above a number of external organisations will from time to time support us in monitoring our health and safety practices:

- White Horse Safety Matters Consultants (our retained safety advisors)
- Facilities contractors (for example water monitoring)

We will review our health and safety policies, procedures and systems of work on an annual basis, more often if required.

Information gained from adverse event reporting will be reviewed and, as appropriate shared with the Board of Trustees, Members of the Health and Safety Committee and others as might be required.

First Aid Procedures

MAINTAINING FIRST AID EQUIPMENT AND TRAINING

At present there are 1 members of staff at Baloo/Bumpers who hold the Paediatric First Aid Qualification and 4 members of staff with Basic life Support - Paediatric

This qualification is maintained at regular intervals of 3 years. Children who have medical conditions and care plans to be displayed in the Nursery office.

Baloo's and Bumpers Nursery will have first aid box as part of the necessary equipment accessible during normal opening hours day.

These boxes contain

- Plasters
- Sterile eye wash
- Eye pad dressing
- Yellow hazard disposable bags
- Disposable gloves
- Propax bandage for potential fractures
- Dressing for wounds/cuts
- fever monitor (head thermometer)

These items are checked and maintained on a weekly basis by Ella Talbot or Barry Coombes

TREATMENT OF INJURIES

Certain procedures are adhered to when treating injuries.

- Bumps and bruises are treated by a cold compress if necessary.
- After any fall a child is encouraged to stand without assistance; this assist in detecting broken limbs.
- Where possible in all cases resulting in a broken limb the child is left in situ and the emergency services contacted for the attendance of an ambulance.
- Only water is used during treatment.
- In cases where an injury is suspected to be more than a minor cut, bruise or graze, further medical advice is sought, and parents/carers informed. When clearing the spillage of bodily fluids, vomit and faeces all staff are required to wear disposable gloves. All bodily fluids are disposed into appropriate bins labelled: bodily fluids, swabs and dressings available. This is managed by PHS who empty and replace bins fortnightly for nappies and swabs and monthly for sanitary bins.

SYMPATHY AND CARE

All staff are encouraged to be sympathetic and caring to all children suffering an injury, however minor. This will support the following objectives:

- reduction of fear and a calming effect reduces panic and hysteria with the child who is injured
- enhances trust and respect towards staff

- reassures parents/carers of the treatment of their child whilst in at Nursery care

DOCUMENTATION OF INJURY

When an injury has occurred as the result of an incident or accident the details are recorded in the Accident File for children. There is one for each class base and they are stored in the classroom. The details recorded are:

- date
- time
- child's name
- incident and location
- action taken
- person administering first aid

These Accident Files are stored on premises being available for scrutiny by staff, parents and Senior managers. Parents are informed of any injury which requires treatment when they collect their child and are asked to sign the log sheet for their child.

Parents are contacted by phone to inform them if their child has a bump to the head which has required treatment. If the accident happens to an individual who goes straight to hospital an Accident/Incident Form (AIR Form) needs to be completed.

Medicines

See Medicine Policy in addition to this policy.

If a child is on monitored drugs e.g., antibiotics, they should be kept at home until the course of medication is completed. In some instances, at the Senior managers discretion, prescribed antibiotics may be administered in the short term as long as the child is well enough to be in the nursery .

Asthma medicines are given to children on advice from the child's G.P. All pumps/inhalers etc are kept with the child's name clearly labelled. Parents of children who require ongoing medication must fill out a request form and meet with the Senior manager Ella Talbot, will coordinate the Care Plans for any children and inform staff of procedures and needs.

Dealing with a Major Accident

All parents sign a consent form when their child starts the nursery to allow the nursery to seek further medical help in the case of an emergency. We will always try to contact parents first in the case of an emergency. If a child has an accident, which you feel is more than very minor, the following action is recommended:

- Initially comfort the child – ask another member of staff or a child to get either a qualified first aider or Senior manager urgently. This person will help to assess the situation.
- Keep calm – this will help the child. Staff will telephone the parent(s) to either come to the nursery to accompany the child to hospital or arrange to meet their child there. You will need to decide which will be the quickest way and to ensure everyone knows what is happening.
- If an ambulance is inappropriate, a taxi is the transport to be used to get the child to the hospital.

- If parent(s) or carer(s) are not available, the child will still need to go to the hospital and either the Senior Manager or staff member will accompany the child. The child's admission form will be needed to register in casualty.
- The staff remaining on site should be requested to make every attempt to contact the

parent(s) to ensure that they get to the hospital.

- An Accident/Incident Form (AIR Form) must be completed by nursery staff immediately after any serious incident occurs which results in any individual being taken to hospital.

The AIR Form should be submitted online to our Local Authority Health and Safety Coordinator, within 10 days.

Any incident involving a fatality or major injury will be reported immediately to the Health and Safety Coordinator on 020 7364 4193 / 07985 297 797.

The Health and Safety Team will report to the Health and Safety Executive (HSE) on 0845 300 9923 or www.hse.gov.uk/riddor/

Section 15 – New and Expectant Mothers

Introduction

Baloo's recognises its duty to assess the risks to female staff members of child bearing age, this includes staff who:

- Are, or who in the future could become pregnant
- Have given birth within the last six months
- Are breastfeeding

Employees Responsibilities

Employees have a responsibility to make their employers aware of their pregnancy, that they are a new mother or breastfeeding.

This is not a legal requirement however employers are not required to take action until notification has been provided. It is therefore important for the employee to provide written notification as early as possible so as to ensure the health and safety of both herself and the unborn child.

General duties of employees:

- If requested by the employer, provide a certificate from a Registered Medical Practitioner or a Registered Midwife, confirming the pregnancy
- A duty to protect their own health at work and must take the appropriate measures to protect themselves and others
- Inform their employers of any medical or midwifery advice they have received which would affect the risk assessment process
- Inform their employer when they cease to breastfeed

Employers Responsibilities

The Manager has overall responsibility for the effective operation of this policy throughout the company, Manager and Deputy Managers however are responsible for implementing the policy within each department

Managers will ensure that a risk assessment is undertaken immediately they are notified that an employee is a new or expectant mother or is breastfeeding. As the pregnancy develops, the risks may vary so it is very important that a regular review is made to the risk assessment

The risk assessments should continue for a period of six months following the employee's return to work or continue for employees who are breastfeeding until they inform the employer that they have ceased to breastfeed.

Managers should take action to ensure that their workers, who are, or in the future could be a new or expectant mother, are not exposed to any significant risk.

The flow chart in Appendix B which provides an outline of the procedure to be followed. There are two stages to the action employers must take.

Stage ONE

This forms part of the general risk assessment that has to be conducted and should also include potential/specific risks to all prospective, new or expectant mothers.

Employers should, in particular provide information to employees informing them of the need to provide written notification of pregnancy or the fact they are breast feeding at the earliest opportunity.

Stage TWO

On receipt of written notification from an employee that she is pregnant, has given birth in the last six months or is breastfeeding employers should:

- Conduct a specific risk assessment taking into account any advice provided by the woman's health professional
- Take action to remove, reduce or control the risk

If the risk cannot be removed employers must:

- Temporarily adjust her working conditions and/or hours of work; or if that is not possible:
- Offer suitable alternative work (at the same rate of pay) if available; or if that is not feasible:

- Suspend her from work on paid leave for as long as necessary to protect her health and safety and that of her child.

Guidance for Managers

The checklist at Annex A, although not exhaustive, is a useful tool to help identify risks that could be harmful to the health and safety of new and expectant mothers and their children

When assessing risks you must inform employees of your findings and it is essential that information supplied by the employee and/or associated health professionals is taken into account.

It is also important that the assessment is monitored and reviewed to take into account possible risks that may occur at different stages of pregnancy.

Facilities

The Workplace Regulations and the adjoining Approved Code of Practice (ACOP) require employers to provide suitable facilities for pregnant and breastfeeding mothers to rest. Where necessary these should include somewhere for the woman to lie down.

Although not a legal requirement, HSE recommends that it is good practice, for employers, to provide a private, healthy and safe environment for nursing mothers to express and store milk. It is not suitable to use toilets for this purpose.

Breastfeeding

It is for the mother to decide how long she wishes to breastfeed and returning to work does not mean that she has to stop.

On returning to work she should provide her employer with written notification that she is breastfeeding. Ideally she should do this before returning to work. Her employer must then conduct a specific risk assessment (see employers action).

Health Care Professionals

Health professionals play a vital role during a woman's pregnancy and following the birth of her child. In most cases primary care remains the only viable option for advice on work-related ill health.

This means that if a new or expectant mother is experiencing health problems their first point of contact is her GP or Midwife. Where health problems are being experienced, the health professional should consider, in discussion with the patient, what affect her working environment and conditions may have played.

If any health problems are identified then health professionals can provide written advice, using a Med 3 statement, on the mother's health, which she can then give to her employer. Her employer is then obliged to take the advice into account when conducting a specific risk assessment.



Impact on Maternity Rights

Specific advice on employee maternity right is available through the www.directgov.org.uk website.

Section 17 – Electricity at Work

Baloo's recognises that working with electricity and electrical equipment can pose a risk to the health and safety of staff, young people and others persons using the premises.

Baloo's recognises its duties under the Electricity at Work Regulations to ensure that all electrical systems are maintained in a safe condition and only competent persons are permitted to work with, repair, inspect or maintain them.

The Trust will ensure, so far as is reasonable that the risk of exposure to electrical hazards is controlled.

Responsibilities

The Manager is responsible for the implementation of the policy and the appointment and on-going relationship with a competent contractor for who overall responsibility for the maintenance, repair and inspection of fixed electrical installation (including the temporary power supply) is placed.

Appointed contractor

Appointed contractor are responsible for ensuring:

- All staff members are appropriately qualified and experienced
- That all works are undertaken in accordance with current practice
- That all contractors are checked, vetted before being appointed and that their working practices are subject to regular monitoring
- The implementation of a systematic inspection/maintenance regime
- Records of all work, inspection and testing of fixed electrical system are maintained and copies provided to the Duty Manager for their records
- Portable electrical appliances belonging to Baloo's
- Any personal electrical appliances brought in by staff members

The undertaking of PAT will be recorded and all testing undertaken in line with published HSE and NICEIC guidance.

Staff Members

All staff members must ensure that they to take reasonable steps to ensure electrical safety within the premises, this includes:

- Undertaking checks prior to using electrical equipment

- Reporting any concerns regarding electrical safety to their line manager
- Refraining from bringing into the workplace any personal electrical appliance unless it has been PAT in line with recognised practice

Permit to Work

A permit to work shall be issued for any work being undertaken on the Trust's electrical installation.

User Checks

It is recognised that many faults with electrical equipment can be determined by a visual inspection. The person who regularly uses equipment is often best placed to comment on whether it is in a safe condition and working properly. User checks include:

Plugs

- Free from cracks or damage
- Free from sign of overheating
- Cable grip working
- Free of any cardboard label on the bottom
- Pins in a good state of repair

Flexes and cables

- Not in a position where they can be easily damaged
- Not a trip hazard
- Not running under carpets
- Free of tape, plasters
- Free from cuts, abrasions, wear, fraying or damage
- Not too long or short
- Only one flex connected into one plug (no multi-pin adapters used)

Sockets

- Free from cracks or other damage
- No signs of overheating
- Switch functioning and operating correctly
- No loose, properly secured
- If fitted with RCD (circuit breakers) test regularly

Portable appliances

- Equipment free from cracks, damage or corrosion that might result in exposure to live parts
- Switches on/off correctly
- Works properly
- No signs of overheating
- Not likely to overheat (books piled on top of computers, located with poor ventilation)
- Not placed where cups, water dispensers, plants and the like could spill into the equipment

If **ANY** equipment is found or suspected to be faulty:

- Switch off and remove from the supply
- Remove from the environment
- Label NOT to be used
- Arrange for it to be serviced/maintained as soon as possible

Responsibilities

The Manager is responsible for the implementation of the policy and the appointment and on-going relationship with a competent contractor for who overall responsibility for the maintenance, repair and inspection of the Trusts gas appliances is placed.

Appointed contractor

Appointed contractor are responsible for ensuring:

- All staff members are appropriately qualified and experienced
- That all works are undertaken in accordance with current practice
- That all contractors are checked, vetted before being appointed and that their working practices are subject to regular monitoring
- The implementation of a systematic inspection/maintenance regime
- Records of all work, inspection and testing of the Trusts gas systems and appliances are maintained and copies provided to the Duty Manager for their records

Section 18 – Slip, Trips and Falls

Baloo's recognises that slip, trips and falls in the workplace can pose a risk to the health and safety of staff, young people and others persons using the premises.

The Health and Safety at Work etc Act 1974 (HSW Act) requires employers to ensure the health and safety of all employees and anyone who may be affected by their work, so far as is reasonably practicable. This includes taking steps to control slip and trip risks. Employees have a duty not to put themselves or others in danger and must use any safety equipment provided.

The Management of Health and Safety at Work Regulations 1999 require employers to assess risks (including slip and trip risks) and, where necessary, take action to address them.

The Workplace (Health, Safety and Welfare) Regulations 1992 require floors to be suitable, in good condition and free from obstructions. People should be able to move around safely. Baloo's will ensure, so far as is reasonable that the risk of slip, trips and falls hazards is controlled.

- Check for unguarded openings in floors, platforms, or walls. Make sure the proper guards are in place, such as railings or covers.
- Keep walkways free of hazards; remove all tripping hazards if you can.
- Use stairs and ladders safely. Be careful on stairs, and make sure that you follow all safety guidelines when using fixed ladders, extension ladders, or stepladders.
- Be aware of all of the possible hazards in your work area.
- Pay attention to where you are going, and keep an eye out for possible slip, trip, and fall hazards.
- Adjust your stride according to the walking surface. If the surface is dry and rough, you can probably walk quickly. But if the surface appears to be slippery, walk more slowly and shorten your steps. On ramps especially, walk slowly and test your traction.
- Make wide turns at corners. If you try to take a sharp corner quickly, you could plant your foot on a slippery surface and cause your feet to slide out from under you.
- Prevent slip and trip hazards by following good housekeeping practices. Clean up liquid spills and dust, debris, and stray objects that might cause someone to slip or trip. If you see a hazard, correct it or report it

Section 19 – Violence and Aggression

Introduction

Baloo's is recognising its duty to assess the risk of violence of aggression to towards staff members at work and will take steps to ensure that the risk to staff members is reduced to the lowest level so far as is reasonably practicable.

Baloo's recognises that all staff members might at some time be exposed an incidence of violence of aggression towards them and therefore takes steps to:

- Assess areas/situations where this might occur
- Identify appropriate control measures
- Provide staff members with the necessary information, instruction, training and supervision

Reporting Incidence of Violence or Aggression

In order that Baloo's can fully assess and monitor the risk staff members **MUST** bring all incidences of violence of aggression towards them to their manager and complete an incident form, this includes any incidence of:

- Physical assault
- Verbal abuse, threatening, shouting of swearing
- Threatening behaviour

Training and Information

Where identified as being necessary staff members who might be at risk will be provided with relevant training in conflict resolution.

Incidences of Aggression on the premises

Staff members working within the premises may be subject to incidence of violence or verbal aggression towards them. Staff members should use their own judgement to determine the most appropriate course of action.

Whilst recognising that anxiety, medication, stress, alcohol and similar might contribute towards behaviour in which a young person becomes aggressive towards a staff member, staff members should if necessary, request further support, for example:

- Immediately from a colleague
- From the Manager
- By dialling 999 and requesting the presence of the police

Section 20 – Fire Safety

Baloo's has undertaken a fire risk assessment in line with the requirements of the Fire Safety (Regulatory Reform Order) 2005. The fire risk assessment will be reviewed from time to time and at least on an annual basis.

Baloo's fire risk assessment will include, where necessary an action plan together with clear timescales by which and deficiencies found should be corrected.

Inspection and Maintenance

The Fire Alarm System and Emergency Lighting is subject to regular maintenance and inspection and records of all such checks are kept, this includes:

- Fire control panel and call points
- Emergency lighting
- Fire doors
-

Escape routes and final exit doors are included on general building checks to ensure that they remain accessible/functioning at all times.

Portable fire fighting appliances are located throughout the premises and appropriate to the risk serviced annually.

Training and Information

Fire action notices are displayed throughout the building, all staff members participate regularly in fire safety. Staff members identified as fire marshals are provided with additional training enabling them to carry out their duties.

Evacuation – General

Means of Escape

In the event of a fire, children should be escorted from the building via the nearest fire exit as quickly and as calmly as possible.

Ella Talbot or appointed person for the softy play or Nursery : Attendance Register and Staff List will be brought out to the assembly points in the alley so that they can be used to check that everyone has left the building safely.

The responsible adult will bring out the nursery registers. The Fire Warden will bring out the staff register, children's register in the office and the visitor's signing in book. Children should leave the building through the following exits:

- Upstairs rear doors via toilet door
- Main staircase to the front doors
- Staff must check the nearest children's toilet to where they are working.
- All staff and children must walk so they are visible to the Fire Wardens in the alley.
- If in the Nursery Office, exit through the rear door.
- One staff member should remain by the front door to ensure no-one enters the building.
- Any children and staff in the Sensory Room will vacate via the exit in the kitchen and walk around to the garden gate on Warley Street to make themselves visible to the fire wardens.

Testing Our Emergency Procedures

Weekly fire alarm, call point and fire door tests take place throughout the building and these are recorded. At least annually a full evacuation drill is carried out to test the effectiveness of our procedures and to allow us to make improvement where necessary.

Section 21 – Photography

Baloo's appreciates that this is a sensitive area and we do not want any children or parents to have any concerns. Therefore, we have set in place a policy where children under the age of 18 are involved.

- Any adult seeking to take photographs of children must first speak with staff.
- This is a fundamental requirement, not just a courtesy.
- If any parents or people looking after them who are present object, then no photographs may be taken.
- All young people must be appropriately dressed for the activity taking place. Photography or recording should focus on the activity rather than the individual.
- All concerns regarding inappropriate or intrusive photography should be reported in confidence to Baloo's Child Protection Officer or manager.
- Any parent or guardian who objects to their child being photographed should notify the staff otherwise it will be presumed that photographs may be taken and that the images can be used in related publications and on the Baloo's media pages.

Section 22 - Stress



The Baloos and Bumpers Nursery are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

The business participates in well-being programmes including:

- Open door policy with leadership team to address any concerns.
- Access to counselling service.
- Staff Supervision regularly to ensure staff are best placed to carry out their role effectively.
- A supportive and warm ethos where colleagues support one another every day.