

Health & Safety Policy

Introduction:

It is the policy of Rise & Shine Day Nursery to recognise and accept its responsibility as an employer for providing a safe, healthy work place and working environment for all its employees in the organisation's premises, land and works. Rise & Shine Day Nursery also accepts responsibility to conduct its undertaking in such a way so as to ensure, so far as is reasonably practicable, that persons not in its employment who may be affected such as clients, customers, suppliers, contractors or members of the public, are not thereby exposed to risks to their health and safety. Rise & Shine Day Nursery is committed to continual improvement in Health and Safety.

Key principles of the policy:

Rise & Shine Day Nursery will take all reasonable and practicable steps to meet these responsibilities paying particular attention to the provision and maintenance of: -

- (a) Plant, equipment and systems of work that are safe and without risk.
- (b) Arrangements for ensuring safe use, handling, storage and transport of articles and substances, which are dangerous.
- (c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work.
- (d) A safe place of work with safe access
- (e) A healthy working environment.
- (f) Adequate facilities for welfare at work.
- (g) Protective clothing and equipment as necessary.

Rise & Shine Day Nursery will plan for financial resources to be made available to meet its health and safety objectives and statutory requirements.

Health & safety representatives:

Rise & Shine Day Nursery will co-operate with Safety Representatives properly appointed by Rise & Shine Day Nursery or recognised trade unions and will provide them with approved facilities and training to carry out this task in accordance with the Safety Representatives and Safety Committee Regulations 1977. Rise & Shine Day Nursery will also cooperate in the operation of Safety Committees as required.

Roles and responsibilities:

The responsibility for safety matters and the particular arrangements which are made to implement the policy are detailed below: -

Rise & Shine Day Nursery Manager

Rise & Shine Day Nursery Director will ensure that the responsibilities for health, safety and welfare are properly assigned to the Managers and will review the performance of Managers in carrying out their responsibilities for the implementation of this Policy.

Nursery Manager

Nursery Managers will implement the Safety Policy within their area of responsibility as assigned by the Rise & Shine Day Nursery Director. The day-to-day responsibility for Health and Safety remains a line management function, requirement of which are contained both in the Health and Safety at Work Act 1974, which lays down the organisation's general health and safety at work duties. Duties are also contained in the Management of Health and Safety at Work Regulations 1999 which requires significant findings of risk assessments to be recorded and contains other principles of accident prevention to be applied.

Staff/Managers are also assigned additional responsibility for the production and regular review of detailed Health and Safety Policy statements which give details of the organisation and arrangements made to implement Rise & Shine Day Nursery's Policy. This will be communicated effectively to all employees at induction. These statements will include: -

- (a) Departmental / Team Health and Safety Policy.
- (b) The person nominated to co-ordinate health and safety matters on behalf of the Manager.
- (c) The person nominated as departmental assessor under the Display Screen Equipment Regulations 1992. Note, this may be the same person for the whole of the Nursery and not team specific.
- (d) Those responsible for reporting of accidents within the department and violence at work incidents.
- (e) First aid provision and arrangements.
- (f) Arrangements for the inspection of work places every three months.
- (g) Departmental safe working practices.
- (h) Arrangements for safety training.

(i) Assessments of risks to health and safety of both employees and non-employees.

All such statements must be submitted to the Director of Rise & Shine Day Nursery for comments prior to such statements being issued.

Staff/Manager will also be responsible for the provision of sufficient information, instruction, training and supervision, to enable all employees to contribute positively to their own health and safety at work. They will prepare an action plan on Health and Safety for review by the Rise & Shine Day Nursery management prior to development each year. They will designate Health and Safety co-ordinators within their teams to monitor particular matters affecting their own departments. Rise & Shine Day Nursery has a duty for ensuring that contractors' activities do not expose persons to risks. Manger must arrange for monitoring to ensure compliance.

The Director is responsible for formulation of the organisation's overall Safety Policy and ensuring that it is communicated effectively to employees. The Nursery Manager will ensure that the effectiveness of this policy is monitored and any issues are reported to the appropriate Manager. Guidance and instructions in relation to Health and Safety will be issued to all Staff/Manager as and when required.

Health and Safety Adviser

The Health and Safety Adviser is appointed to meet the requirements of Regulation 7 of the Management of Health and Safety at Work Regulations and will ensure that competent technical advice is provided where necessary to assist managers, members, line management and employees to fulfil their responsibilities for Health and Safety and Welfare matters within Rise & Shine Day Nursery.

It is equally the duty of employees to exercise personal responsibility for health and safety, thereby preventing injury to themselves and others. They must: -

- (a) Make themselves familiar with and conform to Rise & Shine Day Nursery's Safety Policy.
- (b) Observe safety rules at all times.
- (c) Wear appropriate protective clothing and use safety devices where provided.
- (d) Report to their Manager all accidents and injuries immediately or as soon as practicable.
- (e) Report all unsafe conditions and defective equipment to the responsible person.
- (f) Co-operate to enable Rise & Shine Day Nursery to carry out the duties or requirements for health and safety matters. This is essential for the policy to succeed.

NB: Failure to observe this duty may lead to disciplinary action being taken against the person concerned.

A copy of this statement will be issued to all employees. It will be reviewed periodically and kept up-to-date by the organisation, under their duty as an employer imposed by the Health and Safety work Act 1974.

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