



HEALTH AND SAFETY POLICY

NMS Regulation Standard 24

This policy was adopted by: Carreghofa Owlets	Date: 9/5/17
Reviewed by: Elizabeth Williams 1/9/2025	Signed:

YSGOL CARREGHOFA OWLETS PRE-SCHOOL recognises that as an employer the Pre-school has a responsibility to ensure the health, safety and welfare at work of the Pre-school's employees, whether paid or voluntary. The Pre-school also recognises that it has a responsibility to any other people who may be affected by its activities. In accordance with the Health and Safety at Work Act, the Pre-school maintains safe working conditions and ensures that all employees, paid or voluntary, are sufficiently aware of and practise safe systems of working.

This Policy and the Pre-school's practices will be reviewed at least annually and kept up-to-date in accordance with any changes in legislation and the Health and Safety at work Act 1974

Specific Responsibilities

The Responsible Individual and the leader will work together to ensure that the children's health and safety are paramount:

- By ensuring that the Health and Safety Policy is satisfactorily implemented;
- By ensuring that all new employees, whether paid or voluntary, aware of and observe the Policy;
- By conducting a full investigation of any accidents or incidents that result in injury.

All employees, whether paid or voluntary, have a responsibility for Health and Safety including the safety of others that may be affected by their acts or omissions. As such, they should familiarise themselves with the Health and Safety Policy of the Pre-school and the safe practices appropriate to their place of work.

Staff Responsibilities

- Ensuring all electrical appliances are checked on an annual basis by a competent person;
- Checking and keeping stocked the First Aid Box monthly.
- Routinely checking that all electrical appliances in the Pre-school are usable and reporting any defects to the Management.

ACCIDENTS

Prevention and Reporting

Maintenance of property and equipment to ensure personal safety is the overall responsibility of the Management Team. All employees, whether paid or voluntary, are responsible for the correct and safe use of all property and equipment in the Pre-school and for the reporting of any faults or hazards to the Leader.

It is essential that every effort should be made to prevent accidents happening. The following list provides an indication of areas that require special attention:

- Beware of wet floors;
- Equipment should not be left turned on when unattended and in such a position as to cause others to trip over it;
- Doors and drawers should be closed when not in use;
- Equipment should be stored in a safe manner in cupboards;
- Filing cabinets should not be overloaded;

- Climbing onto chairs or desks is not permitted. Appropriate equipment should be used to reach high levels;
- Step-ladders must be properly adjusted and secured. If more than the three lower steps are to be used it needs to be supported by a second person;
- Correct methods must be employed when lifting or moving heavy objects;
- Working areas must be kept tidy and clear of obstruction;
- Fire doors must not be wedged open.

In the event of an accident, employees, paid or voluntary, have a duty to report to their immediate supervisor any such incidents; to assist in determining the cause and to help in any subsequent investigation with the aim of preventing a recurrence. A report of all accidents should be brought to the attention of the Leader.

Accident Record Books

All accidents resulting in personal injury must be recorded in the relevant accident book. There are two accident books:

- For accidents within the Pre-school to children – kept in the front of the filing cabinet
- For accidents to employees, paid or voluntary.

RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

Our Responsibilities Under RIDDOR

We report certain work-related incidents to the Health and Safety Executive. They have an Incident Contact Centre – telephone 0845 300 9923. If we are unsure whether an accident needs reporting we will contact them and take their advice.

We report any of the following that happens to a member of the public, including a parent or child, or an employee on your premises:

- A death or major injury, which includes a fracture (but not of fingers, thumbs or toes), an amputation, dislocation, permanent or temporary loss of sight, and an injury from an electric shock;
- A reportable disease;
- A dangerous occurrence, which didn't but could have resulted in a reportable injury;
- An injury resulting in hospital admission.

We also report such incidents, as well as various other events, to CIW.

CLEANLINESS OF PREMISES

The Pre-school recognises that it has a duty to set appropriate standards of cleanliness throughout its premises and to maintain these by:

- Investigating and acting upon any accidents/incidents that have occurred due to lack of cleanliness;
- Providing enough funding to achieve and maintain a good standard of cleanliness;
- Arriving at each venue with plenty of time to clean if necessary.

- Promoting good housekeeping practices amongst employees and other users of the premises.

All employees, whether paid or voluntary, have a responsibility to maintain a good standard of cleanliness by:

- Observing good personal and environmental hygiene practices;
- Carefully disposing of rubbish into appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned;
- Tidying up and putting away equipment and materials after use;
- Cleaning up spillages, debris, litter, sand etc., as soon after the occurrence as possible;
- Reporting any shortfalls in standards to the appropriate person.

COSHH (The Control of Substances Hazardous to Health Regulations)

Chemicals are widely used for a variety of processes in office work and cleaning, and some are extremely hazardous. These chemicals will not widely be used during the operation of the Pre-school. To comply with these regulations a list will be kept by the Senior Supervisor of all hazardous or potentially hazardous substances that are used in the Pre-school. A copy of this list will be kept on site.

In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of. The leader is to be informed of any hazardous substances which it proposes to bring onto the premises for use by employees, paid or voluntary or other users.

Any person(s) using such chemicals must observe the following guidelines:

- all substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe place and out of the reach of children - under lock and key;
- all hazardous substances e.g. bleach, solvents, glues containing solvents are to be used with care;
- always read the label before use and follow the manufacturer's instructions;
- avoid inhalation, ingestion and skin contact of all chemical substances;
- always wear the appropriate protective clothing e.g. gloves etc;
- products must never be mixed as this could give rise to hazardous by-products e.g. bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic;
- Those using the substance must be familiar with the First Aid procedures to be used in the event of an accident.

In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

ELECTRICAL SAFETY

It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc, BEFORE using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No-one should attempt to repair the equipment themselves.

The following list shows examples of electrical faults:

- Equipment not working;
- Loose wiring;
- Broken casing around wires or applications;
- Electrical arcing (sparks);
- Plugs becoming warm...etc.

All employees, whether paid or voluntary, have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, ie:

- Ensure that hands are dry before using an electrical appliance;
- Ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions;
- Leads should never be pulled to remove a plug or to lift or move an appliance;
- Switch off at the mains, unplug and put away all electrical equipment (where appropriate) when not in use;
- Sockets must not be overloaded by the use of adaptors (when in doubt on the side of safety, seek qualified advice);
- If extension cables are used then these must be placed in such a way so not to cause a hazard to anybody else.

All electrical equipment will be maintained on a routine basis.

ENVIRONMENT AND THE WORKPLACE

The Pre-school is legally obliged to maintain a safe and acceptable working environment in as far as is reasonable and practicable. Employees, paid or voluntary, have a responsibility to co-operate to maintain this environment.

Lighting

Must be suitable and sufficient in every part of the Pre-school through which people either pass or work. Doorways and potential hazards like steps must be well lit. Artificial lighting apparatus must be properly maintained and fluorescent lights must be flicker free.

Heating

The Pre-school must ensure that a reasonable temperature (not less than 18 degrees centigrade) can be maintained in every room in which people are employed to work, should the setting temperature drop below 18 degrees centigrade, the setting will close.

Ventilation

Must be effective and suitable to ensure circulation of adequate supplies of either fresh or artificially purified air.

FIRE PRECAUTIONS

The Management Team are responsible for ensuring that precautions are taken against fire through checking the routine maintenance of fire safety equipment, through reviewing and posting emergency fire procedures in each venue and educating employees, whether paid or voluntary, in safe practices.

It is the duty of all employees, paid or voluntary, to co-operate in the implementation of this Policy and to report to the Management Team any instances where the property procedures are not being implemented eg wedging open of fire doors, escape routes obstructed by furniture or rubbish and the reporting of faulty electrical equipment.

The Duty Leader must familiarise themselves with the Fire exits in each venue, and discuss the planned evacuation route with each staff member at the beginning of each session.

In the event of a fire:

Don't Panic – follow the Fire Procedure

Do not tackle the fire unless:

- You have been trained to do so;

Remember the important thing is to save lives, not property.

FOOD HANDLING

Although it is not expected that it will be a normal course of our service to offer cooked food we adhere to our food handling policy. The Pre-school has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food.

All employees, paid or voluntary, who handle food, have a responsibility to:

- Maintain a high standard of personal hygiene;
- Refrain from handling food when they or anyone at home are suffering from an infectious disease or have boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge;
- Adhere to the Pre-school's Health and Safety Policy;

- Report shortcomings to the appropriate person, e.g. faulty or damaged storage, preparation and service equipment.

HEALTH AND HYGIENE

The Pre-school recognises that hygiene is a basic part of any health and safety programme. As such, the Management Team is responsible for ensuring that the premises are cleaned regularly and that a good standard of cleanliness is achieved overall. Washing and toilet facilities are provided and maintained. Any shortcomings should be reported immediately to the Management Committee who will ensure that the necessary action is undertaken.

The Pre-school's premises are designated as No Smoking.

Employees, paid or voluntary and other users, have a responsibility to ensure that their personal hygiene meets an acceptable standard and that they observe good environmental hygiene practices, e.g. by using the appropriate waste bin for the disposal of rubbish.

INDUCTION AND TRAINING

All employees, paid or voluntary, read through this policy as part of their induction programme. The Management Team has a duty to ensure they are aware of current legislation and that relevant information is passed to the appropriate person.

LIFTING AND MANUAL HANDLING

The Pre-school has a moral and legal responsibility to its employees, paid or voluntary, to reduce the risk of work associated back problems and other lifting and carrying injuries.

It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person.

For general guidance, all employees may from time to time have to lift or handle some objects. Firstly consider whether it is necessary to lift the object, consider if there are any alternatives and if you are at all unsure do not attempt to lift. You are responsible for your own safety and for the safety of those you work with.