HEALTH AND SAFETY STATEMENT

HUXLEY BEAR LIMITED

THE ASCOT DAY NURSERY

October 2022

The overall Health and Safety in the company is that of Colleen Caddow and as the employer they recognise their duties and responsibilities under RIDDOR. The responsibility for the Health and Safety within the setting is the Manager.

The following people are responsible for overseeing Health and Safety in particular areas:

* The manager is responsible for overseeing general Health and Safety within the nursery.
* All staff have a responsibility to co-operate with the management to ensure a safe environment for both the children and staff.
* Staff supervising outside play are responsible for undertaking a daily risk assessment to ensure the safety of outdoor play equipment including the grounds on which they will be used.
* All employees have a responsibility to co-operate together to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
* Whenever an employee notices a Health and Safety issue that they are not able to put right themselves, they must immediately tell the appropriate person.

Colleen Caddow is responsible for ensuring all staff receive the necessary training on Health and Safety issues.

When an accident is reported the matter will be investigated and report made by Colleen Caddow.

**ACCIDENTS**

The location of the First Aid Box in The Ascot Day Nursery, is in the cupboard marked with a green and white First Aid cross.

Persons responsible for administering first aid and medical treatment are all members of staff who hold the relevant paediatric First Aid qualification:

* Colleen Caddow
* Amanda Jarvis
* Charlotte Shepheard
* Fiona Wateridge
* Natalie Bishop
* Nicola Bowyer
* Rosie Martell
* Gemma Pocknee
* Leah Dhokia
* Anne Bernasconi
* Jodie Primmer
* Lauren Stephenson

The ‘Appointed Persons’ for administering adult First Aid are Amanda Jarvis and Colleen Caddow.

Staff are reminded of the importance of wearing Personal protective equipment, including vinyl gloves when dealing with cuts and injuries. Gloves are supplied and can be found in the first aid box. It is also advisable to wear gloves for nappy changes.

The management team are responsible for replenishing the contents of the First Aid box on a regular basis.

All accidents (children) no matter how small MUST be documented on and individual accident form. The parents and the member of staff and witness responsible for the child’s care must sign the accident form. The accident form is then recorded on an accident record and filed away in the child’s personal folder.

All accidents involving staff MUST be documented in the yellow staff accident book, located in the First Aid cupboard.

The person responsible for carrying out accident investigations involving children is Colleen Caddow.

The person responsible for reporting specified injuries, diseases and dangerous occurrences (RIDDOR) to the Local Authority and Environmental Health is Colleen Caddow.

**FIRE SAFETY**

All members of staff are responsible for ensuring that fire escapes, passages and route are always left clear.

Staff must ensure they are fully versed on the fire regulations, which are displayed in the room at all times.

The Manager is responsible for arranging and documenting by-monthly fire drills.

The fire alarm is maintained by Chubb Fire Security and serviced on an annual basis. The company address is Unit 9, Bilton Industrial Estate, Love lace Road, Bracknell RG12 8YT. Telephone 0870 240 1666.

The fire extinguishers are maintained by Ulysees and are serviced on an annual basis. The company address is Premier House, Jubilee Way, Elland, West Yorkshire, HX 9DY. Telephone 01256 637238.

**HOUSEKEEPING AND PREMISES**

All members of staff are responsible for the day to day cleaning and tidying of the nursery and its equipment.

Staff must ensure cleanliness at the nappy changing unit after each nappy change.

Although advisable, it remains discretionary that staff wear vinyl gloves for nappy changing.

Nappies must be placed in sacks before being disposed of in the nappy bin. The nappy disposal company, Select Environmental Services collect every two weeks.

All bins must have lids and be lined with a black sack.

Sharp implements such as knives and scissors should be stored in a secure place out of reach of children.

Cleaning detergents must be stored in a secure cupboard.

Although we do not use or hold any hazardous substances in the nursery, all staff must be aware of the COSHH regulations.

Staff must always be aware the fire exits, and walkways are to be kept clear. The Manager is responsible for daily monitoring.

**ELECTRICAL EQUIPMENT**

All staff whilst using electrical appliances should be aware of the risks and responsible for carrying out simple user checks before use.

NACA as our landlords are responsible for all electrical installations and combined inspections.

**DANGEROUS SUBSTANCES**

All staff must be aware of the COSHH information. We do not hold or use any hazardous substances on the premises. The brining in of any hazardous substances in future must be disclosed to the Manager and secured in a safe place out of the reach of children and general public.

**MANUAL HANDLING**

Staff must take care when moving equipment e.g., tables, and list them correctly. Children should not be lifted unnecessarily, and correct posture should be maintained. Any accident or injuries must be reported and investigated by the nursery manager and nursery owner.

**DISPLAY SCREEN EQUIPMENT**

The nursery does own a computer, which is used for administration. It is not used enough to warrant specific training or testing.

**RISK ASSESSMENT – MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1992.**

The proprietor will periodically review measures for the control and assessment of occupational risks. All staff will be required to undertake risk assessment of activities planned.

**Toy and safety equipment:**

All staff must be aware of the EEC safety standards with regards to toys and equipment. It is the responsibility of all staff to regularly check that toys are still in good condition and are clean (sterilised daily after use). In addition, suitability to age must be monitored.

**Playground Safety:**

All staff are responsible for ensuring that the children are monitored as they walk to the playground. All staff are aware that children are encouraged to walk and not run and that play activities are appropriate.

**Safety in cars:**

From time-to-time children are transported in cars to activities such as outings. The Nursery manager is responsible for ensuring that all vehicles used are fully maintained, taxed, hold a valid MOT certificate and fully-comprehensively insured with full business use.

It is the responsibility of the driver of the car to ensure that all children are restrained with the appropriate seat belt. Safety is paramount and should be monitored at all times both in the car and walking to and from the car. Any incident should be reported to the nursery manager.

**ADVICE AND CONSULTANCY**

The address and telephone number of the local Environmental Health Section who enforces health and safety at these premises is:

Public & Environmental Services Department

Bracknell Forest Borough Council

Seymour House

38 Broadway

Bracknell

Berkshire

Telephone 01344 424642