Health & Safety Policy

Hove Village Day Nursery Ltd RP905848

Applies to:

Bloomsbury on the Beach (Ofsted ID: 2739436)

Bloomsbury Street Day Nursery (Ofsted ID: 2677115)

Hove Village Day Nursery Ltd (Ofsted ID EY492059)

Hove Village Preschool Nursery at Hove Library (Ofsted ID:2524856)

Primary person responsible for the implementation and monitoring of this policy:	Head of Nursery, Nazish Usman, Georgina Stanley
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1. Scope and Application

1.1 This policy applies to: Hove Village Day Nursery Ltd RP905848

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1.2 This policy covers all employees, including directors, apprentices, casual workers, whether on permanent or temporary contracts (collectively '**staff**'). This policy does not form part of any contract of employment or consultancy agreement and Hove Village Day Nursery Ltd may amend it at any time. This policy does not include agency workers, consultants or contractors except where otherwise stated.

2. Statement of Intent

2.1 Hove Village Day Nursery Ltd is committed to providing, so far as is reasonably practicable, workplaces and work practices which are safe and healthy for staff, visitors, the children in its care ('**children**') and all those who may be affected by Hove Village Day Nursery Ltd activities. Hove Village Day Nursery Ltd attaches the utmost importance to health and safety and will comply with the provisions of the Health and Safety at Work Act 1974, Keeping Children Safe in Education 2025 and the Early Years Foundation Stage statutory framework 2025 and all other relevant regulation.

3. Policy Aims

3.1 This policy aims to detail Hove Village Day Nursery Ltd procedures for:

- providing a safe and healthy working and learning environment;
- preventing accidents and work-related ill health;
- meeting its legal responsibilities and obligations under health and safety legislation as a minimum;
- assessing all risks to anyone who could be affected by any of the Hove Village Day Nursery Ltd activities and putting in place measures to control these risks;
- ensuring safe working methods and providing safe work equipment;
- providing effective information, instruction, training and supervision;
- consulting with staff and their representatives on health and safety matters;

- monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective; and

- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

3.2 Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All staff will play their part in their implementation.

4. Responsibilities

4.1 Head of Nursery Responsibilities

4.1.1 It is the responsibility of each Head of Nursery (or Deputy Head in their absence) directly or through delegation to the appropriate staff member to ensure:

- they understand the health and safety requirements of the nursery, do any relevant training and keep all training up to date;

- they complete all required checks and health and safety audits and ensure any safety issues are reported in a timely manner;

- any defective equipment is taken out of the reach of children and stored securely and clearly labelled appropriately;

- staff can access and finish the required training;

- the respective nursery premises and environment meets all statutory legal requirements under the Health and Safety at Work Act 1974;

- all staff comply with all tasks and actions outlined below;

- any breaches or faults that put children or adults at a health and safety risk are reported, risk assessed, communicated to staff and remedied as soon as possible;

- that each room of the respective premises is regularly checked for structural defects, worn fixtures, fittings or electrical equipment, and that necessary action is taken to fix any defects;

- all staff, visitors, parents/carers and children are aware of the fire and evacuation procedures and regular fire drills are carried out;

- the correct fire detection and control equipment are present on the premises, and it is regularly to make sure it is in working order;

- all staff know the procedure to follow in case of accidents for staff, visitors, and children and will ensure accidents are recorded and investigated to identify causes and prevent reoccurrence;
- all staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate;
- there are suitable and hygienic changing facilities for staff and children;
- smoking and / or vaping is prohibited on or near to Hove Village Day Nursery Ltd premises;
- any contractor is prohibited from working on the premises without prior discussion with the Head of Nursery, checking that appropriate risk assessments and permits are in place, and that the contractor is aware of the restricted use of mobile phones and cameras on site. Appropriate and competent checks will also be carried out by the Head of Nursery;
- risk assessments are in place for all areas of the nursery which are reviewed annually any after any significant change or event;
- children are encouraged to manage risks safely and prohibited from running inside the premises except in designated areas;
- all electrical installations are inspected and any problems are promptly fixed;
- all cleaning materials are kept out of the reach of children and in their original containers;
- all staff members wear relevant protective clothing when cooking or serving food;
- allergens e.g., peanuts, are not allowed in any nursery;
- the allergies procedure in this policy is followed for children who have allergies;
- food preparation and storage are safe;
- all staff and visitors know where the First Aid boxes are and who the appointed first aiders are;
- there is a named person responsible for First Aid at work;
- appropriately stocked First Aid boxes are provided and their contents are regularly checked;
- children are always supervised;

- no volunteer is left unsupervised at any time;
- they regularly review and communicate health and safety issues to staff and relevant people in the wider business; and
- all entrances and exits from the building, including fire exits, are clearly identifiable and always remain clear.

4.2 Staff Responsibilities

4.2.1 It is the responsibility of each member of staff to:

- make sure that work is carried out in accordance with this Policy, Hove Village Day Nursery Ltd procedures, risk assessments and appropriate methods of working;
- protect themselves and others by using any guards or safety devices provided;
- wear the personal protective equipment provided and never interfere with or misuse anything provided in the interests of health and safety;
- only carry out activities which they are competent to undertake;
- adhere to training and instructions received;
- inform their immediate line manager, head of department or supervisor of any new hazards identified;
- give all visitors, including contractors, a named contact with whom to liaise;
- offer any advice and suggestions that they think may improve health and safety;
- report all accidents, ill health, fires, incidents and defects as soon as practicable;
- be familiar with the location of fire alarm points, fire escape routes, fire procedures and firefighting equipment;
- co-operate with the Hove Village Day Nursery Ltd management and follow all instructions given;
- ensure the safety of their visitors;
- inform the Head of Nursery before proceeding with any activities which involve significantly new or newly identified risks;
- ensure that fire escape routes are kept clear;

- make sure that the conditions of local authority licences are observed;
- ensure the safe disposal of hazardous waste in compliance with this policy and legal requirements; and
- ensure that any apparent hazard or danger is reported to the appropriate person.

5. First Aid

5.1 First Aid notices and lists are displayed throughout the site to indicate the location of the nearest first aid box and the names of nominated First Aiders and Emergency First Aiders.

5.2 The first aid boxes are clean, have lids and are marked with a white cross on a green background. Contents are checked monthly and restocked if necessary.

5.3 At Hove Village Day Nursery Ltd we aim for all staff members to have a 12-hour Ofsted recognised Paediatric First Aid ('**PFA**') certificate within three months of passing their probation. This ensures that at least one PFA certified person is always present during the normal nursery day, and an Emergency First Aider is present as far as is practicable.

5.4 First Aiders are trained in accordance with the standards laid down by the Health and Safety Executive and are all certified. PFA certificates are issued for a three-year period only and at the end of this three-year period further re-qualification and certification is necessary.

5.5 Emergency First Aiders complete a shorter, one-day course. The certificates are also issued for three years. Emergency First Aiders can, if necessary, administer first aid. Emergency First Aiders have had at least four contact hours of Emergency First Aid Training provided for them.

5.6 When considering the appropriate distribution of staff with first aid training, we will take in to account the number of children and the layout of the premises to ensure that a first aider can respond quickly.

5.7 For further information please see our Accident and Incident Policy.

6. Kitchen and Food Hygiene

6.1 All work surfaces, shelves, floors and walls should be in good condition and easy to clean.

6.2 There are comprehensive food hygiene regulations which amongst other things cover the keeping of food stuffs at certain temperatures (both hot and cold). Equipment designed to keep the food at the required temperatures will be provided and maintained to a suitable standard.

6.3 Staff must not bring hot drinks into rooms/areas for children. Staff may have personal water bottles in these rooms.

6.4 Please see our Mealtimes Policy for information on food supervision.

7. Allergies

7.1 An allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction.

7.2 Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency.

7.3 People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication.

7.4 Please see our Mealtimes Policy for information on food allergies.

7.5 Responsibilities

7.5.1 All staff are responsible for:

- championing and practising allergy awareness;
- reading, understanding and putting into practice this policy and related procedures, and asking for support if needed;
- being aware of children (and staff, when necessary) with allergies and what they are allergic to;
- considering the risk to children with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate;
- being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training;
- taking part in annual refresher training, as required. Whilst it is Hove Village Day Nursery Ltd responsibility to ensure staff have received annual training, if the member of staff is aware they have not received any allergy training in the last 12 months they should alert a manager;
- considering the safety, inclusion and wellbeing of children with allergies at all times;
- forwarding any communication or information that comes directly to them from parents regarding allergens to the Head of Nursery.

7.5.2 All parents (whether their child has an allergy or not) are responsible for:

- being aware of and understanding this policy and considering the safety and wellbeing of children with allergies;
- ensuring medication is in-date and replaced at the appropriate time
- providing the Head of Nursery with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis. They should also inform Hove Village Day Nursery Ltd of any related conditions, for example asthma, hay fever, rhinitis or eczema;
- updating Hove Village Day Nursery Ltd with any changes to their child's condition and ensuring the relevant paperwork is updated too
- considering and adhering to any food restrictions or guidance Hove Village Day Nursery Ltd has in place when providing food, for example in packed lunches (please refer to the Mealtimes Policy).
- refraining from telling Hove Village Day Nursery Ltd that their child has an allergy or intolerance if this is a preference or dietary choice.

7.6 Information and Documentation

7.6.1 Hove Village Day Nursery Ltd keeps a record of children with diagnosed allergies. This includes children who have a history of anaphylaxis or have been prescribed adrenaline pens, as well as children with an allergy where no adrenaline pens have been prescribed.

7.6.2 We ask parents to share all information about allergic reactions and allergies on their child's registration form and to inform staff of any allergies discovered after registration. We share all information with all staff and keep an allergy register on Famly. For children with an allergic condition, Hove Village Day Nursery Ltd requires parents to provide written advice from a doctor, which explains the condition, defines the allergy triggers and any required medication.

7.6.3 Each child with an allergy has an Individual Healthcare Plan. The information on this plan includes:

- known allergens and risk factors for allergic reactions;
- a history of their allergic reactions;
- detail of the medication the child has been prescribed including dose, this should include adrenaline pens, antihistamine etc;
- a copy of parental consent to administer medication, including the use of spare adrenaline pens in case of suspected anaphylaxis;

- a photograph of each child; and
- a copy of their Allergy Action Plan.

7.7 Assessing Risk

7.7.1 Allergens can crop up in unexpected places. Staff (including visiting staff) will consider allergies in all activity planning and include it in risk assessments. Some examples include:

- classroom activities for example crafting using food packaging;
- bringing animals into nursery; and
- planning special events such as cultural days and celebrations.

7.7.2 Inclusion of children with allergies must be considered alongside safety and they should not be excluded. If necessary, adapt the activity. Hove Village Day Nursery Ltd will ensure compliance with the Equality Act 2010.

7.8 Adrenaline Pens

7.8.1 Where a child has been prescribed with adrenaline pens, parents must provide Hove Village Day Nursery Ltd with at least two in-date pens.

7.8.2 Spot checks will be made to ensure adrenaline pens are where they should be and in date.

7.8.3 Adrenaline pens must not be kept locked away and should be stored at moderate temperatures (see manufacturer's guidelines), not in direct sunlight or above a heat source (for example a radiator).

7.9 Responding to an Allergic Reaction

7.9.1 If a child has an allergic reaction:

- they should be treated in accordance with their Allergy Action Plan;
- if anaphylaxis is suspected, administer adrenaline without delay;
- they should be treated where they are. Lie them down with their legs raised and bring medication to them;
- use the child's own prescribed medication if immediately available;
- if anaphylaxis is suspected but the child does not have a prescribed adrenaline pen or Allergy Action Plan, lie them down with their legs raised, call 999 and explain anaphylaxis is suspected.

- do not move the child until a medical professional has arrived, even if they are feeling better; and
- anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. A member of staff should accompany them in an ambulance until a parent arrives.

7.9.2 Hove Village Day Nursery Ltd will record all allergic reaction incidents and near-misses on the Famly app.

7.10 Training

7.10.1 Hove Village Day Nursery Ltd is committed to training all staff annually to give them a good understanding of allergy. This includes:

- understanding what an allergy is;
- how to reduce the risk of an allergic reaction occurring;
- how to recognise and treat an allergic reaction, including anaphylaxis;
- how the Hove Village Day Nursery Ltd manages allergies;
- where adrenaline pens are kept and how to access them;
- the importance of inclusion of children with food allergies, the impact of allergy on mental health and wellbeing and the risk of allergy related bullying; and
- understanding food labelling.

8. Security

8.1 Security is a matter that will be the subject of ongoing discussions with the local police authorities.

8.2 The practical control of access to our premises is principally by:

- perimeter fencing and hedging;
- vehicular and pedestrian gates;
- locking buildings;
- CCTV;
- visitor and contractor identification badges; and
- vigilance by staff.

- The nursery will not allow any dogs including the type prohibited under the Dangerous Dogs Act 1991, including:
    - Pit Bull Terrier
    - Japanese Tosa
    - Dogo Argentino
    - Fila Brasileiro
    - XL Bully

8.3 Anything untoward should be reported to the nursery's Head of Nursery. Where required, an Incident Report should be completed.

8.4 Hove Village Day Nursery Ltd nurseries have CCTV cameras at various locations in and around the premises for protection. Notices are in prominent positions giving notice of the presence of CCTV.

8.5 Hove Village Day Nursery Ltd will take all reasonable steps to ensure that any security measures (including the use of CCTV) do not compromise or unnecessarily intrude on the reasonable privacy of staff, children or others whilst they are on the premises. Please refer to our CCTV Policy.

9. Manual Handling

9.1 Manual handling should be avoided where possible but working with babies and young children inevitably involves some lifting and carrying. Following correct techniques can minimise the risk of injury. Manual handling techniques are taught as part of the induction programme and staff should inform their manager of individual circumstances that impact on their ability or capacity to adhere to this policy. Manual handling training will be provided to staff and there will also be regular refresher training.

9.2 Staff should bear in mind their own health and ability and should not attempt to lift or move any load that they consider too heavy.

9.3 General Principles

9.3.1 The Manual Handling Operations Regulations 1992 set out the following control measures:

- Avoid manual handling operations so far as is reasonably practicable. Think about the task and why you are doing it. For example:
    - Is moving the load really necessary for the task?
    - How many items will be lifted?
    - Would it be better to take one item and come back for another?

- If moving and handling cannot be avoided, assess any hazards and controls you can put in place to make the task safe. For example:
- How heavy, bulky and stable is the load? Do multiple items stack together? Will removing outer packaging make the load easier to grip and carry? Can the load be made more stable?
- How far will the load be carried? Can this distance be reduced?
- Does the load present any additional risks, such as hot food/liquid or size obstructing vision?
- Does the environment present additional risks, such as a slippery floor or poor lighting?
- Think ahead about where to place a large load or where to have items delivered.
- Reduce the risk of injury so far as is reasonably practicable. For example:
- Can the load be pushed or wheeled rather than carried?
- Make sure footwear is suitable for manual handling, including the risk of the load dropping on your feet.
- Decide whether the weight can be lifted alone or if additional help is needed, either from another person or a piece of equipment such as a trolley or baby buggy.
- If equipment is to be used, colleagues should know how to use it safely and be able to check it is in good working order. Handle heights should be between the shoulder and waist.

9.4 Lifting and Carrying Techniques

9.4.1 Feet should be apart with one leg slightly forward. Think about keeping your balance and being able to move smoothly with the load.

9.4.2 Keep weight evenly spread over both feet.

9.4.3 Bend the knees and keep the back straight. Do not stoop.

9.4.4 Maintain a firm grip. and hug the load as close to the body as possible.

9.4.5 Bring the load to waist height and keep the lift as smooth as possible.

9.4.6 Do not overreach or stretch too high when lifting an object.

9.4.7 Avoid twisting, leaning or jerking. Move smoothly with your head up, looking where you are going.

9.4.8 Do not run while carrying a load.

9.4.9 Put the load down first before you adjust its position.

9.5 Team Handling

9.5.1 Team Handling is the term used when referring to more than one person lifting/carrying an item. Handling by two or more people may make it easier to lift or carry an item or reduce the risk of injury to a single handler. However, team handling may introduce additional problems, which the assessment should consider:

- Are there steps or slopes involved, shifting the weight of the item?
- Will team members get in the way of each other's sight or movement?
- Does the load have enough good handholds?
- Do background noise levels allow easy communication between team members?

9.5.2 For safe team handling there should be enough space for the handlers to manoeuvre as a group. They should have adequate access to the load, and the load should provide sufficient handholds. One person should plan and then take charge of the operation, ensuring that movements are coordinated. However, there should be good communication between staff members.

9.6 Lifting and Carrying Children

9.6.1 Staff must understand how to lift and carry babies and children safely. The special considerations below are in addition to the general lifting and carrying techniques described above:

- Ensure your hands are dry before lifting a child. If cream has been applied to your hands, make sure it is thoroughly absorbed and your hands are dry before lifting a child.
- Remember that children can be very active and a moving load may be difficult to handle.
- Consider whether it would be better to guide the child to walk rather than lifting and carrying them.
- Think about any other items you need to carry and whether it would be better to carry them separately. For example, you can safely carry a child at the same time as their comforter, but a child cannot be carried safely, at the same time as

a stack of books. This is a good example of a common sense approach to health and safety.

- Approach the child face to face. It can be upsetting for a child to be suddenly lifted from behind them.
- When lifting and carrying children, hold them securely but gently.
- Never lift a child (off the ground or into a sitting position) by their hands or arms. In young children, this can very easily cause serious injury such as a dislocated shoulder.
- Children should typically be lifted or helped to sit up (for example after changing their nappy) by placing both hands under the child's arms/armpits.
- We recommend carrying a child with both arms and at the front of your body. Carrying children on your hip can cause you back strain. This advice is for your well-being and not the child's safety.
- Talk to the child in a reassuring way while lifting and carrying them. It is a great opportunity for language rich one to one time.
- When trying to get a child to stop or stay still, be very careful your actions are gentle and appropriate. Do not drag them by their arm, wrist or hands.

9.6.2 This policy is intended for use in everyday circumstances. However, circumstances can dictate variations. For example, to stop a child from running into moving traffic, you grab their arm and pull them onto the kerb. You might have hurt the child's arm, but you could justify your action because it may have saved the child's life.

9.7 Sitting with Children

9.7.1 When supervising and caring for children, it is often necessary to sit on low seats or even the floor. Look after your back and stay safe by considering the following:

- Keep your back straight while sitting on the floor, ideally with a wall or similar to lean against for support. Have your legs extended in front of you (not crossed). Kneeling on the floor is safer than sitting with legs crossed.
- When getting up from sitting on the floor, turn onto your knees before standing. Use your strongest leg first and use your hands for balance when getting up.
- If on a chair, keep your feet flat on the floor and your back straight. Imagine your back and thigh is at a right angle.
- Avoid sitting on children's chairs for long periods.

- When standing from a low chair, use your leg muscles to stand, by imagining you are pushing your feet into the floor. Place your hands on the front of your thighs for support.

9.7.2 If you are uncomfortable when seated or getting up from sitting, it is likely that your joints and/or muscles are under strain. Change your position, look for alternative seating and if you are still uncomfortable, discuss with your manager.

10. Mental Wellbeing

10.1 The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

10.2 Stress is not an illness but sustained over some time it can lead to mental and/or physical illness and can adversely affect an individuals' performance or behaviour. There is an important distinction between working under pressure and experiencing stress. Certain levels of pressure are acceptable and normal in every job. They can improve performance, enable individuals to meet their full potential and provide a sense of achievement and job satisfaction. However, when the pressure becomes excessive, it produces stress.

10.3 Pressures outside the workplace (whether the result of unexpected or traumatic events such as accidents, illness, bereavement, family breakdown or financial worries) can result in stress. They can also compound normal workplace pressures.

10.4 Hove Village Day Nursery Ltd recognises that what triggers stress, and the capacity to deal with stress, varies from person to person. Individuals react to similar situations in different ways. By way of examples, causes of work-related stress may include:

- demands – e.g. where the individual cannot cope with the demands of their job;
- control – e.g. where an individual cannot control the way they do their work;
- support – e.g. where the individual does not receive enough information or support;
- relationships – e.g. where there are difficulties with relationships at work, or they feel they are being bullied or harassed;
- role – e.g. where an individual doesn't fully understand their role or responsibilities; or
- change- e.g. where an individual is not engaged when Hove Village Day Nursery Ltdis undergoing a period of change.

10.5 Signs of stress will vary from individual to individual but common signs of stress may include:

- increased sickness absence;

- decreased performance;
- arriving later for work;
- mood swings;
- being withdrawn;
- loss of motivation, commitment and confidence;
- feeling negative;
- being indecisive;
- feeling isolated;
- feeling nervous;
- tearfulness;
- reduced patience;
- reduced tolerance of others;
- being unable to concentrate;
- eating more or less than usual;
- smoking, drinking or taking drugs to "cope"; and / or
- having difficulty sleeping.

10.6 Hove Village Day Nursery Ltd is committed to identifying, tackling and preventing the causes of work-related stress and to providing appropriate support and consideration to staff suffering from stress, on a confidential basis where appropriate including:

- promoting a culture of open communication, participation and encouragement;
- through training, effective planning and allocation of workloads and ensuring feedback is provided on performance. Hove Village Day Nursery Ltd is keen for staff to develop their skills and confidence and to feel able to raise any concerns they have about their work or working environment;
- an opportunity to discuss these aspects during the appraisal process;
- providing a workplace free from harassment, bullying and victimisation;
- addressing violence, aggression and other forms of inappropriate behaviour through disciplinary action;

- ensuring risk assessments include or specifically address workplace stress;
- facilitating requests for flexible working where reasonably practicable;
- monitoring holidays to ensure staff are using their entitlement; and
- providing support and services for staff affected by or absent by reason of stress.

10.7 Recognition of stress as a genuine problem requires line management support and action. All managers have a responsibility to recognise potential issues of work-related stress in the staff they manage and have a responsibility to:

- participate in the culture of open communication;
- ensure that the staff they line manage receive training to undertake their duties;
- ensure staff are given meaningful developmental opportunities;
- effectively plan and allocate workloads and provide feedback on performance;
- monitor workloads and reallocate work where necessary to prevent overload or underutilization;
- discourage work related contact with staff outside normal working hours or whilst on holiday;
- monitor working hours and overtime to ensure no member of staff is overworking;
- monitor holidays to ensure staff are taking their entitlement;
- ensure bullying and harassment is not tolerated within their area;
- be vigilant with members of staff suffering stress outside of work (e.g. bereavement or separation) and offer them additional support;
- ensure that the staff they manage understand the standards of behaviour expected of them and others and act on behaviour that falls below those standards;
- carry out and implement (or organise the implementation of any) recommendations of risk assessments; and
- ensure personal data of staff members, including information about their mental health, is handled in accordance with data protection principles.

10.8 If you believe you are suffering from stress, in the first instance you should discuss this with your manager. If you feel unable to do so, you should contact HR. Once an issue affecting your health comes to the attention of one of the above, steps will be taken by the nursery to address that issue. Those steps may include for example, referral for medical advice including guidance on any

reasonable adjustments that may assist the member of staff, a review of role and responsibilities. A stress management risk assessment will be carried out to ensure that any necessary and appropriate action is implemented to support the member of staff. Any staff member who is absent due to stress should follow their usual sickness absence reporting procedure.

10.9 Confidentiality is an important part of stress management. Every member of staff is responsible for observing the high level of confidentiality that is required, whether they are suffering from stress, supporting a staff member who is suffering from stress or because they are otherwise involved in the operation of a policy or procedure dealing with stress. Breach of confidentiality may give rise to disciplinary action. However, there are occasions when matters reported by a member of staff suffering from stress or mental ill health may have to be put to third parties. For example, where duties need to be reallocated within a team or where, as the result of reported bullying or misconduct, a disciplinary investigation and/or proceeding take place. If this is the case, matters will be discussed with the member of staff concerned and an appropriate means of communication agreed before any action is taken.

11. Pregnancy and New Mothers

11.1 A member of staff that is a new or expectant mother should notify their line manager as soon as practicable.

11.2 The Head of Nursery is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set out in the Ill of Infectious Children Policy.

11.3 The staff member's manager should review the relevant risk assessments with the relevant staff to ascertain whether further controls are required. If necessary, a specific risk assessment and DSE assessment should be carried out for the new/expectant mother.

11.4 The following risks will be considered when completing the risk assessment:

- working with hazardous substances;
- stressful environments;
- movement around the site (including stairs and distances between classrooms etc.);
- doing duties that involve physical effort which might be too arduous;
- standing for long periods;
- manual handling;
- working in a confined working space;
- using an unsuitable workstation;
- infectious diseases; and

- the provision of appropriate sanitary and rest facilities.

12. Visitors

12.1 Please refer to the Visitors Policy for information.

13. Premises Arrangements

13.1 Electricity at Work Regulations

13.1.1 The legal requirements relating specifically to use and maintenance of electrical equipment are contained in the Electricity at Work Act 1989. These regulations apply to all work activities involving electrical equipment. They are in place for the duty holder: The regulations do not specify what needs to be done, by whom or how frequently (for example, they do not make it a legal requirement to test all portable electrical appliances every year). This allows the duty holder to select precautions appropriate to the risk rather than having precautions imposed that may not be relevant to a particular work activity.

13.1.2 'As installed' drawings of fixed installations should be available and modified as and when necessary. Routine inspections and tests of all wiring and fixed electrical installations should be carried out and records of the test results should be obtained and kept.

13.1.3 Temporary systems should be inspected and tested after initial set up and frequently thereafter.

13.1.4 Portable Electrical Equipment is defined as equipment that is powered by being plugged into the electrical mains supply. The Head of Nursery is responsible for organising the periodic inspecting and testing of all Portable Electrical Equipment under their control. The Head of Nursery must maintain a register of all equipment tested. To arrange testing, contact should be made with the Head of Nursery who will ask for a full list of equipment to be tested. On completion of the testing a report will be provided with recommendations for any remedial action required.

13.2 Gas Safety

13.2.1 The Gas Safety (Installation and Use) Regulations 1998 apply to all appliances and installations covered by the Gas Act. The legislation therefore deals with the safe use of gas for heating, lighting, cooking, and other purposes. The requirements cover both natural gas and Liquid Petroleum Gas (LPG) in both bulk and transportable containers and the installation, servicing, maintenance and repair of gas appliances and fittings within Hove Village Day Nursery Ltd premises.

13.2.2 No person is allowed to work on gas storage vessels or fittings, including appliances, unless they are competent and in membership of a 'class of person' approved by the Health and Safety Executive. This means registered persons. Hove Village Day Nursery

Ltd will ensure that in-house staff or external contractors working on gas fittings are appropriately registered.

13.2.3 No alterations to gas storage vessels or fittings can be made which would adversely affect their safety. This is particularly relevant where alterations to premises are being made.

13.2.4 All gas appliance, installation pipe work and flues must be maintained in a safe condition. Consideration of gas safety must take place before any alteration work commences and this matter must be included in the risk assessment process.

13.3 Hazardous Substances

13.3.1 The COSHH Regulations apply to activities where hazardous substances are used and to activities which produce hazardous substances.

13.3.2 Hazardous substances found in Hove Village Day Nursery Ltd premises will often include:

- Substances classified as being very toxic, toxic, harmful, corrosive or irritant – these are commonly labelled with a hazard pictogram
- Substances with a Workplace Exposure Limit (WEL)
- Biological agents
- Dust of any kind when in significant quantities in air
- Substances similar to those above including paint/aerosols
- Bodily fluids

13.3.3 The requirement is to make a suitable and sufficient assessment of the risk created by each hazardous substance or area of work involving hazardous substances and of the steps that need to be taken to control exposure. Assessments will be reviewed annually and when previous assessments are no longer valid for some reason, e.g. after there have been significant changes to the work or information about the substance.

13.3.4 The Head of Nursery is responsible for ensuring that all the hazardous substances used in their areas of control are identified (inventories should be produced) and assessed. Hazard data sheets are available from the suppliers of the substances and these should be obtained and used as the basis for assessment. WEL's must be identified and considered, as an indicator of the risk.

13.3.5 Any assessment must consider:

- the risks of exposure to the substances, e.g. in each particular activity, considering the age of the children, their temperament and understanding, the method of use, the quantities, the dilutions, and the locations involved; and

- the risks associated with storage and spills of substances – spill kits will be needed in some areas.

13.3.6 It is necessary, as far as possible, to prevent or adequately control exposure to hazardous substances by measures other than personal protective equipment. This means the provision of control measures like Local Exhaust Ventilation (LEV) and keeping workplaces clean.

13.3.7 Control measures must be well designed, must work effectively and must be properly used.

13.3.8 Health surveillance needs to be carried out when, through the circumstance of the exposure to a substance, there is the likelihood of an identifiable disease or effect.

13.3.9 Staff exposed to hazardous substances will be provided with sufficient information, instruction and training for them to understand the nature of any risks created by the exposure and, if required, the precautions which need to be taken and how to use any control measures.

13.4 Work Equipment

13.4.1 All dangerous parts of equipment, which includes machinery, must be adequately safeguarded. A machinery inventory has been drawn up to identify equipment and machines with dangerous parts and the associated safeguards. Regular inspections and tests of safeguards and emergency stop devices are carried out and recorded and Risk Assessments reviewed annually.

13.4.2 "Work equipment" includes items such as lawn mowers, overhead projectors, ladders, portable drills, catering equipment etc. "Work equipment" covers any equipment provided by staff themselves for use at work.

13.4.3 The main requirements are to:

- consider the working conditions and hazards in the workplace when assessing and selecting the equipment;

- ensure that equipment is suitable for the job it has to do;

- ensure that equipment is used only for operations for which, and under conditions for which, it is suitable;

- ensure that equipment is maintained in an efficient state, in an efficient working order and in good repair; and

- give adequate information, instruction and training to users.

13.4.4 The Regulations also contain specific requirements for equipment. There must be:

- protection against dangerous parts of the machinery;
- protection against specified hazards, e.g. falling and ejecting articles and substances, ruptures or disintegration of work equipment parts, equipment catching fire or overheating, unintentional or premature discharge of articles and substances, explosions;
- protection on parts and substances at high or very low temperatures;
- control systems and control devices;
- a means of isolation on equipment; and
- good lighting, maintenance operations and warnings markings.

13.4.5 Those in control of work equipment will need to assess the risks posed by the use of their present work equipment.

13.5 Personal Protective Equipment (PPE)

13.5.1 Under the Personal Protective Equipment at Work Regulations, PPE is defined as "all equipment (including clothing affording protection against the weather), which is intended to be worn or held by a person at work and which protects him against one or more risk to his health or safety".

13.5.2 Hove Village Day Nursery Ltd will:

- select PPE suitable for the risks, the staff, the children and the work environment;
- assess the PPE available to ensure it is suitable;
- maintain the PPE and provide suitable accommodation for it; and
- ensure that the PPE is properly used through training, information and instruction.

13.5.3 PPE must be 'CE' marked, the wearer must be trained to use the PPE, and it must be properly maintained and stored.

13.5.4 PPE must be well-maintained. Maintenance of PPE can include cleaning, disinfection, examination, replacement, repair and testing. The individual(s) responsible for maintenance should be identified. Procedures to be followed and their frequency should be laid down in writing.

13.6 Inspections

13.6.1 In addition to user vigilance, competent persons must service, test, inspect, examine, maintain or assess the following as necessary at appropriate intervals (and at least in accordance with the requirements set out below).

- Gas fired boilers and appliances – service annually
- Electrical installations – inspect and test usually every five years
- Portable electrical appliances – inspect and test, often annually but risk assess
- Fire alarm systems, including automatic fire detectors and electromagnetic door releases etc. – tested every six months and serviced every four months.
- Emergency light units – indicatory lights inspect weekly, functional test monthly
- Fire extinguishers and other emergency firefighting equipment – service annually
- Fire safety and fire exit routes – formally inspect once per term
- Lifts, lifting gear, lifting equipment, hoists – thoroughly examine every six months and service regularly
- Eyebolts, mansafety and latchway systems – test/service annually
- Trees – inspect regularly in accordance with professional's recommendations
- Fixed and portable pressure systems including bulk gas storage facilities – examine in accordance with written scheme
- Emergency stop buttons – test termly
- Kitchen extract systems – cleaned annually
- Access equipment including scaffold towers and ladders/step ladders – inspect every six months
- Premises, building, fabric asbestos, fixtures and fittings, particularly to include items to reduce risk of falling – inspect annually or in accordance with risk assessment

13.6.2 Other regular actions required:

- practice fire drills are held termly;
- the Health and Safety Policy is reviewed annually; and

- risk assessments are be reviewed annually or when there has been significant change such as to personnel or procedure; however, where a professional risk assessment has been commissioned it is often not necessary to re-engage the professional on a regular basis. If the professional is re-engaged a review does not necessarily mean a repeat assessment.

13.6.3 Clear records of all activities/certificates must be retained for future reference.

13.7 Safety Signs

13.7.1 The Health and Safety (Signs and Signals) Regulations lay down certain requirements for safety signing including requirements for pictograms and for colour:

- prohibitor signs are round with a black pictogram on a white background, red edging and a diagonal line;
- warning signs are triangular with a black pictogram on a yellow background;
- mandatory signs are round with a white pictogram on a blue background;
- emergency escape and first aid signs are rectangular or square with a white pictogram on a green background; and
- firefighting signs are rectangular or square with a white pictogram on a red background.

13.7.2 All new signs erected adhere to the recognised colour scheme.

14. Contractors

14.1 Contractors are routinely employed to work on Hove Village Day Nursery Ltd premises on the maintenance, modification or installation of plant and equipment and in building operations. A contractor is anyone Hove Village Day Nursery Ltd asks to do work for it who is not an employee.

14.2 Everyone working on our premises, either under our control or whose work could affect us or the public, should be aware of the health and safety standards they must achieve.

14.3 The contractor should be clear about:

- Hove Village Day Nursery Ltd Health and Safety Policy arrangements (to include child protection and safeguarding) and local rules, so that they can comply with them;
- specific requirements necessary for health and safety;
- relevant health and safety factors, such as the extent of hazardous areas (e.g. if asbestos is present) and where necessary, technical documentation and diagrams should be provided to the contractor. All known hazards under the Hove Village Day Nursery Ltd control must be brought to the contractor's attention; and

- arrangements for matters such as site demarcation, site access, the use of permanently installed plant, the control of equipment and the control of exposure to hazardous substances.

14.4 The contract should require the contractor to produce relevant information about any sub-contractors they wish to employ and how it is intended to control the sub-contractor's health and safety performance.

14.5 It is to be a condition of all contracts that the contractor will appoint a senior member of staff to maintain liaison with Hove Village Day Nursery Ltd. Hove Village Day Nursery Ltd will nominate a competent person to liaise with the contractor and monitor those working methods which have been designed to control risks which could affect the staff, children and visitors.

14.6 Hove Village Day Nursery Ltd and the contractor should keep each other informed about all known hazards and changes to plans or systems of work which may affect Health and Safety on site.

14.7 There should be regular site meetings between the contractor's supervisor on site and the Hove Village Day Nursery Ltd representative to ensure good communication is maintained.

14.8 Hove Village Day Nursery Ltd has a duty to promote and safeguard the welfare of children. Contractors are required to comply with Hove Village Day Nursery Ltd Safeguarding and Child Protection Policy at all times. If in the course of carrying out their duties the contractor becomes aware of any actual or potential risks to the safety or welfare of children in the nursery, they must report any concerns to one of the Hove Village Day Nursery Ltd Designated Safeguarding Leads or, if they are concerned about the conduct of a member of staff, to the Head of Nursery.

15. Consultation

15.1 All employees will be consulted on matters of health and safety in accordance with the procedure under the HSCER 1996 (as amended). Further details are contained in "Consulting employees on health and safety, A brief guide to the law".

15.2 The usual channel for staff to raise a matter concerning health and safety, or being consulted about such matters, is through their manager.

15.3 Consultation with staff will be carried out on matters to do with their health and safety at work, including:

- a change, which may substantially affect their health and safety at work, for example in procedures, equipment or ways of working;
- arrangements for getting competent people to help them satisfy health and safety laws;
- the information that staff must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk of danger;

- the planning of health and safety training; and
- the health and safety consequences of introducing new technology.

15.4 Staff will be given enough information to allow them to take a full and effective part in the consultation process.

15.5 It will be clear that any staff member who wishes to have an input will be given ample time and opportunity to do so.