

Health & Safety Handbook



Version	Date	Next Review By	Action By
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INTRODUCTION

About Bows & Arrows Bows & Arrows has been a registered charity since 2009 and operates daycare nurseries for children aged 0-5 in the growing town of Ipswich, Suffolk. We envisage a time when all children, irrespective of race, culture, means or ability, can thrive within high quality and affordable childcare that has the needs of their families at its heart. For more information, you can visit our website or the Charities Commission online.

The nature of our activities

We operate a number of sites; one is an office and the remainder are daycare nurseries. The nurseries are either owned or leased by the charity, and welcome large numbers of families and children, sometimes with complex issues.

We operate, typically, 8 a.m. to 6 p.m. in weekdays although the sites may be used outside of these hours for training or special small-scale events e.g. Christmas Fayres. Each site has its own unique features e.g. we lease some of our sites alongside a Children's Centre. At any point, we employ around 100 managers, childcare practitioners or administrators and they carry out almost all their work within our premises. As well as employees, those present on our premises at any time could include parents/carers with children attending nursery, visitors such as job applicants, contractors or students on placement.

Using the Health & Safety Handbook

This Handbook sets out the policies and underlying procedures that employees, other workers (such as Trustees, students on placement, and volunteers), visitors, contractors and families visiting or using our services need to be aware of. All employees must familiarise themselves with it and comply with it at all times as a breach of policy may result in disciplinary action. It is one of 3 core Handbooks in the organisation alongside the Nursery Operations Handbook, and the Staff Handbook.

Any questions with regard to its contents or what you have to do to comply with it should be referred to any Nursery Manager or Chief Executive.

Responsibility for the Health & Safety Handbook

Whilst everyone in the organisation shares some responsibility for health & safety, the Joint Chief Executive for Nursery Operations is the Person with Overall Responsibility for this Handbook and for ensuring that the policies and procedures published comply with our legal obligations. The Handbook will be reviewed regularly.

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STATEMENT OF GENERAL HEALTH & SAFETY POLICY

Bows & Arrows fully accepts the obligations placed upon it by the Acts of Parliament covering health and safety. Full copies of the relevant legislation are available on the Office of Public Sector Information web page (www.opsi.gov.uk) and the National Archives (www.legislation.gov.uk) Bows & Arrows requires its JCEs (Joint Chief Executives) to ensure that the following policy is implemented and to report on its effectiveness.

Bows & Arrows notes the provisions of the Health and Safety at Work, etc Act 1974 (s.2(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety. This includes a responsibility to take all reasonably practicable steps to secure the health and safety of children, parents, contractors and other visitors.

The aim of Bows & Arrows is to provide a safe and healthy working environment for staff and visitors and a safe and caring environment for children. The premises of the organisation provides the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. The organisation will take all such steps as are reasonably practicable to fulfil its responsibilities, paying particular attention to regulations in:

- management of health and safety, especially through risk assessment
- control of substances hazardous to health
- first-aid equipment, facilities and staff
- training
- annual audits
- maintenance of electrical systems and appliances
- use of display screen equipment
- manual handling operations

This policy has been prepared and published under the requirements of Health & Safety legislation including the following:

- Health and Safety at Work Act 1974
- The Regulatory Reform (Fire Safety) Order 2005
- The Fire Safety (Employees capabilities) (England) Regulations 2010
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Management of Health and Safety at Work Act 1999
- The reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health and Safety (First Aid) Regulations 1981

The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

ROLES, DUTIES AND RESPONSIBILITIES

Trustees

The Board of Trustees as a body is ultimately responsible for the policy of Bows & Arrows. In the discharge of its duties, the Board will:

- make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other relevant health and safety legislation and codes of practice, in particular the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242)
- ensure that there is an effective and enforceable policy for the provision of health and safety
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made

The Board delegates day to day responsibility for executing the General Health & Safety Policy to two Chief Executives; the Joint Chief Executive (Nursery Operations) and the Joint Chief Executive (Business Support).

Chief Executives

- The Chief Executives identify and evaluate all risks relating to accidents and health.
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to all users of the premises and site.
- provide:
 - safe means of entry and exit to the premises and site
 - plant, equipment, and systems of work which are safe
 - safe arrangements for the handling, storage and transport of articles and substances
 - safe and healthy working conditions which take account of all appropriate:
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory
 - appropriate supervision, training and instruction
 - necessary safety and protective equipment and clothing together with any necessary guidance, instruction, and supervision
 - adequate welfare facilities.

So far as is reasonably practicable they also ensure that relevant parties, including temporary and voluntary staff, receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- instruction and training to be given so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Competent Person

The Chief Executives recognise that they do not hold high level qualifications in Health & Safety and so they engage a third-party specialist to support them in the role of Competent Person.

At the time of writing, we have engaged Wendy Hall (trading as 'Eliminate the Risks') as an experienced & qualified Health & Safety Consultant. www.eliminate therisks.co.uk

Responsible Person

The Joint Chief Executives delegate local responsibility to the more senior manager at each site. In a nursery, this is the Nursery Manager or the Person in Charge, if the Nursery Manager is absent. As well as the general duties which all members of staff have, each Responsible Person has responsibility for the day-to-day maintenance and development of safe working practices and conditions for all people using those premises.

WORKPLACE	Responsible Person
Buttons & Bows	C Hallums
Wigwams	L Wright
The Children's Triangle	J Pike
Little Learners	M Dent
Forest Learners	M Dent
The Nature Den	S Mattin-Moss
Wellington	L Shave
Central Office	M Antczak

In particular, that the specific activity or control set out in this Handbook is adhered to at their site.

More generally though, the Responsible Person will:

- be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other relevant health and safety legislation and codes of practice or guidance
- ensure, at all times, the health, safety and welfare of those using the premises
- ensure safe working conditions
- ensure safe working practices and procedures including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled
- consult with members of staff, including safety representatives, on health and safety issues
- arrange systems of risk assessment to allow the identification of potential hazards
- carry out or arrange periodic reviews and safety audits by competent persons
- identify the training needs of staff and ensure that all members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- encourage all people using the premises and site to promote health and safety and comply with requirements and policies, taking action on non-compliance as required
- ensure that any defects in the premises or its plant, equipment or facilities that relate to or may affect health and safety are made safe without delay
- encourage all employees to report any incidents, hazards or defects and suggest ways and means of reducing risks
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- monitor incidents and trends.

Bows & Arrows supports the Responsible Person in carrying out their role and will give all reasonable assistance. Responsible Persons will be encouraged to discuss specific health and safety issues with the Chief Executives and they may also formally report hazardous or unsafe circumstances to the Chief Executives or directly to the Board of Trustees and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

Supervisory staff: Room Leaders, Senior Educators or 'Person in Charge'

- Employees who have operational, supervisory responsibilities on a permanent or temporary basis (e.g. Senior Early Years Educators, and Early Years Educators in charge of a room from time to time, or anyone that a Nursery Managers appoints Person in Charge in their absence) will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- In addition to the general duties that all members of staff have, they will have overall day-to-

day responsibility for the implementation and operation of the health and safety policy within their areas of responsibility.

- They will take a direct interest in the health and safety policy and in helping others to comply with its requirements.
- As part of their day-to-day responsibilities they will ensure that:
 - safe methods of working exist and are implemented throughout their area of responsibility
 - health and safety regulations, rules, procedures and codes of practice are being applied effectively
 - staff, children, volunteers and others under their jurisdiction are instructed in safe working practices
 - new employees are given instruction in safe working practices, including fire arrangements
 - regular risk assessments and safety inspections are made of their area of responsibility as required by the Responsible Person or as necessary
 - positive, corrective action is taken where necessary to ensure the health and safety of all premises users
 - all plant, machinery and equipment is adequately guarded and in good and safe working order
 - appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available
 - toxic, hazardous and highly flammable substances are correctly used, stored and labelled
 - they monitor the standard of health and safety throughout their area of responsibility and encourage the highest possible standards of health and safety
 - they report, as appropriate, any health and safety concerns to the appropriate individual.

All staff

- All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk, in particular all members of staff will:
 - be familiar with this Handbook
 - ensure health and safety regulations, rules, routines and procedures are being applied effectively
 - use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
 - report any defects in the premises, plant, equipment and facilities which they observe to a Responsible Person
 - take an active interest in promoting health and safety and suggest ways of reducing risks.

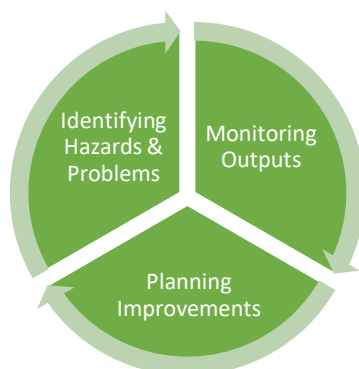
HEALTH AND SAFETY MANAGEMENT PROCESS

Bows & Arrows believes that consideration of the health, safety and welfare is an integral part of the management process.

This Handbook sets out the safety roles everyone has throughout the organisation. Additionally, responsibility for health and safety matters is explicitly stated in job descriptions.

Mechanisms for H&S Management

Bows & Arrows will approach the management of health & safety in an ongoing, systematic way: essentially through a continuous cycle of Identifying Hazards & Problems, Monitoring Outputs, Planning Improvements



	Mechanisms through which we manage Health & Safety include:
Identifying Hazards & Problems	<ul style="list-style-type: none"> • Policies, procedure, and training so all staff can identify hazards and the risks from them • Risk Assessments as set out in the Arrangements • Prompt escalation of significant Accidents, Incidents and Near Misses at nursery sites by Responsible Persons to the Joint Chief Executive (Nursery Operations)
Monitoring Outputs	<ul style="list-style-type: none"> • Assessment of legal compliance via annual audit by the external consultant, • An annual Review of Health & Safety by the Chief Executives including updating of the Health & Safety Handbook.
Planning Improvements/Executive Action	<ul style="list-style-type: none"> • Health & Safety as a permanent agenda item on <ul style="list-style-type: none"> ○ Nursery team meetings ○ termly Nursery Management Meetings. ○ Termly Board meetings • An annual review by the Chief Executives of H&S performance supported by third-party consultancy which results in a plan for Bows & Arrows and detailed at site level. • Responsible Persons access their own budget to resolve local health & safety issues promptly • Empowering leaders to make sound management decisions ‘in the moment’ to address risks & protect individual’s health & safety.

Financing Health & Safety

Bows & Arrows ensures funds are available to deliver the policies & procedures found in this Handbook. Whilst much effort is made to foresee and plan for spending, it is accepted that from time to time it is more important to protect health & safety than adhere to a budget. Many health & safety risks can be well managed without great cost.

Accordingly,

- The priority actions identified from the Chief Executive's annual Review of Health & Safety Performance (usually each Spring Term) will be notified to the Business Support Manager for the drafting of the Budget for the following academic year (at Easter).
- Nursery Managers (Responsible Persons) are involved in the annual Budget process where they are assisted to ensure they have sufficient monies approved to enable them to deliver the policies & procedures in this Handbook. Common themes are training spend, repairs to property, replacement of fencing, emergency lighting or security features.

Responsible Persons have ongoing authorisation to spend within their approved Budget without further approvals, and are expected to deliver that Health & Safety or maintenance expenditure. Any over-Budget expenditure identified by the Responsible Person in order to meet the requirements set out in this Handbook should be referred to the Business Support Manager in the first instance (for Forecasting purposes). Expenditure exceeding the Business Support Manager's authority (as set out in the Finance policy) should be referred by the Business Support Manager to the Joint Chief Executives. With the Responsible Person, one or both of the Chief Executives will assess the risks and the necessary resources required to resolve the issue (without unreasonable delay).

HEALTH & SAFETY PROCEDURES

It is the policy of Bows & Arrows to require the Responsible Person to manage and monitor appropriate health and safety procedures. These should embody the minimum standards for health and safety for the work place and the work organised within it. It is the responsibility of the Responsible Person to bring to the attention of all members of his or her staff, the rules and detailed guidelines and procedures appropriate for their work.

This should include:

- regulations governing the work and role of the employee
- clear reference to safe methods of working, for example manufacturers' manuals
- information about immediate matters of health and safety concern, such as fire drills, fire exits, lockdown procedures, first aid and COSHH sheets
- training standards
- names of specialist advisers who can be approached about the work of the employee
- accident reporting procedures (for both adults and children)
- general safety rules
- fire procedures
- policies agreed by the company

ARRANGEMENTS

This section of our Health and Safety Policy specifies the specific arrangements in place for each area of work. These arrangements are prepared in accordance with legal requirements and acknowledged safe working practices.

Accident, Incident, and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee, visitor or contractor has an accident, near miss or dangerous occurrence on the premises. Employees who develop a work-related illness must also report via these procedures.

Definitions:

- An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.
- A near miss is an unplanned event that does not cause injury or damage but could do so.
- A work-related illness is illness that is contracted by an employee through the course of work as a result of activities carried out in association with the nursery.

The Accident Book:

- Employees must ensure that they are aware of the location of the Accident book.
- All accidents resulting in personal injury must be recorded in the Accident Book, usually kept in the office at each nursery site. Completed Accident Report Forms will be stored to comply with the requirements of the Data Protection Act.
- Completed Accident Report Forms in the Accident Book will be reviewed regularly by the Responsible Person to ascertain the nature of incidents that have occurred. This review will be in addition to any investigation of the circumstances surrounding each incident.
- All near misses must also be reported to Nursery Manager as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Children's accidents and incidents are dealt with in the First Aid and Medication Policy.

Reporting Requirements (RIDDOR)

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

1. Death
2. A specified injury to an employee as detailed in regulation 4 as below:
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
 - any scalping requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
3. any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours
4. An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury
5. Any dangerous occurrence
6. Over-seven-day incapacitation of a worker: Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified incidents only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting online:

Responsible persons should complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will then have the option to download a copy for your records.

- Report of an injury
- Report of a dangerous occurrence
- Report of a case of disease
- Report of flammable gas incident
- Report of a dangerous gas fitting

The completed report form must be kept with other accident records and documents on the accident investigation. Forms are kept advising the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation. Records are to be kept for 21 years from the date of the incident.

Investigation:

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated by the responsible person:

- to ensure that all necessary information in respect of the accident or incident is collated

- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Annual Health and Safety Audit

It is the policy to require a thorough examination of health and safety performance against established standards in each nursery at least annually. The technique to be adopted for such examinations will be the 'Health & Safety Audit'. The Audit requires review of:

- standards laid down in the policy;
- relevant regulations;
- environmental factors;
- staff attitudes;
- staff instructions;
- methods of work;
- contingency plans;
- recording and provision of information about accidents and hazards and the assessment of risk.

The information obtained by the Audit will be used to form an action plan based on the recommendations and conclusions outlined in the report. The responsible person will complete the actions from the plan in the following year. Audits must be completed by July of each year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Chief Executive Operations and will be carried out by the Nursery Managers. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.

It is the Nursery Managers responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

Asbestos

Bows & Arrows will protect employees, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed. This will be achieved by minimising exposure through the management of asbestos-containing materials on the premises by the following arrangements.

Assessment

When necessary, the premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.

Written Plan

A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel. Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.

Monitoring and Maintenance

The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

Communication and Consultation

It is a legal requirement for the organisation to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

establish effective lines of communication

1. involve and consult with staff through:
 - a. individual conversations
 - b. notice boards
 - c. internal letters and publications
 - d. staff meetings
 - e. health and safety meetings.
2. display the 'Health and Safety Law – What You Need To Know' poster
3. consult with staff when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.

Contractors

When working on the premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in "common areas". In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place

It will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure. Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract. We will stop contractors working immediately if their work appears unsafe. Employees should report any concerns to the Nursery Manager or Person in Charge immediately.

Construction work and the Construction (Design and Management) Regulations 2015

Where any construction work is carried out, to fulfil our legal duties as a “client” under the Construction (Design and Management) Regulations 2015 we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all duty holders that we appoint have the necessary skills, knowledge and experience to carry out their roles safely
- notify the HSE in writing for projects that require it
- ensure that relevant pre-construction information is passed to all designers and contractors
- ensure that adequate welfare facilities are provided for the contractors
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and, if we choose to dispose of the building, to pass the file to any person or company who acquires the building.
- cooperate fully with all other duty holders and provide all relevant information and instruction

Disabled Persons including children with Special Education Needs (SEN)

Bows & Arrows will give full and proper consideration to the needs of disabled employees, children and visitors.

To achieve this, we will:

- treat all disabled employees, children and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to our facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Risk assessment of children with Special Education Needs will consider:

- manual handling of children with physical disabilities
- children unable to recognise everyday hazards, communicate distress, or move around independently
- using mechanical aids and equipment
- administering medical treatment and minimising the risk of infection
- management of difficult behaviour and the use of restraint
- lone working where an employee works on a one-to-one basis with a SEN child
- making sure that access to the premises is appropriate.

When to assess:

So far as is reasonably practicable, the risk assessments of children with special education needs will be made:

- before children attend – this is a planning ahead exercise
- when planning educational activities both on and off site
- when planning and purchasing new facilities and when work practices are to be introduced or changed
- when an existing child develops a health need, e.g. after an operation, or where a significant change in their existing needs occurs

Display Screen Equipment

We have a number of job roles where Display Screen Equipment ('DSE') is used regularly or as a significant part of the role (meaning daily, for continuous periods of an hour or more). Some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. Display Screen Users are responsible for participating in training and risk assessment, and engagement with HR and their manager or site's Responsible Person to minimise risks from them using DSE.

Bows & Arrows ensures one person is trained as a DSE Assessor (usually in HR).

Using an online system for training and assessment, the HR team

- analyse workstations to assess and reduce risks;
- recommend controls that should be in place;
- provide information and training;
- review the assessment when the user or DSE changes

Locally, it is for the Responsible Persons on site to:

- Put the recommended controls in place with the employee (e.g. provide screen breaks or purchase new kit from the site's Budget)
- Supervise employees to ensure they use the controls that are put in place
- Refer an employee back to the DSE Assessor for re-assessment in the event of new issues or a change in the working environment
- Signpost any employee disclosing employee headaches, sight or musculoskeletal issues to HR (and possible referral to Occupational Health after review of a new DSE Risk Assessment)

Eye Tests

Whilst there is no evidence to suggest that use of DSE will cause permanent damage to eyesight, eye tests help users work effectively without visual fatigue. HR provide a voucher (current with Specsavers branches) on request to any DSE user which entitles them to a test & a basic pair of frames & lenses. Changes to existing spectacles (e.g. replacing existing lenses with bi or varifocals) is not covered by this policy.

Driving

Some employees drive their own vehicle in connection with their work, including driving to another place of work, attending home visits, meetings or attending training courses. It is for this reason that our policy not only sets out our procedures on work-related driving, but details what we expect from our employees; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from own-car drivers, as well as basic guidelines on driver health. The employer has a duty under the Health and Safety at Work Act 1974 (HSWA) to take steps, as far as is reasonably practicable, to ensure the health, safety and welfare

of those who need to drive as part of their job. In order to comply with these duties, the employer takes steps to set up safe systems of work in order to control and manage any risks, which cannot be eliminated.

Employees must;

- hold a full UK driving licence;
- insure their vehicle for business travel and keep the insurance up to date
- ensure their vehicle holds a valid MOT and tax certificate as required by law
- make available copies of the documents listed below annually and when requested to do so.
- inform the designated manager of any changes in circumstances, e.g. penalty points or new vehicle.
- have regular eye tests and to ensure that any necessary glasses for driving are worn.
- read any updates that the employer may periodically issue on road safety matters.

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act. It is the responsibility of drivers to inform the Nursery Manager of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the organisation

Employees are responsible for ensuring that they are physically fit to drive. Should this change, their manager must be informed as soon as possible. Drivers should also remember that some prescription drugs can cause drowsiness and affect their ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving. As research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise us of any family history of DVT, or if they have ever experienced problems with blood clotting. Where this is the case, we will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health and safety.

Procedures:

In order to comply with our legal duties, we have introduced a set of procedures. These are to be followed by staff at all times and are as follows:

- We do not provide company owned vehicles.
- If an employee uses their own vehicle, they will be required to maintain it in a roadworthy condition.
- Before embarking on a long journey, employees should always carry out basic checks, e.g. to check oil, water levels and tyre pressure.
- Staff should follow any advice given on route-planning. They should also ensure that sufficient breaks are built-in to prevent fatigue and allow for any bad weather or traffic congestion etc.
- Hand-held mobile phones must never be used whilst driving and calls should only be made or taken when it's safe to do so.
- Seat belts will be worn at all times.
- Staff must always drive within speed limits and according to the prevailing weather conditions.

Breakdowns:

Before driving, staff should familiarise themselves with the procedure to follow in the event of a breakdown. A break down on the motorway can be dangerous and with vehicles hurtling past at

70mph you'll need to pull over safely into the hard shoulder. Make sure you pull over as soon as you can, ensuring there's no debris that could damage the vehicle, and use the hard shoulder to slow down before stopping. Whatever the problem with your vehicle, you should never try to fix it yourself by the motorway. It's too dangerous, even if it's as simple as changing a tyre. You should always wait for a professional to help you. Stay safe on the motorway and get help quickly by following these simple steps:

- turn your front wheels towards the grass verge when you pull into the hard shoulder
- switch on your hazard lights and if it's dark or visibility's poor turn the sidelights on too
- get everyone out of the vehicle and behind the crash barrier if there is one.
- phone your manager and ask for instructions on what to do next.

Breaking down on quieter roads in towns and cities is less stressful, but remember there are still dangers from passing cars. Follow the steps below to stay safe and get help as soon as possible:

- pull over to a safe place, away from the traffic
- switch off the engine
- turn on your hazard lights and if it is dark, or if visibility is poor, leave your sidelights on
- phone your manager and ask for instructions of what to do next.

Documentation

In order for us to comply with our legal duties, we will require those using their own vehicles to produce basic documentation. Where this is necessary the responsible person should take responsibility for checking the following on an annual basis:

1. The employee's driving licence,
2. If the car is more than three years old, the current MOT certificate, and
3. Insurance documents.

Copies of these documents should not be retained, a note of witnessed is sufficient.

Please also refer to the Staff Handbook for further information about driving for work

Drugs and Alcohol

Alcohol

Staff must not drink alcohol on the premises. Any member of staff who is found consuming alcohol on the premises or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Disciplinary procedure.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on the premises is strictly forbidden and a gross misconduct offence. If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager. All personal medication must be stored in a secure location and kept out of the reach of children. Failure to keep employees personal medication out of children's reach is a gross misconduct offence.

Reasonable Grounds

The organisation reserves the right to search you or any of your property held on the premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct. The organisation reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the nursery premises.

Educational Visits

Our aim is to ensure that the safety of children, employees and others is managed to minimise risk as far as practicable during off-site visits and outings.

To achieve its objective to ensure safety the organisation will ensure that:

- all visits are approved by the Person in Charge
- leaders are trained and experienced to lead a visit
- all visits are planned
- risk assessments are completed, where appropriate
- all employees are briefed prior to each visit
- emergency arrangements are established for all visits
- the ratio of adults to pupils is appropriate and proportionate to the needs of the visit
- adequate insurance is in place
- adequate child protection measures are in place
- parents are notified of all visits and consent is obtained from parents for all visits
- arrangements are made for pupils with medical or special needs
- adequate first aid is available
- contingency plans are made
- safety during visits is monitored and reviewed

Electricity

All reasonable steps will be taken to secure the health and safety of employees, pupils and others who use, operate or maintain electrical equipment.

To ensure this objective the organisation will:

- ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET)
- inspect and test portable and transportable equipment as often as required to ensure safety
- inspect and test second-hand electrical equipment lent to, or borrowed by, the organisation
- ensure employees and contractors who carry out electrical work are competent to do so
- maintain detailed records.

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- never run extension leads under carpets or through doorways
- not daisy-chain extension leads to make a longer one

Summary of Key Actions:

The key actions necessary to control the health and safety risks arising from electricity are as follows:

- The main electrical installation should be tested every five years
- Retain copies of electrical test certificates
- Arrange for the inspection and testing of portable electrical equipment.

Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

To prevent fire and to minimise the likelihood of injury in the event of a fire the organisation will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment including sprinkler systems
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect firefighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all children and visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records.

The organisation does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points. Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so. Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

Summary of Key Actions:

The key actions required to ensure fire safety is effectively managed are as follows and are to be actioned by the Responsible Person at each site:

- organise the completion of an annual fire risk assessment
- arrange for fire safety checks to be completed and recorded for the following:
- fire evacuations (drills)
- fire alarm tests
- extinguisher checks
- emergency lighting tests
- post fire evacuation notices.
- develop personal evacuation plans for people with disabilities and special needs
- provide fire safety training
- service the fire alarm, emergency lighting and sprinkler system as appropriate.

Fire Safety Training

The organisation will provide adequate fire safety training for all employees. The type of training

should be based on the features of the workplace and should:

- take account of the findings of the fire risk assessment
- explain the emergency procedures
- include instruction on how to use fire extinguishers
- take account of the work activity of staff
- be easily understandable
- be tested by fire drills.

At nursery sites, the children will also be involved in some aspects of fire safety training, particularly with respect to fire drills, etc.

Fire training should include the following:

- what to do on discovering a fire
- how to raise the alarm and what happens then
- what to do upon hearing the fire alarm
- the procedures for alerting children, members of the public and visitors including, where appropriate, directing them to exits
- the arrangements for calling the fire and rescue service
- the evacuation procedures for everyone in the premises (including young children or mobility impaired persons) to reach an assembly point at a place of total safety
- the location and, when appropriate, the use of fire fighting equipment
- the location of escape routes
- how to open all emergency exit doors
- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- the reason for not using lifts
- the safe use of and risks from storing or working with highly flammable and explosive substances
- the importance of general fire safety, which includes good housekeeping

Site visits have been completed at each nursery and a comprehensive Fire Risk Assessment, Fire Risk Summary and a Prioritised Action Plan has been prepared by the Health and Safety Consultants. These documents should be read in conjunction with this policy to understand how we manage fire safety at each individual site.

First Aid

For children, please see the First Aid and Medication Policy.

Bows & Arrows is committed to providing sufficient provision for first aid to deal with injuries that arise at work or as a consequence of our activities. To achieve this objective the organisation will:

- appoint and train a suitable number of first aid personnel
- display first aid notices with details of first aid provision
- provide and maintain suitable and sufficient first aid facilities including first aid boxes
- provide any additional first aid training that may be required to deal with specific first aid hazards.

First Aiders

A First Aider is a person who has a valid certificate in either First Aid at Work or Paediatric First Aid. Paediatric first aid training is designed for workers caring for young children, but the content of the

course is sufficient to apply to all and therefore is an appropriate qualification. Section 3.25 of the Statutory framework for the early years foundation stage states that “at least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings.” Therefore, it is usual practice that a suitably qualified person is on site at all times.

First Aid Training

First Aider training will be refreshed every three years by undertaking the two day First Aid requalification. This may be taken up to 3 months before / 28 days after the expiry date on the certificate.

Mental Health First Aiders

Bows & Arrows policy is that every Nursery Manager receives training to become a Mental Health First Aider to be able to recognise the signs of mental health issues and be able to engage with someone needing mental health support and signpost them for further help if they require it. This is refreshed every five years.

First Aid Boxes

First aid kits, clearly marked, will be provided made known to all staff on induction. Travel first aid boxes will be kept for use on outings and during forest schools sessions.

In particular:

- First aid boxes will contain a sufficient quantity of suitable first aid materials and nothing else.
- First aid does not include the administration of medicines and thus first aid boxes must NOT contain drugs of any kind including aspirin, paracetamol, antiseptic creams etc. First aid boxes should be located near to hand washing facilities as far as possible.
- All first aid boxes will be checked regularly and maintained by the Responsible Person (or some other person to whom they formally delegate this duty), items should not be used after expiry date shown on packaging. Extra stock of regularly used items will be kept on the premises.
- Suitable protective clothing and equipment such as disposable gloves (e.g. vinyl or powder free, low protein latex CE marked) and aprons will be provided.
- Small quantities of contaminated waste (soiled or used first aid dressings) can be safely disposed of via the usual refuse collection arrangements. Waste should be double bagged in plastic and sealed by knotting.

First Aid Records

Responsible Persons at each site will retain records of:

- certification of training for all first-aiders and refresher periods
- any specialised instruction received by first-aiders or staff (e.g. Epi-pens)
- first aid cases treated (see accident / incident reporting).

Head injuries

Injuries to the head need to be treated with particular care. Any evidence of the following symptoms may indicate a serious injury and immediate medical assistance is required. According to NHS advice <https://www.nhs.uk/conditions/severe-head-injury> symptoms of a severe head injury can include:

- unconsciousness – where a person has collapsed and is unresponsive, even for a brief period of time
- concussion – a sudden but short-lived loss of mental function that occurs after a blow or another injury to the head; a person with concussion may have a glazed look or appear confused, but won't necessarily be unconscious

- fits or seizures
- difficulty speaking or staying awake
- problems with the senses – such as hearing loss or double vision
- repeated episodes of vomiting
- blood or clear fluid coming from the ears or nose
- memory loss (amnesia)
- sudden swelling or bruising around both eyes or behind the ear
- difficulty with walking or co-ordination

Dial 999 immediately to request an ambulance if you're with someone who experiences any of these symptoms after a head injury.

Blood and Body Fluid Spillages

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g. blood borne viruses and diarrhoea and vomiting illnesses, such as norovirus. Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons. Cordon off the area where the spillage has occurred. Cuts and abrasions on any areas of the skin should be covered with a waterproof dressing. Use personal protective equipment and clothing to protect body and clothes.

Hard surfaces e.g. floor tiles, impervious table tops.	Small spills or splashes of blood: Clean with neutral detergent and hot water.
Large spills:	remove spillage as much as possible using absorbent paper towels dispose of carefully in waste bag cover remaining with paper towels soaked in diluted bleach solution (1:10 dilution with cold water) leave for up to 30 minutes, and then clear away.
Soft surfaces and fabrics e.g. carpets and sofas	remove the spillage as far as possible using absorbent paper towels then clean with a fresh solution of neutral detergent and water carpets and upholstery can then be cleaned using cleaner of choice steam cleaning may be considered.

In particular,

- Contaminated gloves, aprons, paper towels, etc should be carefully disposed of into a leak proof plastic bag, securely tied and placed immediately into the bin.
- Large quantities of contaminated waste should be disposed of in consultation with the local waste authority. Wash hands after procedure.
- As with other all hazardous substances used in the nurseries, bleach and disinfectants should be stored, handled and used in accordance with COSHH (Control of Substances Hazardous to Health, 2002) Regulations and the manufacturer's instructions. Product data sheets and safe use instructions should be accessible, along with risk assessments and details of actions

required in the event of accidental ingestion, inhalation or contact with skin or eyes. All chemicals must be stored in their original containers, in a cool, dry, well-ventilated place that is lockable and inaccessible to children, visitors and the public.

- Appropriate protective clothing (e.g. gloves and aprons) should be worn when handling bleach and other chemical disinfectants. Contact with skin, eyes and mouth should be avoided.

Gas

Maintenance of Gas Equipment Gas boilers, heaters, ovens and other gas fired equipment will be serviced by

- the organisation, or
- our landlord as may be set out in individual site leases

at regular intervals, usually annually, and in accordance with the manufacturer's recommendations. All work on gas appliances to be carried out by a Gas Safe Registered engineer. Records of all servicing, maintenance and repairs will be kept by the Responsible Person.

Gas Emergencies:

- Call 24 hour gas emergency service on 0800 111 999
- Evacuate the buildings and move the children and majority of the staff to a distance of at least 250 metres away.
- Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency National Grid engineer.

If it is safe to do so:

- Put out naked flames
- Open doors and windows
- Turn off the gas supply.
- DO NOT TURN ELECTRICAL SWITCHES ON OR OFF
- If the general public in the neighbourhood are at risk, contact the police on 999.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees and children to substances hazardous to health is prevented or at least controlled to within statutory limits.

Substances Hazardous to Health Substances hazardous to health as defined by the COSHH regulations are substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below

- a) Biological agents directly connected with work including micro-organisms
- b) Dust of any kind when present as a substantial concentration in the air
- c) Substances which have a Workplace Exposure Limit (WEL) assigned to them by the Health and Safety Commission document EH40
- d) Any other substance not specified above which may create a comparable hazard to a person's health



Each site will implement the following:

- an inventory of all substances hazardous to health kept or present on site will be maintained and copies of relevant hazard data sheets retained
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used

Principles of Control

Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

Employees have a duty to make full and proper use of all control measures identified as required in the risk assessment. Adequate information and training must be provided on its use and maintenance.

Home Visits

Our organisation offers home visits to all children prior to starting at the provision as they are a great way to build relationships with families and aid the settling-in process. Additional home visits are offered to targeted children to gather additional information and to enhance learning opportunities.

The organisation uses a Home Visit Risk Assessment for each visit to minimise risk to staff. The risk assessment considers potential risks arising from home visits.

In particular

- The initial home visit must be completed in pairs, as the family is unfamiliar to us and the risks are deemed higher.
- Later home visits may be conducted as Lone Working, if family members are assessed as low risk. If employees feel uncomfortable in the child's home, they must leave immediately.
- Employees should always inform the Person In Charge if there are any changes to arrangements or timings.
- Each completed home visit must be reported and the employee must check back in physically or verbally with the nursery on completion of the visit.
- If an employee member of staff fails to return to work (or reach home) at the designated time,

the person in charge should attempt to make contact. If contact can not be made, after a period of one hour the police should be alerted.

- Any accidents that occur during home visits must be recorded in without undue delay.
- If an employee is concerned about a child's wellbeing or safety during a home visit, they must discuss the situation IMMEDIATELY with the nursery's Designated Safeguarding Lead or some other Person in Charge if the Safeguarding Lead is absent.

Lifts

All reasonable steps will be taken to maintain any lifts throughout the organisation.

Bows & Arrows will ensure that:

- any lifts are fitted with appropriate barriers, doors and gates to prevent passengers or cargo from falling from the lift, coming into contact with the lift machinery or entering/exiting the lift when it is not at a designated landing
- lifts are maintained in a safe condition and examined/inspected by competent persons annually
- the safe working load (SWL) is clearly displayed inside each lift
- notices are posted adjacent to each lift opening advising against the use of a lift in the event of a fire

All thorough examination reports will be kept for a minimum of 2 years

Lone Working

The policy on lone working relates to any individual who spends some or all of their working hours working alone without direct supervision and who does not have someone close at hand to assist them in the case of an incident. Lone working increases the health and safety risks to individuals because they may not be able to summon assistance in the event of an incident and any delay in receiving attention may increase the consequences of any injury.

People falling into this category may include:

- anyone working during or outside normal hours on their own
- cleaners who normally work outside normal operating hours
- caretakers or maintenance staff
- employees who open up or close the building on their own.
- employees conducting home visits

It is acceptable for people to work alone so long as there is a completed risk assessment and any measures deemed necessary have been put into place.

Some activities should not be carried out by people working alone including:

- working at height on ladders or tower scaffolds
- use of high risk chemicals
- use of high risk machinery
- electrical work

Procedures for Lone Workers:

- Anyone working alone must have access to a telephone and ensure that a relative or colleague is aware of their whereabouts. Key holders must inform someone when they are attending an

alarm call out. The person in charge (or other named person) must be informed of anyone intending to work late and a satisfactory arrangement made for locking up the building

- All lone workers, for reasons of security, health and safety, should lock themselves in the building/office.
- Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance
- Staff working alone have a responsibility for making themselves familiar with and following the organisation's safety procedures and location of safety equipment
- If staff rely on mobile phones they must ensure that their network has good reception within the premises. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times

Opening/Closing Nursery Premises

- When the last person has left the building, they must then secure the building. This includes the closing of all fire doors, all windows and leaving on any emergency and exterior lights.
- When the first person arrives in the morning, they must make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If in any doubt, they should contact the Police/security firm and should not enter the building.

Emergency Considerations

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established and the people concerned trained in using the procedures.

Manual Handling

Manual handling refers to the transporting or supporting of any load by hand or by bodily force including lifting, putting down, carrying, pushing or pulling. A load can include a person or animal as well as inanimate objects.

Typical manual handling tasks in the nurseries are:

- moving tables and chairs
- putting out equipment
- receiving and putting away deliveries.
- moving large furniture, such as community playthings units
- picking up children

Typical manual handling tasks in the office environment are:

- moving tables and chairs
- receiving and moving items such as boxes of paper or files/archive boxes
- carrying laptops & files

To prevent injuries and long term ill-health from manual handling the organisation will ensure that activities which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the organisation will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the organisation will ensure that:

- there is no lifting, wherever possible, in relation to the handling of children aged three years old and older. Wherever possible, the organisation will conduct the risk assessments of

children with special needs before they attend and seek to receive information on children in advance.

- manual handling risk assessments are carried out of activities that:
 - a) pose a foreseeable risk of injury
 - b) cannot be avoided
 - c) cannot be mechanised.
- adequate information and training is provided to persons carrying out manual handling activities.
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees are properly supervised
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations

Techniques of risk reduction will include:

- mechanical assistance (use carts and trolleys)
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection.

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

Moving and Handling People with additional needs

There are occasions when child with medical needs requires assistance in moving. While the basics outlined above still apply, there are other considerations.

- When a move is essential and the person requires help, then their co-operation should be sought, where possible. The move should be explained to them so that they can actively participate in it.
- Whenever a child with physical disabilities needs regular support in standard moves such as from a wheel chair to toilet, then a full risk assessment must be written up. Clear instructions covering each activity should be included, so that all staff members who are involved in the task may move the person safely and in the same manner.
- Ancillary equipment such as hoists, sliding boards, swivel plates, etc. must all be used in the correct manner and staff must have received appropriate training in the use of the equipment.
- The risk assessment should consider both routine manual handling and emergency situations when manual-handling procedures may have to be adapted (e.g. evacuation in the event of a fire). The risk assessment will help inform the procedures for that child's needs and all procedures should be developed in consultation with the child or their representatives.
- An individual's needs might vary day-to-day and even during the course of a day. The expert advice of external medical professionals should be considered where complex moving and handling problems of pupils are presented.

Moving or handling very young children.

Wherever possible employees must avoid lifting children. The nursery environment has been carefully designed to provide alternatives to lifting children, for example the use of steps on nappy changing units so children can walk or crawl up to the changing space independently and the use of Dream Coracles instead of cots so children can self-access their sleep area. An employee should kneel to

comfort an upset child as a way to avoid a lift. However, there will be times when lifting is unavoidable, and the following guidelines are to be applied.

To lift as safely as possible employees should:

1. place their feet apart in a striding position
2. keep their breastbone elevated
3. bend their knees
4. brace their stomach muscles
5. hold child close to their body (lift children with one arm under their buttocks and the other arm under their backs, with the child facing them)
6. move their feet not their spine to stand up
7. prepare to move in a forward direction.

The following is to be avoided:

- twisting while lifting. stretching over and lifting (lean close and raise the child as close as possible to their body instead).
- carrying children on a hip

New and Expectant Mothers

Bows & Arrows recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the organisation will ensure that:

- employees are encouraged to inform their manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out by line managers for all work activities undertaken by new and expectant mothers, these are updated periodically through the pregnancy, and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary.

Mental Health

Bows & Arrows is committed to protecting the health, safety and welfare of its employees and to promoting a positive working environment. The organisation recognises that work-related stress is a serious issue in the education sector and that it can have a negative effect on the mental and physical health and wellbeing of its staff. The organisation will therefore take all reasonable action to combat work-related stress through the development and adoption of good-working practices.

Bows & Arrows recognises its duty under the Health and Safety at Work, etc Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees. This includes taking reasonable steps to prevent them from suffering stress-related illness as a result of their work.

The Health and Safety Executive (HSE) defines work-related stress as “an adverse reaction people have to excessive pressure” or to other types of demand placed on them at work. It is a problem that is clearly linked to factors such as:

- excessive work demands
- overwork
- lack of control over work
- bullying and harassment
- lack of support from colleagues, managers and supervisors
- lack of adequate training
- unclear job roles or job role conflict
- change

According to the HSE, stress can have a number of negative effects on an individual, including:

- fatigue
- anxiety and depression
- low self-esteem
- adverse effects on performance
- problem sleeping
- other health problems, such as migraine, raised blood pressure, increased alcohol use, etc
- “burnout” — physical and emotional exhaustion caused by severe or prolonged stress.

These problems can be revealed in the following ways:

- high levels of absenteeism and staff sickness
- increased staff turnover
- low staff morale
- increased number of accidents and mistakes
- high levels of conflict
- increased incidence of accidents.

Bows & Arrows accepts the key message of the HSE that employers can take effective action to prevent work-related stress and that this will benefit both staff and employer. In order to combat work-related stress, therefore, in this organisation:

- a positive workplace culture will be encouraged where staff wellbeing is prioritised and both staff and managers develop an increased awareness and understanding of stress at work issues
- local support will be provided for employees who are experiencing work-related stress to enable them to remain in work wherever possible or support them in returning to work
- wherever a line manager perceives stress to be a potential problem for a member of staff — commonly during or as a follow-up to a period of sickness — that manager should talk to the member of staff in strict confidence and see if they require additional support
- managers should take all reasonable actions to support members of staff — typical long-term support might include a temporary or permanent change of job role, adjustment in workload, a tapered return to work, etc
- with support from HR, access can be provided to confidential occupational health support for any employees affected by stress or anxiety. Bows & Arrows nominated occupational health and wellbeing service provider is Gipping Occupational Health (tel 01449 766913 www.gipping.co.uk)
- all employees have access to a confidential employee assistance program from Health Assured. (0800 0305182).
- the responsible person will work with staff and staff representatives to conduct appropriate risk assessments and identify all workplace factors that could be contributing to unacceptable levels of stress at work

- risk assessments will include a review of the effectiveness of current measures taken to reduce workplace stress — these will be adapted and new control measures introduced wherever necessary to eliminate stress or reduce the risks from stress to acceptable levels
- risk assessments will be regularly reviewed, particularly during periods of significant workplace or workforce change or where stress is identified as a particular issue
- regular consultation will be held with staff and staff representatives and workplace surveys will be conducted which will include reference to stress at work issues — this will be designed to assess levels of staff wellbeing and identify if stress is an issue of concern for individual staff or in the organisation in general
- heads of departments and staff representatives will regularly monitor and review sickness absence rates and data to look for trends that could indicate stress as a contributory cause
- training will be provided for all heads of department, line managers and supervisory staff in good management practices in relation to stress at work, including training in identifying stress and taking appropriate action
- occupational health service contracts include support for stress at work, including individual confidential stress counselling, the provision of appropriate stress management training for managers, high-level support with risk assessments, etc.

Occupational Health Service

It is the policy of Bows & Arrows to provide an Occupational Health service. Such services are provided confidentially to the individual employee and include counselling on health and associated matters, health interviews and employment medicals. Bows & Arrows nominated occupational health and wellbeing service provider is Gipping Occupational Health tel 01449 766913 www.gipping.co.uk

Outdoor Play Equipment

Safe use of equipment

Children must be supervised at all times whilst using outdoor play equipment and the appropriate number of people required to supervise play areas must be determined for each location by the Responsible Person. Supervising staff should be familiar with the equipment, the rules for use and of the ability of the children.

General guidelines

- Staff/supervisors on duty have a responsibility to make regular checks for defects and report them as appropriate.
- Consideration needs to be given to weather conditions because certain play equipment may not be appropriate for use during wet or icy conditions.
- Designated apparatus (climbing frames, wooden trim trails, tree swings) must only be used at appropriate times when supervised.

Clothing/Footwear

Suitable clothing should be worn by children and staff. Hazards can arise from unfastened coats, woollen gloves, scarves, ties, etc. Appropriate footwear must be worn as hazards can arise from slippery soles, open toed and sling back sandals, heels and untied laces.

Safety surfaces

Both portable and fixed climbing equipment that has a fall height of 600mm must be on an impact-absorbing surface if used outside. Fall height is the distance from the clearly intended body support to the impact area.

Although impact absorbing surfaces cannot prevent accidents they may reduce the level of injury. There are a range of surfaces available which provide impact attenuation including rubber mats and tiles, bark etc. The extent of surfacing around static equipment is dependent on the fall height; this should extend at least 1.75m beyond the outermost points of the base of the frame. When considering so called safety surfaces their likely effectiveness, durability, practicality and management will be taken into account. Materials such as top soil and turf do have limited impact absorbing properties. Where bark is used this area should be a minimum of 300mm deep with a recommended particle size of 38mm max and 12mm min. Loose materials will spread if not suitably contained and will need to be topped up from time to time, thus it is important to have additional bark available to top up to the original level.

Inspection and maintenance

For new equipment a post installation inspection will be conducted by the responsible person before the equipment is accessed by children. Our organisation recommends that all outdoor play equipment be inspected and maintained on a regular basis. Such inspection and maintenance is at 3 levels:

Level 1 checks – Daily / pre use checks by staff (these do not require formal recording)

Concentrating on the following points:

- no evidence of obvious wear / damage
- area safe from health hazards e.g. needles, glass, faeces etc
- impact absorbing surfaces no cuts, tears, wear or unstuck areas
- all fastening tightly secured
- no broken chains, stretched links or loose or twisted shackles
- uprights unbroken and firm in the ground.
- Where any defects / hazards are identified appropriate steps must be taken to prevent use until problems have been satisfactorily resolved.

Level 2 checks – Annual inspection as part of the nursery risk assessment.

A detailed inspection by the responsible person which is formally recorded and records are kept on site. Such checks ensure safety and identify any improvements required.

Level 3 Checks – Annual inspection and maintenance check of specific play equipment.

A specific inspection arranged by the responsible person and conducted by the equipment supplier or a competent person, to identify recommendations for repairs or maintenance to improve safety and reduce the risk of injury.

Risk Assessment

Risk assessment is a systematic examination of what within our activities can cause harm to people and it helps Bows & Arrows determine if we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a risk assessment of all known and reasonably foreseeable health and safety hazards covering all premises, people, equipment and activities in order to control risks and to plan and prioritise the implementation of the identified control measures. It is the responsibility of the Responsible Person to ensure risk assessments are conducted at each site.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

The organisation controls risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure. It is the policy of the organisation that all of its premises are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout all of the sites, including the use of all artificial smoking aids (electronic or otherwise) with no exceptions.

In addition, and especially due to the health risks to children, employees, visited and parents are respectfully required to abstain from smoking when near or around the buildings or nursery grounds.

Tree Management

There are a number of large trees on the sites which warrant control measures to reduce the risk of injury from falling trees or branches. Some trees are located near our buildings, access routes or gardens and they are closely approached by many people every day, including young children who could be more at risk of injury due to their size. Other trees present a risk of property damage, or personal injury through trips and falls on footways disturbed by tree roots.

The organisation will ensure that:

- An inspection is conducted of all trees which pose a significant risk to check the condition and to report any defects found and facilitate remedial action. This involves a quick visual check each term for obvious signs that a tree is likely to be unstable. The responsible person will assess which trees pose a significant risk based on the size and location of the tree.
- Additional checks should be completed following potentially damaging activities such as work by the utilities in the vicinity of trees or severe gales.
- There are procedures for ensuring the safety of the nursery occupants during high winds, for example, by closing or restricting access.
- A biannual check to be carried out by a person with a working knowledge of trees and their defects. This should be an arborist, tree surgeon or tree expert or consultant from the local authority.
- Monitoring to ensure that the arrangements are implemented in practice.

Violence to Staff

Bows & Arrows recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse
- verbal abuse which includes shouting, swearing and gestures
- threats against employees.

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations
- support the employees involved in any incident
- report the incident to the police and press charges if appropriate
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety

The Visitors & Parents Acceptable Behaviour Policy includes further information regarding protecting employees from abuse, aggression and violent behaviour from third parties outside of the organisation.

Window Restrictors

The fitting and use of window restrictors within nursery premises is used to ensure the safety and security of members of staff, children and visitors. The organisation is particularly concerned with preventing persons from falling from height and has fitted window restrictors to remove the possibility of persons opening a gap large enough for a person to fall through. It is therefore essential that all window restrictors are maintained in a good working order and that all staff report defects to their line manager as a matter of urgency, especially if the window is above ground height.

Work at Height

The organisation will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities. The organisation will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- all work at height is properly planned and organised
- all employees required to use stepladders or ladders are competent
- regular inspections of all stepladders and ladders are undertaken
- any contractors on the property comply with this policy
- ladders and stepladders are secured to prevent unauthorised use.

Risk Assessment for Work at Height

For all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work. The detail of the

assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:

- the task and activity involved
- the people (medical conditions etc.)
- equipment to be used including erection and dismantling
- the location (proximity to furniture, equipment and people)
- the environment, poor conditions and slippery surfaces (weather, temperature etc.)
- the affect on other people, eg falling objects.

Using Ladders

Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered. All ladders should be secured against unauthorised use. Prior to use it should always be ensured that the ladder is in good condition and fit for purpose. Where ladders are to be used to work from it should be ensured that:

- a secure handhold and support are available at all times
- the work can be completed without stretching
- the ladder can be secured to prevent slipping.

Work Equipment

The organisation will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective the organisation will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- inspect all equipment at installation and prior to first use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely

Working Time Regulations

Bows & Arrows will ensure that all workers under their control adhere to the regulations. The Regulations are designed to limit the number of hours individuals have to work to 48 hours (over 18s)

Working hours and rest breaks for workers aged 16 or 17

- By law, workers aged 16 or 17 must not work more than 8 hours a day and 40 hours a week.
- They must also have, as a minimum:
 - a 30-minute break if their working day is longer than 4.5 hours
 - 12 hours' rest in any 24-hour period in which they work (for example, between one working day and the next)
 - 48 hours' (2 days) rest taken together, each week or – if there is a good business reason why this is not possible – at least 36 hours' rest, with the remaining 12 hours taken as soon as possible afterwards

We will not encourage workers to work over the 48 hours but workers who are over 18 can choose to work longer hours if they wish by 'opting out'. Workers cannot be forced to opt out and can revoke their opt out if they give a suitable notice period. Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

Employees should refer to the Staff Handbook for full details of the organisations policy on working times, holidays and other benefits.

A summary of the requirements for workers:

- a maximum of 48 hours per week, averaged out over a 17 week reference period (employees can opt out of this)
- entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out
- entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro-rata for part time workers)
- maximum of 8 hours per shift for night shift workers
- free health assessments for night shift workers
- 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- employees aged 18 years and over are entitled to a rest break if working over six hours
- employees aged under 18 years, entitlement to a rest break if working over four and a half hours
- employees must not suffer any detriment if they choose not to opt out.
- Sometimes an employee might need to work when they're supposed to be resting. Their line manager must still make sure the employee takes their break later or in a different way (known as 'compensatory rest').

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

TRAINING

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Four areas of need shall be given special priority:

- Training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of responsible person
- Training for the responsible person to enable them to discharge their function
- Training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules
- Induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

ADDENDUM FOR COVID 19

Bows & Arrows is committed to providing a safe and healthy working and learning environment for all its employees, learners, visitors and contractors.

Bows & Arrows recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by our activities during the Covid-19 pandemic. In order to discharge our responsibilities, we will:

- Bring this policy statement to the attention of all staff
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of Covid-19
- Communicate and consult with our staff on matters affecting their health and safety
- Comply fully with all relevant legal requirements and government guidance
- Eliminate risks to health and safety, where possible
- Encourage staff to identify and report hazards in relation to Covid-19 so that we can all contribute towards improving safety
- Ensure that emergency procedures are in place at all locations for dealing with the virus
- Provide adequate resources to control the risks arising from our work activities in relation to the virus
- Provide adequate training and ensure that all employees are competent to do their tasks safely
- Provide information, instruction, training and supervision for employees
- Regularly monitor and revise policies and procedures as guidance changes.