



HEALTH AND SAFETY POLICY

Under Section 2 (3) of the Health and Safety at Work Act 1974, we are required to produce a written statement of our general policy with respect to Health and Safety at Work for the employees and the organization.

Objectives

Morning Star will take all reasonable and appropriate steps to ensure that the legal responsibilities of all persons are met.

Therefore, all work activities must be carried out at all times in such a way as to ensure the health, safety and welfare of all staff, children, visitors and others who may be affected by its activities.

To know the safety measure and arrangement to be adopted in our own working areas and to ensure that they are applied to at all times.

This manual provides the overall policy and procedural framework for staff working in the nursery, in many instances staff teams will wish to develop further detailed guidance which takes account of the circumstances and the needs of the nursery.

The manager will ensure that this manual is kept updated with any new or amended policies and procedures. The will ensure that the manual is kept in an appropriate place for to access. This manual should form a key part of staff induction programmers and activities.

The manager will ensure that opportunities for all staff to discuss update and review their practice regularly in regard to the implementation of the policies and procedures and in accordance with Quality Assurance.

The manager expects all staff to maintain an active involvement in accident prevention and health protection and recognize it as an integral part of their job.

The provision gives sufficient information, training, instruction and supervision as is necessary to ensure the health and safety of all staff, children and visitors.

Make or arrange for investigation of premises, place of work and working practices on a regular basis and ensure that she/he is kept informed of accidents and hazardous situations.

Reviewed time; - 30/07/2014

Next Review: 30/07/2015

Specific Responsibilities

The Manager

- The manager will take day-to-day responsibility for ensuring that the nursery meets the objectives and performance standards set by the Morning Star.
- Will ensure that in consultation with advisers and staff etc that all appropriate risk assessments are undertaken, recorded, disseminated and acted upon.
- Will ensure that the premises are subject to a formal safety inspection at yearly.
- Takes executive action to remove, contain or isolate as is appropriate any hazard emanating on the premises.
- Accepts written reports from safety representatives will respond in writing within seven days
- Will make regular inspections of the premise, paying particular attention to maintenance type problems that could extend to being Health and Safety Hazards, e.g. inoperative door closers on the fire protection doors. The Health and Safety Representative will notify the manager of any circumstances where he/she is unable to take suitable remedial action.
- Will take all reasonable steps to ensure the emergency access and general access routes are kept clear, and that rubber is not allowed to accumulate in UN safe proximity in or around the premises.

Nursery Staff

- Nursery assistants are responsible for the safety of the children during the day and will report to the manager or proprietor anything they consider a hazard. Hazardous Substances arrangements for complying with the Control of Substances Hazardous to Health Regulations are made in accordance with this policy.
- No room should be left unattended for any reason except in an emergency and even then a colleague or manager should be asked to supervise.
- No child may be allowed out of the nursery during nursery hours unless there is clear evidence of a request from a parent or career. All children leaving the nursery must be accompanied by an adult.
- Hazardous or dangerous items brought into the nursery by children must be confiscated and parents asked to come into nursery to collect them.
- Children are not permitted outside the play area without adult supervision.
- Staff must report all accidents and incidents in accordance with the relevant section of this document

Children's Responsibilities

To observe all the safety rules of the nursery and in particular the instructions of the staff given in an emergency.