**Health and Safety Policy Ladybirds Daycare Ltd**

**October 2020**

Ladybirds Daycare recognises that as a responsible employer we have a responsibility to ensure the health , safety and welfare of our employees, whether paid or voluntary and to any other people who may be affected by our activities.

In accordance with the Health and Safety at Work Act we work to maintain safe working conditions and ensure that all our employees are sufficiently aware of and practise safe systems of working at all times. This policy works in conjunction with a number of our other policies a full list of which can be found in the policies and procedures file.

Our statement of general policy is:-

To provide adequate control of the health and safety risks arising from our work activities

To consult with our employees on matters affecting their health and safety

To provide and maintain safe equipment

To ensure safe handling and use of substances

To provide information , training and supervision for employees

To ensure all employees are competent to carry out any tasks asked of them and to give them adequate training.

To prevent accidents and cases of work related ill health

To maintain safe and healthy conditions and

To review this policy as necessary at regular intervals

The overall and ultimate responsibility for Health and Safety rests with the managers however everyone has a responsibility to ensure the safety of themselves and their colleagues and for working together to maintain a safe working environment for all.

Each manager is responsible for the areas and activities in which they are involved by:-

Ensuring that the Health and Safety Policy is followed

Ensuring all new staff whether paid or voluntary are aware of and follow the policy.

Ensuring all accidents and incidents are fully investigated and recorded / reported following an injury.

Ensuring all electrical appliances are checked on an annual basis by a competent person

Checking and keeping first aid boxes stocked

Conducting and recording regular fire drills

Checking and recording checks to fire alarm system

Individual staff are responsible for :-

Following the policies

Taking reasonable care of their own health and safety

Not to interfere with anything provided to safeguard their health and safety

Taking any corrective action to ensure the safety of themselves and their colleagues

Reporting any safety issues to a manager asap.

Reporting any accident / incident and recording details in the accident book and assisting in any invetsigation

Following the accident/ emergency procedure for children

Accidents

The aim of our policy and the responsibility of every member of staff is to take action to avoid accidents happening.

This will involve actions such as:-

Being careful when floors are wet

Turning off equipment when unattended or in such a position as to cause others to trip over it

Keeping doors and drawers closed when not in use

Ensuring all equipment is stored safely when not in use

Ensuring filing cabinets are not over filled or incorrectly loaded

Using correct lifting and handling techniques when lifting or moving heavy objects

Keeping the general working areas tidy and clear of obstructions

Ensuring that fire doors ARE NOT WEDGED OPEN

Ensuring that appropriate equipment is used to reach high levels and that climbing onto chairs and desks is never attempted.

This list is not exhaustive but gives a general idea of the safe practices to be followed.

In the event of an accident , employees have a duty to report it to their immediate supervisor and to complete the accident/ incident book assisting in any investigation to prevent a reoccurance.

In addition to the accident book kept at the nursery any employees parent, child or member of the public that suffers from the following will be reported on a RIDDOR form to the health and safety executive and Ofsted.

A death or major injury which includes a fracture( but not of the fingers, thumbs or toes), an amputation, dislocation, permanent or temporary loss of sight, an injury from an electric shock.

A reportable disease

A dangerous occurance, which didn’t but could have resulted in a reportable injury

An injury resulting in hospital admission

Health and Safety Executive TEL: 0845 300 9923

OFSTED TEL: 0300 123 1231

**Cleanliness of Premises**

Ladybirds Daycare Ltd recognises that it has a duty to set standards of cleanliness throughout its premises.

We do this by promoting good housekeeping practices amongst our employees and where appropriate investigating and acting on any accidents/ incidents that have occured due to a lack of cleanliness.

The setting is cleaned after hours and during the day and our staff are trained to:

Observe good personal and environmental hygiene practices

Carefully dispose of rubbish particularly where broken glass is concerned

Tidying up and putting away equipment after use

Cleaning up spillages , etc as they occur

Reporting any shortfalls in standards to the appropriate person

**COSHH**

To ensure that Ladybirds Daycare Ltd and its staff complies with the COSHH regulations all staff that use any chemicals while they are working with us are trained to:-

Ensure all hazardous substances included on the COSHH list , including bleach and household cleaners are stored in a safe place away from the children in our care.

All hazardous substances e.g bleach, solvents, glues containing solvents are to be used with care.

All labels must be read and manufacurers instructions followed

When using chemical substances avoid any inhalation, ingestion or skin contact .If appropriate always wear the protective clothing provided.Never mix products to avoid hazardous fumes e.g bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic

Those using the chemicals are familiar with the first aid procedures to adopt in the event of an accident.

In additon to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.

List of hazardous / potentially hazardous Substances used at setting

Daisy Antibacteral Spray

Teso Antibacterial Wash Up Liquid

Tesco Thick Bleach

Tesco Everyday Value Pine Disinfectant

Tesco Everyday Value Cream Cleaner

Tesco Loves Baby Sterilising Tablets

Tesco Non Biological Laundry Powder

Tesco Everyday Value Fabric Conditioner

Pro Formula Caring Antibacterial Handwash

Ovenpride Cleaning System

Fairy Washing Up Liquid

Tesco Air Infusion

Tesco Everyday Value Dishwasher Tablets

Tesco Dishwasher Salt Granules

Tesco Dishwasher Rinse Aid

Tesco Everyday Value Baby Wipes Fragrance Free

Tesco Everyday Value Pine Toilet Cleaner

Dettol Mould and Mildew Remover

Cif Floor Cleaner

Softalind Pure Hand Rub

**ELECTRICAL SAFETY**

All ladybirds staff are aware of the importance of electrical safety and as part of their training are informed to check all electrical equipment for faults BEFORE they are used. Any faulty equipment found is removed from the area , and clearly labelled as such awaiting repair by a qualified electrician. All appliances in use at the nursery have been PAT tested and recorded.

Staff are asked to look for and take action when

Equipment is not working

Has loose wiring or broken casing around the wires or applications

Sparks

Plugs becoming warm

They are also advised to follow basic common sense when dealing with any electrical appliances, this involves things such as

Ensuring hands are dry before using an electrical appliance

Ensuring that they have read and understood all operating instructions before using unfamiliar equipment

Not pulling leads to remove sockets or to lift an appliance

Remembering to switch off at the mains when equipment is not in use

Not overloading sockets and to use one socket one plug rule.

When using extension cables to ensure the leads are placed safely to avoid causing a trip hazard

**ENVIRONMENT AND THE WORKPLACE**

Ladybirds takes its legal responsibility to provide a safe and acceptable environment for its staff to work in by adhering to all legal requirements laid down for the provision of the working environment.

LIGHTING

We provide adequate lighting in all areas paying particular attention to areas like doorways and steps . Aftificial lighting installed is proprerly maintained and any bulbs changed to prevent flickering light as soon as it is noticed.

HEATING

Heating is provided and action taken to ensure the temperature remains above 16 C for the comfort of both staff and children using the premises. In extreamly hot weather action is taken to minimise the temperature of the working environment, windows can be used to ventilate the building and air conditioning units are made available if appropriate and safe to do so.

VENTILATION

Our buildings are not air conditioned and ventilation is provided by the windows which can be opened as required. In some instances doors can also be left open for ventilation however only where there is no threat to the safety of the children .

VDUs

We ensure the safe operation of VDU equipment for both staff and the childrens use by making sure it is properlly installed and checked regularly to:-

Make sure the screen is sharp, clean and individual characters can be easily read

That the characters do not move

There is no reflection on the screen

There is adequate lighting to the desk area

And the users chair is positioned to allow back support and a proper sitting position.

SPACE

While at times the space within the nursery can be restricted due to children numbers the staff plan activities and can move furniture around to ensure they provide a safe working environment for themselves and the children.

**FOOD HANDLING**

All staff employed to handle food are required to provide proof of or attend an appropriate food handling course.

They are trained to follow our food handling policies which involve:-

Maintaining a high standard of personal hygiene

Refraining from handling food when they or anyone at home is suffering from an infectious disease or has boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge

Reporting any shortcomings e.g. damaged storage, preparation or service equipment.

All foods are checked to ensure that they are of the quality, substance and temperature required and that they are used within their use by dates.

All foods are stored under conditions that will prevent their deterioration.

Food and only food is kept in areas designated for that purpose

( refridgerators, cupboards)

When in use saucepan handles do not overhang oven or worktops

Any food or spillages are cleaned up immediately

Any sign of pest infestation is reported and dealt with immediately

In addition, other safe working practices must be followed

All electrical equipment is switched off and the plug removed from the power source when it is being cleaned or not in use

Refrigerators, freezers and other types of temp control equipment is routinely checked to ensure their effectiveness.

Any slight electrical shocks from equipment require that the equipment is checked before further use.

All equipment and surfaces are kept clean and hygenic

All staff must observe our No Smoking policy

The apporpriate designated waste bins are used for the disposal of rubbish

All actions taken on a daily basis are recorded in a daily diary as part of the Safer Food Better Business documentaion provided by the food standards agency and monitored through the local environmental health dept .

**MANUAL HANDLING**

As it is not possible to eliminate manual handling altogether , correct handling techniques must be followed to minimise the risks of injury. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the nurseryes manual handling policy.

Remember – lifting and carrying children is different to carrying static loads and our manual handling training reflects this.

All staff are instructed in the correct lifting and handling techniques within their first year of employment and will receive ongoing training as appropriate .

Preventing Injuries

As with other health and safety issues the most effective method of prevention is to eliminate the hazard however this is not possible for lifting children. Where manual handling tasks cannot be avoided they must be assessed as part of the risk assessment. When carrying out manual handling assessment we consider the tasks to be carried out , the load to be moved, the environment in which handling takes place, the capability of the individual inviolved in the manual handling.

**Correct lifting Procedure**

Think about the task to be performed and plan the lift

Consider what you will be lifting, where you will put it, how far are you going to move it and how you are going to get there

Ensure that you are capable of undertaking the task- people with health problems and pregnant women may be particualrly at risk of injury

Assess the size , weight and centre of gravity of the load to make sure that you can maintain a firm grip and see where you are going

Assess whther you can lift the load safely without help. If not , get help or use specialist moving equipment e.g. trolley. Bear in mind it may be too dangerous to attempt to lift some loads

If more than one person is involved, plan the lift first and agree who will lead and give instructions. Plan your route and remove any obstructions. Check for hazards such as uneven/ slippery flooring.

Lighting should be adequate

Control harmful loads – for instance, by covering sharp edges or by insulating hot containers.

Check whether you need any personal protective equipment and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.

Consider a resting point before moving a heavy load or carrying something any distance.

**Carrying children**

If the child is old enough ask them to move to a position that is easy to pick up and ask them to hold onto you as this will support you and the child when lifting.

Do not place the child on your hip, carry then directly in front of you in order to balance their weight equally .

Wherever possible , avoid carrying the child a long distance

Where a child is young and is unable to hold onto you ensure you support them fully within your arms

Avoid carrying anything else when carrying a child make two journeys or ask a colleague to assist you.

If a child is struggling or fidgeting whilst you are carrying them, stop, place them back down and use reassuring words to calm the child before continuing.

Students and pregnant staff members will not carry children.

**Position**

Stand in front of the load with your feet apart and your leading leg forward. Your weight should be evenly distributed over both feet.

Position yourself or turn the load around so that the heaviest part is next to you. If the load is too far away , move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up

**Lifting**

Always lift using the correct posture

Keep the back straight

Place the feet slightly apart

Bend the knees slowly

Tuck the chin in on the way down

Lean forward slightly if necessary and get a good grip

Keep the shoulders level without twisting or turning from the hips

Try to grip with the hands around the base of the load

Bring the load to waist height , keeping the lift as smooth as possible

**Moving the child or load**

Move the feet , keeping the child or load close to the body

Proceed carefully, making sure that you can see where you are going

Lower the child or load, reversing the procedure for lifting

Avoid crushing fingers or toes as you put the child down

If you are carrying a load, position and secure it after putting it down.

Make sure the child or load is rested on a stable base and in the case of of the child ensure their safety in this new position.

These lifting techniques must be used when handling any loads that require lifting, lowering, carrying,pushing, pulling, holding or moving by bodily force any moveable object including a person or child.

Before lifting any load each member of staff must consider

Whether it is necessary to lift the object

Whether there are any alternatives to lifting

And If they are unsure of their ability to lift do not attempt to lift or get assitance from another person.

All staff are responsible for their own safety and the safety of their colleagues and are required to report any problems immediately, for example strains and sprains.

**This Health and Safety statement together with the associated policies are reviewed regularly and at least every two years unless a legislation requires a shorter review period or there are changes in the activities or personnel of the provision that requires changes to be made.**