

1. Health and Safety Statement of Intent

“As Owner I am responsible for the arrangements that ensure the health, safety and welfare of Storybook Montessori nursery school (“Storybook Montessori”) staff, Children and visitors whilst at work and others who may be affected by our activities or actions. Storybook Montessori considers the health, safety and welfare of its employees, children and others who may be affected by its activities or actions to be of primary importance and a priority. In addition we will ensure compliance with current legislation, approved codes of practice and safe working procedures in order to be a leader in best practice in early learning environments ensuring the best outcomes for both the children in our care and our staff.”

Storybook Montessori’s aim, so far as is reasonably practicable, is to ensure that all activities undertaken are managed in such a manner so as to adequately control all foreseeable risks to health, safety and the welfare of its employees, volunteers, children, parents/carers, visitors, contractors and sub-contractors.”

In furtherance of the above statement and the need to ensure compliance with all relevant health and safety legislation, the Proprietor of Storybook Montessori Nursery School will pay particular attention to the provision of:

- A healthy working environment;
- A safe place in which to work with safe means of access and egress;
- Suitable and sufficient information, instruction, training and supervision to enable all staff to comply with health and safety procedures;
- Safe equipment and systems of work;
- Appropriate management procedures and consultative arrangements to monitor and audit compliance with the Health & Safety at Work etc. Act 1974;
- A comprehensive Health & Safety Policy subject to annual review;
- Appropriate arrangements to assess and control the risks associated with work and activities undertaken by employees, children, volunteers and visitors;
- Appropriate procurement policies to ensure that Storybook Montessori engages only competent contractors and sub-contractors, along with the sourcing of compliant machinery and materials as required;
- A suitable and sufficient safety management system.

To assist in the implementation of the Health & Safety Policy, adequate, competent health and safety professionals will be employed to advise on health and safety matters via external agencies where necessary. Not only will appropriate external sources of information be consulted, but Storybook Montessori will also seek advice from its employees, acknowledging their input and participation to be of paramount importance.

This policy can only be successful with the active co-operation of all employees. Storybook Montessori therefore reminds all employees that it is their responsibility to cooperate with the employer by performing their assigned duties safely by following training and established safe working procedures, using any supplied safety equipment appropriately, by reporting or correcting unsafe acts or conditions and never undertaking a task that you are not qualified to do.

Signed

Date

Mary Brosnan
Proprietor

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2. The objectives of Storybook Montessori's health and safety policy are:

Develop a positive Health and Safety culture among the staff and children of the nursery school through the following principles:

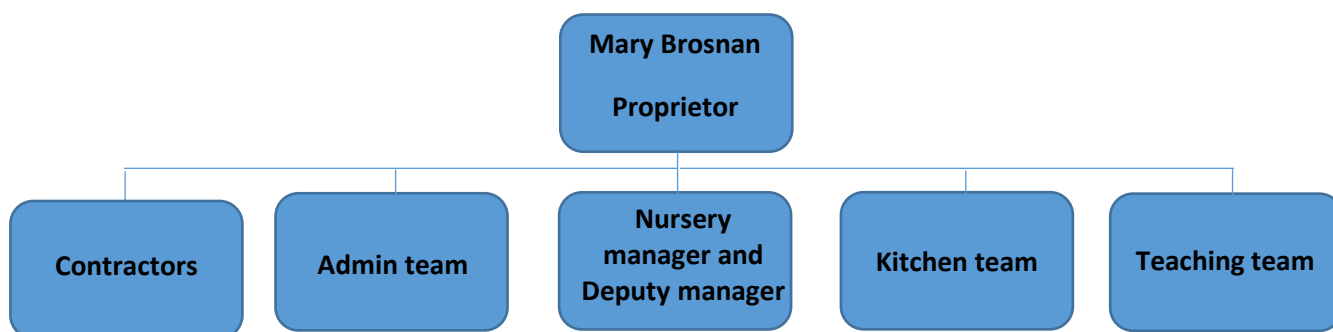
- Promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, its subordinate regulations, other statutory instruments and approved codes of practice.
- Paying due regard to current DFE guidance: [Health and Safety: Advice on Legal Duties and Powers](#)
- Ensure all the nursery school facilities meet or exceed the requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- Ensure that a suitable and sufficient assessment of risks has been carried out and where required.
- Ensure that proportionate and adequate control measures are put into place to reduce those risks as far as is reasonably practicable.
- Ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 of this policy.
- Protect personnel, whether they be employees, children, members of the general public, visiting schools, contractors and their employees from any foreseeable hazards.
- Ensure adequate training, instruction, supervision and information is given to all employees and contractors in order that they may work in safety so far as it is reasonable and practicable to do so.
- Ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- Ensure that awareness with regard to all aspects of safety is fostered by employees.
- Ensure all staff are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety.
- Ensure that full and effective consultation with staff on all matters is encouraged.

The nursery school will:

- ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times;
- regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action;
- conduct regular risk assessments and visual checks of the interior and exterior premises, equipment, resources, activities and outings;
- remove choking hazards and supervise children at all times when eating and drinking;
- Observe and monitor sleeping children and babies (see caring for babies and toddlers policy);
- ensure that all staff, visitors, parents and children are aware of the fire procedures and ensure that regular fire drills are carried out;
- have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order;
- ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children;
- ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate;
- ensure there are suitable hygienic changing facilities;
- prohibit smoking on the nursery school premises;

- prohibit any contractor from working on the premises (while children are present) without prior discussion with the person in charge;
- encourage children to manage risks safely and prohibit running inside the premises unless in designated areas;
- assess risks from use of electrical equipment and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery;
- ensure all cleaning materials are placed out of the reach of children and clearly labelled or in the original container;
- wear protective clothing when cooking or serving food;
- prohibit certain foods that may cause allergic reactions to , for example. peanuts are not allowed in the nursery;
- follow the allergies and allergic reaction policy for children with known allergies;
- ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery school;
- familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are;
- provide appropriately stocked first aid boxes and check their contents regularly;
- ensure children are supervised at all times;
- ensure no student or volunteer is left unsupervised at any time;
- conduct risk assessments for pregnant employees;
- conduct work station risk assessments.

3. Structure within Storybook Montessori with regards to health and safety



3.1 Responsibilities

Proprietor - The person with overall responsibility for Health and Safety at Storybook Montessori School is Mary Brosnan.

Safety responsibilities are established at all levels throughout the management line. In particular:

Leadership team - The leadership team have responsibility for the daily management of health and safety and ensuring this policy is implemented.

The leadership team will ensure that they remain aware of all relevant changes in Health and Safety legislation affecting the nursery school. They will develop and maintain our Health and Safety Policy and programme. They will assist the nursery school to keep and maintain safety records and will, with the assistance of the admin team, ensure risk assessments are carried out and reviewed for all work related and child based activities both within the setting and on outside visits.

The leadership team will audit safety performance; carry out site inspections and risk assessments. They will provide an investigation of any serious accidents and incidents.

To meet the terms of reference, the leadership team will undertake the following tasks:

1. Ensure Storybook Montessori's Health and Safety Management System continues to be suitable and is operating satisfactorily at all levels.
2. Review at least annually Storybook Montessori's Health and Safety Policy, identifying good practice and seeking advice from nursery staff and other organisations.
3. Receive and review all daily health and safety checks
4. Review reports detailing accidents and any emerging patterns
5. Lead the team in completing risk assessments and planning off site visits
6. Receive, from time to time, reports from inspections and audits to ensure that health & safety requirements are being complied with and to discuss any concerns raised.
7. Analyse and monitor evacuation procedures and act where necessary in response to any concerns highlighted.

Admin team – The admin team have responsibility, in conjunction with the proprietor and nursery manager/deputy manager, for monitoring and administering maintenance systems within the nursery school. The team will ensure that PPM (planned preventative maintenance) is carried out by suitable people within the required timescale and that records of such are kept up to date.

Kitchen Team – In partnership with the leadership team, the kitchen team are responsible for the health and safety of food preparation and serving areas, ensuring that these areas meet the requirements for safe provision of food.

Teaching team have the responsibility to co-operate with the leadership team to achieve a healthy and safe nursery school and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures).

If a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to a member of the leadership team. Parents and visitors are requested to report any concerns they may have to the nursery manager/deputy manager.

Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees.

All employees are required to observe policies, special rules, risk assessments and safe methods that apply to their own work and to report hazards discovered by them to their line manager.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

For general guidance on health and safety in education, please use this link:

HSE Education page <http://www.hse.gov.uk/services/education/index.htm>

4. Health and safety training

The leadership team are responsible for providing and monitoring staff training.

Health and safety is covered in all induction training for new staff as part of the mandatory training plan. It is also a mandatory training course which all staff are required to complete annually using an online training provider.

Training Subject	Training required	Who
First aid (paediatric)	12 hour training course	All staff
Safeguarding/Child protection	In house or online training	All staff and students
DSL	Local Authority	DSL
Fire safety procedures	Online training	All staff and students
Manual handling	Online training	All staff and students
Changing of nappies	In house training plans and inductions	All staff and students
Fire warden duties	Online training	Fire Wardens

5. Arrangements and procedures

All staff are responsible for general health and safety in the nursery.

6. Risk assessments

Risk assessments are conducted on all areas of the nursery, including base rooms, activities, outdoor areas, resources and cleaning equipment. These are reviewed at regular intervals and when arrangements change. The actions required to eliminate or control risks will be implemented by the proprietor and manager.

Risk assessments document the hazard/aspects of the environment that need to be checked on a regular basis, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, how this will be monitored and checked and by whom. These cover potential risks to children, staff and visitors.

Risk assessment is an on-going procedure requiring due diligence on the part of staff undertaking them, regular review and where necessary, revision. Unless a different period of review is specified, risk assessments should be reviewed annually. Risk assessments should also be reviewed whenever new substances, equipment, staff or children are introduced into the setting or when procedures and premises are altered. Revisions may also be necessary where monitoring procedures indicate that control measures are not working properly.

All staff are trained in the risk assessment process to ensure understanding and compliance.

All trips, outings and off site activities are individually risk assessed. For more details refer to the outings and offsite visits policy.

For further information about how to control the risks in the workplace please refer to the Health and Safety Executive's 'Five Steps to Risk Assessment'

www.hse.gov.uk/risk/fivesteps.htm

The Five Steps to Risk Assessment publication and risk assessment templates can be downloaded from the Health and Safety Executive's website at

www.hse.gov.uk

In addition to the written risk assessments, all equipment, rooms and outdoor areas will be visually checked thoroughly by staff before children access them through completion of daily checklists twice a day. Unsafe areas will be made safe or items will be removed from the area by the member of staff conducting the check to promote the safety of children. If this cannot be achieved the manager will be notified immediately

Appropriate facilities will be provided for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water.

7. Consultation with employees

The leadership team will consult, in good time, with employees over matters relating to Health and Safety at work. These will include:

- The introduction of any measures in the workplace which may substantially affect the Health and Safety of employees.
- The arrangements for appointing or nominating competent persons.
- The Health and Safety information required to be provided by statute.
- The planning and organisation of any Health and Safety training which has to be given to employees.
- The Health and Safety consequences of introducing new technologies into the workplace.

8. Accident reporting and investigation

The leadership team will ensure that all reportable accidents, work-related illness and dangerous occurrences are reported to the enforcing authority or regulatory body in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

All accidents that require first aid to be administered or incident that has the potential to cause bodily harm should be reported to the Manager and details recorded in accordance with the accident and incident procedure.

- Childrens accidents are recorded within their personal profile on My Montessori Child
- Staff accidents are recorded in the accident book and records are stored electronically.

All reportable incidents will be communicated to the nursery manager or deputy manager as soon as possible

Records for adults will be kept for at least six years, for children they will be kept for 21 years and 3 months.

The nursery manager/deputy manager will review accident and incident records to identify any patterns/hazardous areas then review and discuss types and causes of accidents, making recommendations to prevent recurrences.

When the manager identifies that there is a pattern emerging relating to accidents, he/she will carry out an investigation to ascertain the cause of the pattern and put measures in place to reduce the risk. The manager will then continue to monitor any patterns.

All employees must record and report any accident or incident, even where there is no injury, in the relevant place and to a member of the leadership team.

Any employee who is absent from work for more than three consecutive work days as a result of an accident, injury or work-related illness must inform the manager.

8.1 RIDDOR

The manager or proprietor is responsible for reporting under RIDDOR any:

- Death or specified injury at work (report immediately)
- Injury at work resulting in employee absence for more than 7 consecutive days; (Report within 15 calendar days of the incident)
- Work-related disease (Report as soon as notification is received from the doctor).
- Dangerous occurrence. (Without delay and within 10 days of the event)

All notifiable events will be reported to Ofsted within 14 days of occurrence in line with registration requirements and our first aid and accidents policy.

Records will be kept of all incidents resulting in an individual being off work for three or more consecutive days. The accident/incident report is generally an acceptable record of the event although more detailed or specific reports may be required.

8.2 First aid

New employees will be informed of the locations of the first aid facilities, including the location of the accident book and first aid boxes, during their induction training.

All staff will be trained in paediatric first aid, in line with the requirements of Millie's Mark, and will undertake refresher training annually to ensure their knowledge and qualification is up to date. The leadership team will take charge if there is an emergency.

A first aid notice will be displayed on reception, in the nursery school and the staff room listing the names of the Appointed Persons for both paediatric first aid and first aid at work.

First aid boxes are kept:

- in the kitchen;
- in each snug base room and one in the village green;
- in the staff room; and
- within outing bags stored on reception.

All accidents to children within the nursery school must be recorded and communicated in line with the accidents and first aid policy.

Employees needing to use a first aid box should inform a first aider. All injuries to staff requiring first aid must be recorded using the staff accident book. Any accidents to staff occurring prior to arrival at the nursery school must be reported to the proprietor or a member of the leadership team, initially by telephone and then in writing.

First aid boxes are inspected monthly by the admin team and restocked as required.

Please refer to the accidents and first aid policy for further information.

9. Disposal of Waste

Disposable items, including gloves, which have been soiled with blood or body fluids should be sealed in a clinical waste bag and disposed of in a sanitary bin or specific medical waste yellow bin.

Non-disposable items which have been soiled with blood or body fluids (for example clothing or towels) should be sluiced and washed in a washing machine at 60°C (degrees centigrade). If it is property belonging to a child, the items should be placed in a plastic bag and then tied up for transport home with the child.

9.1 Personal Protective Equipment (PPE)

The need for PPE will be identified from risk assessment and the hierarchy of control. Where identified it will be provided free of charge to employees. Training on its use, storage and maintenance will be given. Employees identified as requiring PPE must use it for the tasks identified.

PPE will be replaced free of charge when damaged or when it passes its marked expiry date. Records will be kept for any equipment requiring periodic inspection.

10. Fire

There is a clear fire safety procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery. This procedure is displayed around the nursery school.

All staff and visitors are made aware of the procedures to follow in the event of a fire on arrival.

The proprietor is the responsible person for the nursery under the Regulatory Reform Order (RRO).

On joining the team and as part of each individual training plan, new employees will be shown the locations of firefighting equipment. They will be informed about fire alarm tests, trained in the fire evacuation procedures and shown the assembly point and the location of fire exits. All employees should be familiar with the procedures to be followed in the event of a fire.

Visitors should be made aware of the evacuation procedure and exits on arrival and should be accompanied / supervised at all times.

In the event of a fire, the room leader or fire marshall for each room will take an ipad as they evacuate in order to check in all children when they arrive at the assembly point. The registers and visitors' book will be collected by the team member on reception during the evacuation and will be used to complete a roll call of staff and any visitors.

Firefighting equipment is provided in accordance with the findings of the risk assessment. The leadership team are responsible for ensuring compliance with the recommendations of the fire risk assessments for their rooms. The manager is responsible for ensuring that the fire risk assessment is reviewed and implemented.

The fire alarm is tested weekly. Fire evacuation drills are carried out at least 6 weekly but more frequently where new children and staff join the nursery. The assembly point is at the far end of the garden clearly marked with a assembly point sign where there is also an emergency evacuation gate.

All access spaces, the stairway and fire exits etc MUST be kept clear and free of all obstacles that are likely to impede free exit. Fire Marshals are responsible for ensuring that fire escape routes are checked to ensure they are free from obstruction. No exit is to be locked when there are persons in any part of the building.

A Fire logbook is kept on reception and maintained by the admin team. An electronic log is kept on My Montessori Child. Logs are reviewed by the nursery manager/deputy manager.

Flammable materials, e.g. aerosols will be stored in appropriate places away from sources of ignition. Hot surfaces in the kitchen will not be left unattended until they have cooled.

Discovering a fire

In the event of a fire, people in the building will be warned by an audible alarm.

Any person discovering a fire must follow the procedure below.

On discovering a fire:

- Calmly raise the alarm by activating the nearest alarm point;
- Immediately evacuate the building under guidance from the manager or fire marshals;
- Using the nearest accessible exit lead the children out, assemble at the assembly point – by the back fence in the nursery garden;
- Close all doors behind you wherever possible;
- Do not stop to collect personal belongings on evacuating the building;
- Do not attempt to go back in and fight the fire;
- Do not attempt to go back in if any children or adults are not accounted for;
- Wait for emergency services and report any unaccounted persons to the fire service/police.
- If necessary, evacuate through the gate at the bottom of the nursery garden, leading the children and adults to the parkland behind. Re-check the register to ensure all children are accounted for.

Age Group Leaders will:

- Supervise the evacuation of all children, staff and any visitors from their allocated areas;
- Check toilet area and possible hiding places to ensure children have not been left behind;
- Pick up My Montessori Child device and evacuate to the assembly point.
- Use the register on My Montessori Child to check that all children are present.

The fire marshal on Reception will:

- Pick up the children's register, staff register, visitors book, phone and children's' emergency contact details
- Contact emergency services: dial 999 and ask for the fire service
- Check the number of children with age group leaders
- Check that all adults have evacuated the building

The room based fire marshals will:

- Be identified by wearing a red high vis jacket
- Carry out a sweep of their designated area to ensure that everyone in their area has evacuated – including toilets and changing areas
- Once evacuated, support the organisation of children into age groups to ensure that the age group leader can easily check the children present against the register

The manager or senior member of staff will:

- Carry out a full sweep of the building, where it is safe to do so, to ensure no one has been left behind

- In the fire assembly point area – by the back fence in the nursery garden, check with age group leaders that all children have been evacuated
- Account for all adults: staff and visitors alongside the fire marshal on reception
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

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The person reporting the fire to the fire service should speak clearly, be precise and not replace the receiver until told to do so by the operator.

It will be the responsibility of the fire marshal and nursery manager/deputy manager to check that the fire service is called.

Evacuation procedures are posted throughout the nursery detailing the actions to be taken in the event of a fire or other emergency.

Firefighting equipment

Fire extinguishers are located at various points throughout the building. Only employees trained and confident in the use of the equipment should attempt to tackle a fire, and only if it is safe to do so, ensuring that:

- They do not put themselves at risk.
- There are adequate means of escape at all times.
- the fire does not come between themselves and the door.
- IF IN DOUBT, GET OUT

All firefighting equipment is provided in accordance with current British Standards and legislation. All equipment is serviced and maintained at regular intervals as recommended by the manufacturer, or at least annually.

Fire marshals

The names of the Fire Marshal(s) are listed on staff notice boards. Each marshal will be issued with a red fluorescent jacket for identification purposes. In the event of a fire alarm sounding, the Fire Marshals and nursery manager/deputy manager will have overall and over-riding authority to ensure that all people are evacuated according the evacuation procedure. Their duties are to:

- Sweep their respective areas to ensure everyone has evacuated.
- Ensure that a roll call is completed at the evacuation assembly area.
- Take the roll call list to the Fire Authority and advise of any inconsistencies.
- Liaise with the emergency services, advising them if any people are suspected to be still in the building and of any special risks e.g. flammable materials, etc. and their exact location.
- Assist the Fire Authority as instructed.
- Ensure that the register and hi-visibility vests are in place and available for use when required.
- Ensure that adequate cover is maintained during holidays and sickness absence.

11. LOCKDOWN (please refer to the lockdown policy and procedure)

Lockdown procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting. Lockdown procedures may be activated in response to any number of situations including, but not limited to:

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
2. An intruder onsite or Broadmoor escape
3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the setting
5. The close proximity of a dangerous animal

In all lockdown situations the lockdown policy and procedure will be followed.

12. Legionella

The proprietor recognises their duties under COSHH to prevent the growth of legionella in its water systems and its requirement to follow the guidance set out in 'Legionnaires' disease. The control of legionella bacteria in water systems: Approved Code of Practice and Guidance' (L8).

To this end the company commissions annual legionella risk assessments for Storybook Montessori and has implemented a control and monitoring regime based on the use of temperature to prevent growth of Legionella Bacteria. All actions and controls in relation to Legionella are recorded in the site PPM file. The admin team are the overall responsible people for ensuring monitoring of outlets and water storage facilities is carried out on a monthly basis and faults found are acted upon.

Risk assessments will be carried out by an external contractor. Records for control of Legionella at Storybook Montessori can be found in the PPM file.

In line with the Early Years Foundation Stage all outlets will be labelled to indicate any scald risks and the drinkability of the water supply.

13. Safe systems of work

Safe systems of work will be developed and implemented for all tasks or work of a potentially hazardous nature.

a. Safe equipment

The manager is responsible for identifying any equipment needing maintenance. This includes inspection of electrical cables, equipment and extension leads and checks to ensure they have been tested.

All furniture is maintained in a safe condition such that it is unlikely to cause injury. The nursery manager/deputy manager will not accept any second hand equipment unless prior authorisation has been received from the proprietor.

Only equipment that has been specifically designed for the purpose and has adequate safety features will be used. Many principles of safe working practice are common to any situation and the following rules are to be observed throughout the nursery.

- Employees may only use equipment provided by the nursery.
- No-one is to use any equipment unless they have been specifically trained.

14. Obstructions

No articles are to be placed in or on a designated gangway, corridor, staircase or other entrance or exit, where obstructions could occur to the passage of people or vehicles.

Fire exits must remain clear of obstruction at all times.

Electrical leads and telephone cables should be neatly routed, taped down or covered to avoid creating a tripping hazard.

All walkways and access routes must be kept free from obstructions or trip hazards.

15. Catering

The safety of food and its preparation in the main kitchen is the responsibility of the kitchen team in partnership with the leadership team. The proprietor is aware of their responsibilities under the Food Hygiene Regulations and the Government's Healthy Eating Policies. Storybook Montessori is registered with the local EHO under the Food Hygiene Regulations 2006 and as such is subject to periodic food hygiene inspections.

All staff engaged in the preparation of meals for children and staff at Storybook Montessori are expected to hold a current food hygiene certificate and undertake appropriate refresher/requalification training in accordance with recognised timescales. In addition staff are to wear clothing in line with good practice in food preparation.

Guidance and food preparation records can be found on the FSA website via the following link.

[Food Standards Agency safer food for better business](http://www.food.gov.uk/business-industry/caterers/sfbb/#.UlvJNetwbIV)

<http://www.food.gov.uk/business-industry/caterers/sfbb/#.UlvJNetwbIV>

16. Hazardous substances

Substances which are hazardous to health are subject to a COSHH (Control of Substances Hazardous to Health) assessment to ensure they can be used without damaging people's health. To avoid the need for an assessment, we will endeavour to purchase substances that do not have a significant health risk. These are generally indicated by pictograms – orange squares with black symbols or white diamonds with red borders and black symbols. (Please note that there is a change to the classification, packaging and labelling legislation and there may be two types of symbols appearing while the transition stage is in progress).

In all cases, substances with less severe health risks will be preferentially chosen. The nursery will adhere to the Control of Substances Hazardous to Health Regulations (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises.

The admin team are responsible for identifying all substances that need a COSHH assessment and for ensuring they are assessed and the findings of the assessments are notified to staff who use them.

The nursery manager/deputy manager is responsible for ensuring that all actions identified in the assessments are implemented and will inform the proprietor once this has been done. He/she will ensure that all employees have been informed of the findings of the assessments and will check with the Health and Safety Advisor that new substances can be used safely before they are purchased.

Assessments for hazardous substances used will be reviewed annually or when the work activity changes, whichever is the soonest.

Information on chemical safety data can be found using the following link:

[International Chemical Safety Card Alphanumeric index by chemical - synonyms in italics
http://www.ilo.org/public/english/protection/safework/cis/products/icsc/dtasht/index.htm](http://www.ilo.org/public/english/protection/safework/cis/products/icsc/dtasht/index.htm)

16.1 Asbestos

Asbestos existed in the building prior to refurbishment and was removed. Certificate confirming removal is on file (please see the building and maintenance file and the admin cupboard, section 5).

17. Information, instruction and supervision

The Health and Safety Law poster is displayed in the staff room on the first floor.

Health and Safety advice is available from the leadership team.

Copies of Health and Safety documents such as this policy and the risk assessments are kept in the first floor office, reception and posted on our website.

Supervision of young persons, volunteers, visitors and trainees is arranged and monitored by the nursery manager/deputy manager who is responsible for ensuring that induction training is provided to all employees on joining the nursery.

Training records are kept by the manager and admin team.

All staff will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety. We may also use specific risk assessments for particular activities and resources for children.

18. Display screen equipment (DSE)

The following factors are those that should be considered to help establish whether a person is defined as a user by the Regulations:

- Can the job be done without DSE?
- Does the worker have no discretion over whether to use DSE?
- Does the task require significant training or special skills?
- Is DSE used for periods of an hour or more at a time, and more or less on a daily basis?
- Does the task depend upon the fast transfer of information between the worker and screen?
- Are attention and concentration demands high?

If most or all of these questions are answered in the affirmative, the person is a 'user' or 'operator' of DSE for the purposes of the law.

The nursery administrator will carry out a DSE assessment for all staff considered to be DSE users.

On request the nursery school will provide DSE users with an sight test.

Where corrective spectacles are prescribed by the optician **specifically for VDU work** the employee will be reimbursed for the cost of the basic lens and frame prescription. The nursery manager or proprietor should be consulted before any commitment to purchase eyewear is made.

Workstation assessments will be reviewed if any significant changes occur.

19. Electrical safety


Only competent, authorised personnel will be allowed to maintain electrical equipment. Such persons will be appointed by the proprietor, admin team or nursery manager. On all occasions work will only be carried out when, so far as is practicable, the equipment has been positively isolated from all sources of supply. Note, fuse removal is not considered a positive means of isolation.

The proprietor acknowledges their obligations under the Provision and Use of Work Equipment Regulations (PUWER 98) and the Electricity at Work Regulations.

These apply to the purchase, sale and use of all equipment at Storybook Montessori. Company procurement policies must take these regulations into account.

Information on PUWER can be found following this link to the HSE: [Short guide to PUWER](http://www.hse.gov.uk/pubns/indg291.pdf)
<http://www.hse.gov.uk/pubns/indg291.pdf>

In accordance with the Electricity at Work Regulations 1989 all portable electrical equipment (equipment powered via 3 pin plug) in use on Storybook Montessori property will be subject to a suitable scheme of inspection. For equipment owned by Storybook Montessori and its staff, an inspection and testing process will be carried out as follows: Class I and Class II (Double insulated) and will be subject to visual and portable appliance testing (PAT) before coming into use and at set periods thereafter, the results will be held on a central register of testing in the nursery school office. All inspected and tested equipment should be marked to indicate it is in test. The period of test is determined by equipment type and use. The following table can be used as a guideline to determine test intervals:

Equipment type	Period of test
Double insulated (Class II) items showing this  symbol: Phone chargers etc.	PAT and visual inspection 6-12 months
PC's, televisions, photocopiers, fridges and freezers	3 yearly
Portable equipment in daily use such as fan heaters, fans, irons, food mixers	annually
Vacuum cleaners, maintenance power tools	3 – 6 months (visual) annual PAT

Staff must declare all new and personal electrical equipment brought onto site. Failure to follow this policy will result in the equipment being put out of use.

Information on portable appliance testing can be found on the HSE website:
<http://www.hse.gov.uk/pubns/indg236.pdf>

Fixed wire testing will be carried out by a suitable person every 5 years.

The company has identified the following items of equipment that have legal requirements to be serviced at specific intervals. Where in the control of the company these systems will be serviced as per the requirement so the regulations and records will be kept to evidence this.

- Boiler
- Heating systems
- Water provision
- Kitchen equipment and environment
- All electrical equipment
- Fire and Emergency Systems

20. Manual handling (also see Manual Handling Policy)

A major source of injury throughout industry and commerce is the need to manually move articles from place to place. This is relevant to work in the nursery school. Where reasonably practicable, and based on the findings of the risk assessment, the nursery school will provide mechanical aids for handling and lifting. However there are many instances where manual handling is the only practical solution. Therefore all persons employed to do this work must be trained in correct handling techniques by completing online health and safety training and as part of each individual training plan. Similarly all areas must be planned to facilitate safe handling.

Mechanical handling devices are not to be used unless the employee has received full instruction and authority. They will be examined and inspected on a regular basis. They will not be used in excess of the safe working load. All equipment will be clearly marked with the maximum safe working load and with any other relevant information required for safe use. Only equipment that has been specifically designed for the purpose will be used.

21. Stress

Studies on workplace stress have identified various factors that can lead to occupational stress.

Storybook Montessori recognises these factors and will give them due consideration when designing work tasks and work routines. Staff who feel they may be suffering from work related stress problems should discuss this with the nursery manager/deputy manager who will attempt to identify all sources of the problem and potential solutions that can be applied.

22. Temporary workers

Prior to their engagement, temporary workers or their agencies will be provided with information on specific occupational skills or qualifications needed to safely carry out their tasks. They will be given information on health, safety and welfare issues relating to the work activities they will be assigned.

Temporary employees who are required to use DSE will be given training and a risk assessment will be made of their workstation.

Once appointed, temporary workers will be afforded the same standard of care for health, safety and welfare as is afforded to permanent employees.

23. New or expectant mothers and young persons

The nursery school has a specific duty to consider the special health and safety risks that may apply to young people, pregnant women and nursing mothers. They will not be required to work on activities that require them to perform manual handling tasks or any other hazardous tasks outside of their capabilities.

It is recommended that expectant mothers inform the nursery manager/deputy manager of their pregnancy as soon as they know they are pregnant so that a full risk assessment can be put in place. Individual risk assessments will take account of pregnancy and may also be put in place for young workers and new mothers who have recently returned to work.

24. Visitors

All visitors to the nursery school will be required to produce suitable ID and to sign in and out at main reception. Here they will be issued with the appropriate pass and documentation including written information regarding safeguarding. Visitors are required to sign the visitors' book and will be escorted when they are on the premises, where this is practical, and supervised at all times in accordance with Storybook Montessori's Safeguarding Policy. The level of supervision required for a particular visitor will be risk assessed based on evidence of suitable safeguarding checks, annual number of visits required and their anticipated proximity and access to children.

In addition, all visitors to site will be given verbal guidance on the safeguarding arrangements in place including the names of designated persons and the actions to be taken if disclosure occurs.

25. Contractors

All contractors will be selected and assessed for health and safety competence before being appointed. We will monitor the performance of contractors.

Contractors will be given sufficient information to ensure their health and safety when on the premises. They must follow safe working practices to ensure their own safety and that of others who may be affected by their work.

We investigate all accidents that occur in relation to contractors on their premises and expect the co-operation of the contractor in investigating the true cause of any accident in order to try and prevent a reoccurrence. Contractors must inform the proprietor and/or nursery manager of any accident or incident likely to cause harm.

Contractors are expected to follow the rules for contractors set out in brief below.

- Contractors must have suitable Employer's Liability and Public Liability insurance cover. Permission must be obtained from the proprietor, admin team or nursery manager/deputy manager before contractors start work and before they arrange for deliveries prior to their work commencing.
- Any deliveries relating to work carried out by contractors will be stored on reception after communication with the proprietor, admin team or nursery manager.
- All statutory notices applicable to their work should be displayed for operatives to read before starting the job.

- Work should be done whilst children are not present where possible. However, no work is to be carried out above the heads of staff or children without first referring to the proprietor, admin team or nursery manager/deputy manager so that suitable safeguards may be instituted. For example, method statements, risk assessments and Permits to Work may be required.
- All tools and equipment must be inspected and tested for safety before being put to use.
- The work area must be kept in a tidy and orderly manner.
- All contractors are expected to have risk assessments in place for any work carried out on the premises.
- Services required by the contractor must be arranged with the proprietor, admin team or nursery manager/deputy manager.
- Before any electrical work is undertaken contractors must ensure that the equipment has been positively isolated from all sources of supply and fuses effectively locked out to prevent any accidental reinstatement of supply. In all cases where live working by contractors is essential they will be safe systems of work, will be established and may include permits to work.
- No machines driven by internal combustion engines may be used within buildings where there are children, workers or any other living thing present, without suitable exhaust ventilation. If it is intended to use such machines elsewhere then the proprietor, admin team or nursery manager/deputy manager must be contacted to check that it is safe to do so.
- Smoking in any part of the nursery premises will mean immediate removal of the offending person from the site.
- In all areas the use of welding equipment, metal cutting torches, blowlamps or any other naked flame or spark-producing equipment is only at the discretion of the proprietor, admin team or nursery manager/deputy manager.
- All fires, no matter how small, must be reported to the leadership team.
- If any work should necessitate the removal of firefighting equipment, then written permission must be obtained beforehand from the proprietor or proprietor, admin team or nursery manager/deputy manager.
- Contractors should ensure, upon commencing any job, that their personnel know the location of the nearest fire alarm, the evacuation signal, the escape routes, the correct extinguishers and their locations.

26. General

All employees must observe and obey all notices, signs and regulations concerning safety and welfare, applicable to their occupation and place of work at any particular time.

All employees will participate in any fire drill that is organised by the nursery school.

All employees are to wear or use protective clothing or equipment where it is provided for use in specified circumstances.

Clothing and hairstyles at work must be suitable for the wearer's occupation and not be likely to cause danger. All employees must follow any and all written procedures for their work.

Only equipment that has been specifically designed for the purpose will be used.

No work of any kind shall be undertaken unless designated "Emergency Exits" are clearly marked, unlocked and freely accessible.

All health and safety matters are reviewed informally on an ongoing basis and formally every year or when something changes. Staff and parents will receive these updates, as with all policy changes, as and when they happen.

Staff and parents can contribute to any policy and during the regular meetings held at nursery school.

We welcome any useful comments from members of staff, parents and visitors regarding this policy.