



Health & Safety Policy

of

Mells Nursery

Mells Green

Mells

Frome

Somerset

BA11 3QE



Effective from: 3rd May 2019

Review date: 3rd May 2020

Or after any significant changes, whichever is sooner.

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INTRODUCTION

This is the Health and Safety Policy of Mells Nursery, produced in accordance with the requirements of Section 2(3) of the Health and Safety at Work etc Act 1974.

The policy has three parts including a statement of commitment, organisational responsibilities and arrangements for managing health and safety. The Nursery Manager has signed our Health and Safety Policy Statement and ensures that all parts of the policy are reviewed and updated on an annual basis.

The overall Health and Safety Policy is supplemented by specific policies and procedures where applicable. Our health and safety documentation includes risk assessments, monitoring checklists, instructions and written procedures as necessary. Our documentation is based on legal requirements, guidance from enforcing authorities and established industry standards.

For the purposes of this policy, the term 'staff' refers to all employees, volunteers and students on work-experience who are working for Mells Nursery. The term 'visitors' includes the parents/guardians of children who are cared for at the Nursery.

HEALTH & SAFETY POLICY STATEMENT

Mells Nursery regards the health, safety and welfare of its staff, children, visitors and those who may be affected by its activities, as being of paramount importance. The following statement recognises our obligations under the Health & Safety at Work etc. Act 1974, including all relevant Regulations and Approved Codes of Practice additional to the Act. We will take all reasonably practicable steps to comply with our statutory obligations and to promote a positive health and safety culture throughout our nursery.

General Policy

Mells Nursery aims to provide a healthy and safe environment for all staff, children and visitors. This will be achieved by:

- Compliance with current legislation and recommended practices;
- Providing healthy and safe places for children to learn and play, and staff to work;
- Providing staff with such information, instruction, training and supervision as is necessary to ensure their safety and health at work, and that of others who may be affected by their actions;
- Providing children and visitors with relevant information about health and safety procedures and issues;
- Promoting a healthy lifestyle and, in a way appropriate to their age, to encourage in children a growing awareness of health and safety issues;
- Treating health, safety and welfare considerations as an integral part of the nursery operation;
- Assessing the risks of our activities, and introducing controls to remove or reduce any significant risks;
- Monitoring safety performance to continually improve standards.

Organisation

Health and safety is an integral part of our activities and whilst **Katherine Kapadia** (Nursery Manager) takes overall responsibility, all staff share the responsibility for implementing this policy. The day to day management of health and safety within the nursery is organised by **Megan Bird** (Nursery Administrator).

All staff have duties to:

- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions
- Co-operate with others in the Nursery to fulfil our statutory duties
- Not interfere with, misuse or wilfully damage anything provided in the interest of health and safety.

Arrangements

Full details of the Nursery's organisation, arrangements and procedures for health and safety are available in the main Health and Safety Policy.

To ensure that this policy is effective, we will:

- Draw it to the attention of all new staff as part of their induction;
- Review it annually, or following any significant changes to our Nursery and/or legislation;
- Make any such changes known to staff;
- Maintain procedures for communication and consultation with staff on matters of health, safety and welfare.

Katherine Kapadia
Nursery Manager
3rd May 2019

ORGANISATION

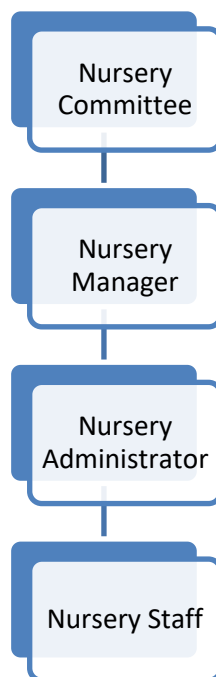
This section of our policy sets out the division of health and safety responsibilities, from committee members through to individual staff members. Their success in fulfilling those responsibilities is measured through regular team meetings and annual staff appraisals.

The Nursery recognises that this policy cannot be successful without the active participation of all members of staff and its content must be observed at all times.

Overall and final responsibility for health and safety is that of Katherine Kapadia, Nursery Manager.

The day to day management of health and safety is the responsibility of Megan Bird, Nursery Administrator.

Health & Safety Structure



Responsibilities

To ensure health and safety standards are maintained and improved, the following people have responsibilities in the following areas:

Nursery Committee – Chaired by Vicki Pike

The Committee is responsible for leadership on health and safety matters and in particular for:

1. Appointing a Nursery Manager to oversee health and safety on behalf of the Committee.
2. Providing sufficient resources to implement the health and safety policy.
3. Reviewing the health and safety policy at least annually or after any significant changes.
4. Reviewing health and safety performance from reports arising from inspections, audits, accident investigations, ill-health etc.

5. Agreeing a health and safety action plan and monitoring its implementation.
6. When introducing changes to the Nursery, e.g. new processes, equipment, premises or structure, taking into account the health and safety implications, providing suitable resources, and monitoring to ensure risk is adequately controlled.
7. Ensuring that staff are consulted on health and safety matters and that safety needs are taken into account in the selection and appointment of staff.
8. Ensuring that the Nursery has access to competent health and safety advice on health, safety and fire safety matters.
9. Keeping themselves up-to-date on health and safety requirements and developments, by arranging for regular briefings as necessary.

Nursery Manager – Katherine Kapadia

The Nursery Manager has overall responsibility for implementing the Health and Safety Policy and in particular for:

1. Ensuring that the Committee implements their responsibilities as detailed above.
2. Appointing a suitably qualified Health and Safety Advisor and keeping them informed of incidents, proposed changes to the Nursery, contact from enforcing authorities etc.
3. Investigating, or ensuring that others investigate, accidents and work-related ill-health and ensuring that statutory reports are made for serious incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
4. Continuously reviewing health and safety practices.
5. Ensuring that appropriate training is provided.
6. Ensuring that staff are consulted on health and safety matters through team meetings etc.
7. Ensuring that staff performance objectives include health and safety.
8. Making sure that safety information and data sheets are being received as part of the purchasing process, and that the contents are taken into account within risk assessments.
9. Ensuring that when articles are purchased from outside the EU, that EU product safety legislation and material labelling requirements are met.
10. Ensuring that Employers' Liability insurance is maintained and that the details are publicised to staff.
11. Ensuring that other insurance is maintained as required, including public liability insurance and insurance for company vehicles.
12. Ensuring that statutory requirements are met in relation to working hours, employment of children, young persons, pregnant employees, and new mothers at work.
13. Taking disciplinary action against staff who fail to follow Nursery rules, as appropriate.

Nursery Administrator – Megan Bird

The Nursery Administrator manages the day to day health and safety and is responsible for:

1. Ensuring that all staff understand their health and safety responsibilities.
2. Monitoring the health and safety performance of staff.
3. Ensuring adequate manpower and compliance with working time legislation.
4. Ensuring that risk assessments cover all Nursery activities, that any actions arising from them are implemented and that the findings are shared with staff.
5. Consulting with staff on health and safety matters during team meetings.
6. Providing appropriate training for staff, including induction training and training in job skills, general health and safety matters and other specific safety issues, as required.

7. Ensuring that work equipment and play equipment is suitable and fit for purpose.
8. Providing suitable personal protective equipment and ensuring it's properly maintained.
9. Instructing staff in health and safety requirements and supervising to ensure that rules are followed.
10. Contributing to risk assessments as required by the Nursery Manager or Health & Safety Consultant.
11. Keeping themselves up-to-date with health and safety requirements and asking for assistance from the Nursery Manager or Health & Safety Consultant as appropriate.
12. Carrying out periodic inspections of the Nursery, vehicles and activities and ensuring that high standards of health and safety are achieved.
13. Ensuring that staff are suitably competent and have any necessary licences and qualifications for carrying out the work instructed.
14. Arranging for a periodic test and inspection of the electrical installation and portable appliances.
15. Implementing the findings of the fire safety risk assessment including the provision, maintenance and testing of fire extinguishers, the fire alarm system and emergency lighting, the provision of signage, drills etc. and the appointment and training of Fire Marshals.
16. Monitoring that high standards of housekeeping are maintained, with emergency escape routes kept clear and all parts of the workplace maintained in a clean condition.
17. Ensuring that appropriate first aid arrangements are implemented including a sufficient number of first aiders and carrying out regular checks of the contents of first aid kits.
18. Maintaining a log of all premises checks, testing, maintenance and repairs.
19. Reporting to the Nursery Manager any health and safety concerns which they are not able to resolve.

Nursery Staff

All members of staff must take care of themselves and others affected by their work and in particular are expected to:

1. Behave in a professional manner, follow health and safety rules and not act in a way which would deliberately endanger others.
2. Familiarise themselves with the health and safety policy, risk assessments and any other instructions relating to their work and comply with the requirements set out.
3. Report unsafe working practices, shortcomings in safety procedures, accidents and near-misses to their manager.
4. Stop work and liaise with their manager in the event that a procedure appears unsafe.
5. Know the emergency procedures for the location at which they are working.
6. Use equipment, materials or substances in accordance with information, instruction and training provided.
7. Make proper use of safety devices and only carry out such maintenance, repair or adjustment to work equipment or play equipment as they are authorised to do so.
8. Ensure that equipment and materials are stored safely when not in use.
9. Keep the Nursery clean and tidy, avoid the creation of tripping hazards and clean up any spillages immediately.
10. Wear personal protective equipment as instructed.
11. Dispose of waste materials in the manner instructed so that they do not create a hazard to others.
12. Not work under the influence of alcohol or drugs.

No committee member, manager, supervisor or staff member may carry out or authorise practices which place staff, children or others in danger or which are in direct breach of legal requirements.

ARRANGEMENTS

This section of our policy sets out the arrangements we have put in place for implementing our health and safety policy.

Monitoring

Health and safety standards are monitored via:

- Daily, weekly and monthly inspections of the Nursery undertaken by a competent member of staff and recorded in the Health & Safety File.

To ensure our Nursery conditions are maintained, and ensure safe practices are being followed, we will investigate any concerns or complaints raised by staff, parents or members of the public.

Information, Instruction, Training and Supervision

All staff members are trained in safe working practices and procedures, their responsibilities under this policy and any specific skills required. In particular:

- Induction training is provided for all new staff by **Megan Bird** on their first day of employment.
- Job specific training is provided by **Katherine Kapadia** as required.
- Training records are kept in the Health & Safety File by **Megan Bird**.
- Training needs are identified, arranged and monitored by **Katherine Kapadia and Megan Bird**.

Supervision of young workers/trainees is arranged/undertaken/monitored by **Megan Bird**.

Our Health and Safety policy is made available online for parents to view. Children are made aware of Health and Safety issues through discussions, planned activities and routines.

Consultation

The Nursery recognises that the involvement of staff in their own Health and Safety arrangements is essential to the success of this policy. We therefore consult with staff through one-to-ones and regular team meetings.

Signs and Notices

Statutory Health and Safety notices are displayed in our premises, including the “no smoking” sign, Health and Safety Law poster and the current Employers’ Liability Compulsory Insurance certificate.

Risk Assessments

It is our policy to ensure that risk assessments are undertaken in accordance with legal requirements. Risk assessments are regarded as useful tools which help us to prevent accidents and ill-health. For that reason, our goal is for these documents to be frequently reviewed and conducted with input from staff who are involved in the activities being assessed.

In particular:

- Risk assessments are undertaken by **Megan Bird** and will be kept in the Health & Safety File.
- **Megan Bird** is responsible for ensuring the actions required by the risk assessments are implemented.
- The significant findings of risk assessments are shared with staff by circulating the assessments to all staff and discussing the outcome of assessments at relevant staff meetings.
- **Megan Bird** will check that the implemented actions have removed/reduced the risks.
- Risk assessments are reviewed annually or after any significant changes, whichever is sooner.
- Records of risk assessments are retained for at least five years.

Premises

It is our intention to always maintain high standards of housekeeping at our premises for the safety and health of our staff, children and any visitors. Responsibilities are clearly allocated and appropriate tasks are assigned. Flooring is in good condition and kept under repair. We also ensure that any spillages are cleaned up promptly and that tripping hazards are dealt with immediately.

Our Nursery is provided with suitable lighting, heating and ventilation to ensure comfort of users as well as appropriate kitchen, toilet and washing facilities.

Our premises were constructed in 2007 and therefore do not contain any asbestos materials.

Low level windows are made from materials that prevent accidental breakage or are made safe. Windows are also protected from accidental damage or vandalism from people outside the building. Precautions are taken to prevent children's fingers from being trapped in doors.

The temperature of hot water is controlled to prevent scalds.

The outdoor area is securely fenced and checked for safety and cleared of rubbish before it is used. Staff, children and visitors are alerted to the dangers of poisonous plants, herbicides and pesticides. Where water can form a pool on equipment, it is emptied before children start playing outside. The sand pit is covered when not in use and is cleaned regularly. All outdoor activities are supervised by competent staff at all times.

Electricity

Our staff are not permitted to carry out repairs or to work on the electrical installations.

All work on electrical installations are carried out by qualified electricians, who are required to follow standard working practices as defined by IET guidance, Building Regulations and the Electricity at Work Regulations. It is the Nursery's policy that live working is prohibited although live testing is permitted with appropriate controls and suitable equipment. Our electrical installation will be tested and inspected every five years by a competent electrician and improvements implemented as necessary to ensure its continuing safety.

Portable electrical equipment, such as office equipment is subject to a programme of formal visual inspections, as well as the pre-use inspections that all staff are instructed to carry out. Furthermore, formal Portable Appliance Testing is carried out annually by a competent person.

The boiler/electrical switch gear/meter cupboard is not accessible to children. Fires, heaters, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them. There are sufficient sockets in the premises to prevent overloading.

Work and Play Equipment

- All work and play equipment supplied by the Nursery is assessed for suitability.
- **Megan Bird** checks that new equipment meets health and safety standards before it is purchased or borrowed and is safe for the ages and stages of the children currently attending the Nursery.
- Staff are encouraged to report defects to **Megan Bird**, at which point the equipment is repaired or replaced.
- **Megan Bird** is responsible for identifying all equipment needing inspection/maintenance and ensuring effective procedures are drawn up and implemented.
- Equipment is maintained in accordance with manufacturers' instructions.
- All maintenance and repairs are undertaken by a suitably competent person.
- The layout of play equipment allows staff and children to move safely and freely between activities.

Personal Protective Equipment (PPE)

We provide PPE without charge to our staff as required. The type of equipment is selected with regard to the risks of each activity, the level of protection required and the needs of individuals.

- **Megan Bird** is responsible for the ordering and supply of suitable and sufficient PPE.
- PPE will be provided by the Nursery without charge to staff.
- **Megan Bird** will provide staff with instructions on the safe use of PPE if necessary.

Personal protective equipment required for working at the Nursery may include:

- Disposable gloves
- Aprons
- High-visibility jackets/vests (for outdoor excursions)

Manual Handling

Working at the Nursery may involve manual handling, e.g. lifting, lowering, pushing, pulling, carrying or supporting of loads. This includes the lifting, lowering and carrying of children. Where we have not been able to eliminate the manual handling risk we undertake risk assessments and proscribe risk control measures for the protection of our staff, e.g. training, safe methods of work, etc. Staff are instructed in the outcome of the assessments and the risk control measures including safe lifting techniques. They are instructed to report to **Megan Bird** any health concerns that may make manual handling less safe for them.

Display Screen Equipment (DSE)

DSE workstations will be assessed to ensure they are suitable and sufficient for the user to be able to work comfortably and without risks to health. Assessments will be undertaken by **Megan Bird** with any necessary actions implemented. All DSE workstations are provided with suitable and sufficient equipment, and DSE users offered eyesight tests, in accordance with current legislation.

Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations (COSHH) cover chemicals, products containing chemicals, fumes, dusts, vapours, mists and gases, and biological agents. If the packaging of a substance is labelled with a hazard pictogram then it is classed as a hazardous substance, such as toxic, very toxic, harmful, corrosive or irritant. It is Nursery policy to use only domestic quality, cleaning and decorating products wherever possible. Staff are responsible for following all manufacturers' guidance and safety instructions from the relevant packaging.

For all hazardous substances, **Megan Bird** is responsible for the following actions:

- Checking that new substances can be used safely before they are purchased.
- Identifying all substances which need a COSHH assessment.
- Obtaining safety data sheets from the suppliers/manufacturers.
- Undertaking COSHH assessments.
- Ensuring that all actions identified in the assessments are implemented.
- Ensuring that all relevant staff members are informed about the COSHH assessments and receive information, instruction and training on how to use substances safely.
- Providing appropriate storage according to the properties of each substance, and ensuring they are not accessible to children.

All staff members will be expected to co-operate with the Company in respect of any controls which have been introduced, to ensure the safe use and storage of hazardous substances on site. Where PPE has been deemed to be necessary, employees will be expected to wear and maintain it in line with the manufacturer's recommendations. Staff should report any concerns to **Megan Bird or Katherine Kapadia**.

All substances used by the children, such as paint and glue, are non-toxic and assessed for suitability before being supplied.

Work at Height

Work at height refers to all work carried out where there is a risk of a fall, and not just those activities involving heights of two metres or more. This could include the putting up or taking down of decorations, pictures, etc. Staff and children must not stand on tables, chairs or other make-shift platforms to access items at height. Wherever possible, the need to work at height will be avoided. Where it is deemed necessary to work at height, the activities will be properly planned and organised, with the risks assessed and appropriate access equipment selected and used. Information and instruction will be provided to any staff members who will be working at height and the access equipment will be inspected and well-maintained. Staff will be supervised as necessary in order to ensure that safe working practices are adopted at all times.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Fire

It is the policy of Mells Nursery to prevent the outbreak of fire on our premises, so far as reasonably practicable and to put in place measures to protect our staff, children and visitors in the unlikely event of a fire. More specifically:

- **Megan Bird** is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Emergency procedures are in place to ensure the premises can be safely evacuated in the event of a fire.
- Escape routes are checked daily by a competent member of staff.
- Fire extinguishers are maintained and checked annually by a competent person.
- **Megan Bird** is responsible for ensuring all staff, children, visitors and contractors are provided with the necessary information, instruction and training to ensure appropriate precautions and actions are taken in order to safeguard themselves and other relevant persons on the premises.
- Staff are responsible for informing **Megan Bird** if they will have any difficulties evacuating under the procedures.
- Parents/Guardians are responsible for informing Nursery Staff if their child/children will have any difficulties evacuating under the procedures.
- **Katherine Kapadia** is the named person for emergencies, with **Megan Bird** as deputy.
- **Megan Bird** is responsible for ensuring that where contractors need to conduct hot works a Hot Work Permit is completed.

First Aid

We have carried out an assessment of first aid needs, and as a result have provided first aid equipment and ensured that there are nominated persons to deliver it. Information has been provided to all staff to ensure awareness of our first aid arrangements.

- The first aid box is kept in the First Aid cupboard above the cooker in the kitchen and its contents are checked monthly.
- Sufficient numbers of First Aiders and Paediatric First Aiders are on duty at the Nursery during opening hours.

Incident Reporting and Investigation

- It is our policy that all injury accidents, however minor, are recorded on the accident report form and the entries stored securely for a minimum of five years.
- The accident forms are kept in the office and on Kindersoft and held by **Megan Bird**.
- All accidents, near misses and incidents of work-related ill-health are investigated in order to identify root causes and prevent a recurrence. Investigations are undertaken by **Megan Bird**.
- **Megan Bird** is responsible for acting on investigation findings to prevent recurrence.
- **Megan Bird** is responsible for reporting incidents which fall within the reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Hygiene

We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations. Our daily routines encourage the children to learn about personal hygiene. We have a daily cleaning routine for the Nursery which includes play rooms, kitchen, rest area, toilets and nappy changing areas. We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishing. The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.

The Nursery implements good hygiene practices by:

- Cleaning tables between activities;
- Cleaning toilets regularly;
- Cleaning play equipment regularly;
- Wearing protective clothing, such as aprons and gloves, as appropriate;
- Providing sets of clean clothes;
- Providing tissues and wipes;
- Monitoring and controlling the temperature and cleanliness of the fridge.

Occupational health

All staff members are encouraged to report any health concerns which they feel are associated with or made worse by work, to **Katherine Kapadia**. Such reports will be treated confidentially and occupational health assistance will be sought as needed.

Stress

Should any member of staff feel that they are suffering from an unacceptable level of work-related stress, the following procedures should be implemented:

- At first instance, the staff member should inform **Katherine Kapadia**. She will treat the matter with sympathy and in confidence.
- If necessary, the Nursery will carry out a stress risk assessment. This will include a review of the individual's actual duties against those described in their job description.
- The findings of the risk assessment will be discussed with the individual. If appropriate, changes will be made to their role in order to reduce the levels of stress experienced.

Whilst the Nursery is not responsible for causes of stress outside the working environment, we recognise that it can impact on staff attendance and work performance. Therefore, we would encourage staff members to make us aware of any problems which are causing them concern.

Smoking

Mells Nursery is a smoke-free environment and smoking is therefore prohibited on the premises, including outside areas. This policy applies to all visitors, contractors, visitors and parents/guardians. An appropriate "no-smoking" sign is clearly displayed. Disciplinary procedures will be followed if a member of staff does not comply with this policy.

Alcohol and Drugs

Mells Nursery prohibits the sale, possession or use of illicit drugs. The consumption of alcohol on our premises is allowable at specific events outside of Nursery opening times. Members of staff, contractors and visitors are prohibited from being under the influence of alcohol or illicit drugs whilst on Nursery premises.

Staff attending Nursery organised social events outside normal working hours are expected to be moderate if drinking alcohol and to take specific action to ensure they are well within the legal limits if they are driving. They are prohibited from taking drugs on these occasions.

A breach of these provisions is a disciplinary offence and will be dealt with in accordance with the Nursery's disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and

could result in the staff member's summary dismissal. The Nursery reserves the right in any of these circumstances to arrange for the individual to be escorted from the Nursery's premises immediately and sent home without pay for the rest of the day. We do not have to prove that you are under the influence either. If we believe this to be the case then we can act accordingly.

Social drinking after normal working hours and away from the Nursery's premises is, of course, generally a personal matter and does not directly concern the Nursery. The Nursery's concern only arises when, because of the pattern or amount of drink involved, the staff member's attendance, work performance or conduct at work deteriorates.

It is the Nursery's intention to deal constructively and sympathetically with a staff member's alcohol or drug related problems, such as alcohol or drug dependency. When it is known that a staff member has an alcohol or drug problem **Katherine Kapadia** will be able to provide advice and guidance on how to seek suitable treatment. The primary objective of any discussions will be to assist the individual with the problem in as compassionate and constructive a way as possible. Any discussions of the nature of an individual's alcohol or drug problem and the record of any treatment will be strictly confidential unless the individual agrees otherwise.

Employees at Special Risk

From time to time, some workers may be at increased risk of injury or ill-health resulting from work activities, e.g. those with medical conditions or permanent or temporary disability, those taking medication, young people and those who are pregnant. The Nursery therefore requires that all employees advise **Katherine Kapadia or Megan Bird** if they become aware of any change in their personal circumstances which could result in their being at increased risk. Risk assessments will then be reviewed accordingly and action taken as necessary to control the risks.

New and Expectant Mothers

Should the Nursery be informed that a member of staff is pregnant, has given birth within the last six months, or is breastfeeding, the following actions will be taken:

- A risk assessment will be completed by **Megan Bird** for the work activities of the new or expectant mother.
- The implications of any risk assessments and work practices will be discussed with the staff member.
- The Nursery will try to remove or prevent the staff member from exposure to any hazards that have been identified.
- If this is not possible, the Nursery will temporarily adjust working conditions or hours of work.
- If this is not possible, the Nursery will attempt to offer alternative work.

Children and Young People

The legal definitions are:

"Young People" are those who have not reached 18 years of age

"Children" are those who have not yet reached minimum school leaving age (currently 16 years old)

Should a decision be made for any children or young people to be employed by Mells Nursery (including work experience placements) the following actions will be taken.

- A risk assessment will be completed prior to their employment/placement.
- Before employing any child, clear and relevant information on the risks identified will be provided to the parent/guardian.
- The child or young person will receive the appropriate level of information, instruction, training and supervision required to enable them to work safely.
- The child or young person will not engage in hazardous tasks or areas.
- The Working Time Regulations, which specifically mention working hours and rest breaks for children and young people, will be adhered to.

- The Nursery will co-operate with work experience organisers to ensure a suitable and safe placement is offered.

Contractors and Visitors

Where contractors are engaged, e.g. to undertake work on the Nursery premises, steps will be taken to establish that they are competent to undertake the work safely, essential health and safety information will be exchanged prior to them starting work and the safety of their working methods will be monitored. Contractors are required to comply with our "site rules for contractors".

Specifically:

- **Megan Bird** will inform the contractors of any particular hazards they may be exposed to and the appropriate safety precautions.
- If deemed necessary by Nursery Manager, contractors should undergo DBS checks before commencing work at the nursery.
- The activity of visitors and contractors will be monitored whilst on site, to ensure their health, safety and welfare, and that of the children.
- Unexpected or unknown visitors will be asked to provide identification and checks made before being allowed entry to the Nursery.

Lone Working

Wherever possible, staff do not remain in the building on their own or leave on their own after dark. Any staff members who have concerns about their personal safety should speak to **Katherine Kapadia or Megan Bird**.

Excursions and Special Events

All Nursery excursions and events will be properly planned, organised and risk assessed in advance. A sufficient number of competent staff will be allocated to attend the excursion/event, including those trained in first aid. Parents/guardians will be notified of the excursion/event and the outcome of the risk assessment prior to the day.

