



HEALTH AND SAFETY POLICY

3. HEALTH AND SAFETY IN THE WORKPLACE

Policy Statement

As an employer, the pre-school must take reasonable care to protect employees, volunteers and visitors from hazards and employees must take care not to put themselves or others at risk.

Employer Responsibilities

- Our members of staff responsible for Health and Safety in the Workplace are Cherry Grayston (Pre-School Supervisor) and Claire Parker (Deputy Pre-School Supervisor).
- They are competent to carry out these responsibilities.
- They are required to hold a Level 2 Health and Safety in the Workplace certificate and regularly update their knowledge and understanding.
- We undertake risk assessments to identify hazards, assess the level of risk and put in control measures to reduce or eliminate the risk. We regularly review risk assessments. (See also Health and Safety 1. Risk Assessment).
- We display the necessary Health and Safety Law poster in the office.
- We have public liability insurance and employers' liability insurance. The certificate for employers' liability insurance is displayed in the lobby.

Workplace Environment

We provide a workplace environment that:

- is tidy, well-lit and ventilated.
- is at a comfortable temperature.
- has adequate storage facilities.
- is regularly cleaned and maintained. Rubbish is not allowed to build up.

Workstations:

- Equipment is set at the right height so that eyes are level to the top of the screen. Staff are shown how to adjust the monitor controls to increase the contrast and reduce flicker. The mouse and keyboard are in comfortable positions.



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- Office chairs are height-adjustable, comfortable, and support the back, especially the lower back. They also have wheels so they're easy to position.
- Staff are advised to maintain a good posture, sit straight with forearms parallel to the desktop and use correct keyboard techniques.

Staff must report any injuries or pain caused by the workstation design to the Pre-School Supervisor (or employer) immediately.

We provide the following staff welfare facilities:

- toilets
- washing and drying facilities with soap and water
- drinking water
- a place away from the children to eat meals
- a shared storage locker

Staff Health and Safety in the Workplace Training

- The Pre-School Supervisor and Deputy Supervisor are required to undertake an approved CIEH Level 2 Health and Safety in the Workplace eLearning Course as soon as practical.
- All new permanent members of staff are required to undertake an approved CIEH Level 1 Health and Safety in the Workplace eLearning Course as part of their induction training.
- Our induction training carried out in the workplace for new staff and regular volunteers also incorporates awareness raising on all health and safety issues. This includes matters of employee well-being such as safe lifting and manual handling together with the Control of Substances Hazardous to Health (COSHH).
- Records of induction training are kept and new staff and regular volunteers are asked to sign them to confirm that they have taken part and are able to adhere our Health and Safety Policy.
- Staff are made aware of their shared responsibility for Health and Safety:
 - Employees must report any hazards or concerns regarding Health and Safety immediately to the Pre-School Supervisor.



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- Employees must follow any Health and Safety rules put in place by the pre-school.
- Employees must take care not to put themselves or others at risk.
- Health and Safety training is included in the annual training plans of staff as necessary.
- Health and Safety is discussed regularly at staff meetings.
- Staff are made aware of any changes to our Health and Safety Policy.

Employee and Employer Reporting Requirements

If any of the following take place, employees must report it to the Pre-School Supervisor (or employer) immediately:

- you are injured in the workplace
- your work is making you or others ill
- you are feeling stress in the workplace
- you are feeling bullied, have received verbal aggression or physical violence
- you see dangerous behaviour from other adults
- you or a colleague has an accident in the workplace
- you notice any dangerous hazards
- you notice any “near misses” that could have caused an accident or injury

The pre-school will record and act upon any reports received. We will investigate the causes and put measures in place to prevent reoccurrence.

Any accident involving staff is recorded in the Accident Book. The records are reviewed termly to identify any issues that need to be addressed.

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

We follow the RIDDOR guidelines and record any work-related accidents that result in death, major injury or injury that keeps an employee away from work for more than 3 days to the Health and Safety Executive. (See also Accident and Incident Policy).



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Manual Handling

Manual handling is the use of the body to lift, carry, push or pull objects.

- All staff and regular volunteers are trained in the safe and correct manual handling procedures as part of their induction training to avoid risk of injury.
- Staff should not undertake any manual handling tasks unless they have been trained to do so.

Control of Substances Hazardous to Health Regulations (COSHH)

- We follow the COSHH guidance.
- We keep a record of all substances that may be hazardous to health such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all hazardous substances in their original containers.
- We store all hazardous substances securely.
- Staff are trained before using any hazardous substances such as cleaning chemicals.

Working at Height

- We train staff to use the correct equipment when they need to work at height such as reaching up high to store equipment or changing a light bulb.
- Equipment is regularly checked to ensure it is safe to use.
- Staff must not stand on chairs or desks to work at height.

When using a step ladder, staff should:

- check it is not damaged before use.
- use it correctly, ensuring it is on even ground and opened at the correct angle.



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First Aid in the Workplace

- The First Aiders in the workplace are Cherry Grayston and Claire Parker. The First Aider must hold either a valid First Aid at Work (FAW) or an Emergency First Aid at Work (EFAW) certificate.
- Only those trained to treat a casualty should do so. If in doubt, staff should call for help and call for an ambulance if necessary.
- We keep an appropriately stocked First Aid Box.