

# RAMILLIES HALL LTD

## HEALTH AND SAFETY POLICY



### Introduction

At Ramillies Hall Ltd our policy is to provide and maintain a safe and healthy environment, so far as it is reasonably practicable, for children, parents, staff, temporary contractors and any visitors on site. We do this by ensuring that work and play equipment is safe and that a safe system of work is provided for all employees. We have robust procedures in place in case of emergencies. We provide suitable and sufficient information, instructions, training and supervision as is necessary to ensure the health and safety of our employees and this includes the provision of suitable and sufficient welfare, sanitary and working facilities as required.

All employees at Ramillies Hall have a duty to ensure that they work in a safe manner and that their acts or omissions do not cause them to harm themselves or others in the vicinity. Employees are encouraged to bring to the attention of the management any concerns regarding any health and safety issues.

### Our commitment:

*Safety and suitability of premises, environment and equipment; providers must ensure that their premises are fit for purpose and suitable for the age of the children cared for and the activities provided. Providers must comply with health and safety legislation. Providers must promote the good health of children and have policies and procedures in place.*

Ramillies Hall is fully committed to maintaining the safety and protection from harm to all the children, parents, visitors and employees at all times. The business recognises its responsibility to provide adequate control of the health and safety risks that arise.

To achieve this Ramillies has resolved to:

1. Comply with the requirements of the **Health and Safety at Work etc. Act 1974** .
2. Ensure that the health and safety responsibilities of all employees on behalf of the business, are clearly defined, allocated and understood.
3. Encourage and enable all employees to carry out those responsibilities through an effective health and safety management system, with safe premises, and clearly defined processes.
4. Enhance employee's capabilities to manage and work safely through education and training.
5. Promote effective participation and involvement of all employees in the health and safety performance of Ramillies Hall Ltd and the pursuit of a healthy and safe way of life.
6. Monitor and review the effectiveness of health and safety deployment. Arrangements to implement these aims are contained within the Safety program.

To ensure that this policy is maintained so that Ramillies Hall Ltd keeps within the requirements of the Health and Safety at Work etc Act 1974, the directors undertake to ensure that sufficient resources, both financial and physical are available, so that the policy and its arrangements can be implemented effectively.

We believe that this Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc. Act 1974** and will be subject to a regular review annually or when there are significant changes.

Ramillies Hall Ltd recognises its duty of care towards others that are not in our employment. These people include; visitors and contractors who have reason to come into contact with our business activities and premises. These persons will be given suitable and sufficient information and instructions to ensure their health and safety. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our employees or themselves.

### **Legislation and responsibilities of employers:**

The Health and Safety at Work etc Act 1974(HSWA) is the main piece of legislation affecting the management of health and safety in educational establishments across all sectors. This act provides a framework for ensuring the health and safety of all employees in any work related activity. It also provides for the health and safety of anyone who may be affected by work activities e.g. children and visitors to educational sites, including parents and contractors.

It is our duty and responsibility under the **Health and Safety at Work etc Act 1974** and this policy to:-

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others who may come into our company.
- Provide and maintain plant and safe systems of work that are, so far as is reasonably practicable, safe and without risk to a person's health or safety.
- Make arrangements for ensuring so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances.
- Provide information, induction, training and supervision to ensure so far as is reasonably practicable the health and safety at work of our employees.
- Maintain so far as is reasonably practicable any place of work in our control in a safe manner and maintain safe access and egress from it.
- Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangement for the welfare of our employees and others who enter our workplace.

We also recognise that a breach of health and safety legislation by our company constitutes a criminal offence. An enforcing authority may take criminal proceeding against the Company or its management. This can result in penalties, i.e. fines and / or imprisonment.

### **Legal duties of Employees**

The **Health and Safety at Work etc. Act 1974** places legal duties on all employees.

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
- To co-operate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.
- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety and welfare.

Employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and / or imprisonment.

## Policy Statement

This policy sets out our intentions, both to achieve legal status compliance and meet Ramillies Hall business requirements.

### Roles and Responsibilities

Health and Safety is the responsibility of everyone at Ramillies Hall Limited. The implementation of the Policy is ultimately the responsibility of the Senior Management Team which comprises the Directors; Robert Poole (Estates Manager and Safety Officer), Alexandra Poole (Human Resources and Kitchen Manager), Charlotte Poole (Finance Manager) and Lindsey Vincent (Nursery and Holiday Club Manager). They are accountable for ensuring so far as is reasonably practicable, the safety and freedom from risks to health of the staff, children, visitors and others working on the site.

These individuals may also delegate duties to other employees so far as to enable the requirements of the policy to be carried out with due diligence.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the directors by the **Health and Safety at Work etc. Act 1974**.

### Competent Assistance

The competent assistance and advice are provided by: **Employment Law Advisory Services Ltd (ELAS)**. The Management of Health and Safety at Work Regulations 1999, regulation 7 requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

### Health and Safety information for Employees regulations 1989 (as amended)

The regulations require information relating to health, safety and welfare to be provided for our employees by means of posters or leaflets in the 'approved form' and published for the purposes of the regulations by the Health and Safety Executive (HSE).

The poster "Health and Safety Law – What you should know" is displayed prominently in the staff room where it can be read by all employees. The poster indicates who has responsibility for health and safety within Ramillies Hall Limited.

### Notices

All notices whether on Ramillies Hall Ltd premises or elsewhere in accordance with **Health and Safety at Work etc. Act 1974** and its associated legislation must be complied with.

All employees, visitors and contractors alike must take the necessary action to ensure that they are familiar, as far as is reasonably practicable, with any warning signs and the meanings and interpretations of signs, both advisory and warning and comply with them.

Any suggestions on how we may improve health and safety within Ramillies Hall should be communicated to the Senior Management team for assessment and feasibility.

All employees and others who may be affected by the contents of this policy are advised and a master copy of the Health and Safety Policy statement is retained in the Nursery Office. The policy contains detailed information relating to business activities and is available for all employees to read on the Shared Area of the server.

Ramillies Hall consider themselves responsible employers. We will ensure that all employees read the policy as part of their induction procedures and any areas that are not understood are explained in detail.

### **Risk Assessment**

The Management of Health and Safety at Work Regulations 1999, require that we must carry out a suitable and sufficient assessment of the 'health and safety' risks to our employees whilst they are at work. We also consider those that are not in our employment who may come into contact with our business activities or premises. The EYFS requires that we risk assess the environment, the workforce and activities to keep children safe from harm. Before embarking on this task, we need to have an understanding of the following:-

- A hazard is something with the potential to cause harm.
- The RISK is a measure of the likelihood that harm will be caused.

Our Risk Assessment Policy provides the framework for this process at Ramillies Hall Limited. The Senior Management Team is responsible for ensuring risk assessments are carried out. The Management will also monitor the effectiveness of any actions resulting from the findings of risk assessments.

### **COSHH**

The Control of Substances Hazardous to Health regulations 2002 (as amended) requires us to carry out an assessment and record the risks involved with using, storing and handling hazardous substances.

These substances can take many forms including:-

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapors
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Robert Poole (Safety Officer) and Lindsey Vincent (Nursery Manager) these are circulated to all employees who work with hazardous substances. Material Safety Data Sheets will be obtained for all hazardous substances

purchased and this information will be retained. A copy of these are stored electronically. Staff will also be provided with protective equipment, where necessary.

Staff will use and store hazardous products in accordance with instructions on the product label and will store and use them in accordance with the measures stated on the risk assessment. All hazardous products are kept in their original containers, with clear labelling and product information.

The Senior Management Team are responsible for monitoring the effectiveness of the COSHH assessment and remedying any deficiencies. All COSHH assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment.

## **Biological Hazards**

### **Infection prevention and control**

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow good hygiene practices.

See also Health and Hygiene Policy, Ill Child policy, Food and Drink policy (nursery), Animal policy and Intimate Care policy (nursery).

### **Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags or bins
- Clinical waste is removed by a registered waste contractor

### **Exclusion periods for infectious diseases**

Some medical conditions make children vulnerable to infections that would rarely be serious in most children. The nursery will normally have been made aware of such vulnerable children and a Health Care Plan will be in place.

The business will follow recommended exclusion periods outlined by Public Health England in the guidance on infection controlling schools and other childcare settings.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

See also Administration of Medicines policy.

### **Legionella**

Legionnaires' disease is one of a group of diseases collectively known as Legionella, others are Pontiac fever and Lochgoilhead fever. Legionella bacteria are very commonly found in natural sources of water, including rivers, streams and ponds and may even be found in soil

A water risk assessment has been completed Robert Poole (Safety Manager). He is responsible for ensuring that the identified operational controls are conducted and recorded in the water log book. This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint.

See also Legionella Policy.

## Drugs and Medicines

See Administration of Medication policy.

## Manual Handling

The Manual Handling Operations Regulations 1992 (as amended) requires that all manual handling tasks must be avoided where reasonably practicable, and where this is not reasonably practicable than an assessment of the risks to employees must be carried out.

Training is provided to all employees as part of a comprehensive induction procedures.

Employees should consider before carrying out any manual handling procedures:-

- **The Task** – what are they required to do
- **The Individual** – what is that person's own capability
- **The Load** - the weight, shape and size of the load
- **The Environment** – where is the task happening, are there obstructions, what is the best route?

See Manual Handling Operations Policy

## PPE

Personal protective equipment (PPE) must be provided for employees where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection.

Where PPE is supplied then employees must use the equipment provided where policy requires them to do so. This is a legal requirement under **Health and Safety at Work etc. Act 1974**.

## Work Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents
- A maintenance form must be completed and returned to the nursery office for any necessary repairs.

See Work Equipment Policy

## Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any child or volunteer who handles electrical appliances, does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to Robert Poole (Safety Officer) immediately.

- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- All electrical equipment is portable appliance tested (PAT) yearly and this is carried out by a competent person. Electrical equipment must not be used if it is not PAT tested unless it has been approved by the Safety Officer.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

See also: Electrical Safety - Fixed Installation Policy and Portable Appliance Testing Policy

### **Display Screen Equipment**

As required by the Health and Safety (Display Screen Equipment) Regulations 1992, an assessment of all display equipment (DSE) and the workstation is carried out to identify any risks present. We recognise that DSE users require training and will provide it as necessary.

For employees who use DSE for long periods of time, Ramillies Hall Ltd accept their responsibility to pay for an eyesight test for any employee who has difficulty in using the DSE for their work. Any basic eyewear required will also be funded.

### **The Workplace**

The **Workplace (Health, Safety and Welfare) Regulations 1992** are designed to provide employees with a safe place to work and adequate welfare facilities.

We will also ensure that the premises, any fixtures, fitting and plant within it do not present a health and safety risk to any children, staff, visitors or contractors.

In order to maintain a safe and healthy workplace, good housekeeping is extremely important. All employees have a part to play in the delivery of this requirement. They should ensure that their room, department and any shared areas are kept clean and tidy, that trip hazards are removed, and that electrical equipment is used and stored safely.

Under **The Health Act 2006** smoking is not allowed in any area on the site. In the event of any person smoking in the workplace areas, disciplinary action will be taken.

See Workplace Environment Policy

### **Control of Contractors**

A “contractor” is someone who is a party to a contract, but in the health and safety sense, it is usually a person or a company that agrees to carry out some operation for another person or company not under a

contract of employment but as an independent business. Contractors will be controlled so that they work in a safe manner and do not cause any employee, child or other visitor to be at risk.

We understand that controls must also protect the contractor from any risks from hazards that may arise as a result of our business activities. Prior to any contractor carrying out work at our business premises or elsewhere on our behalf, the contractor must produce the following:-

- Copy of current Employer and Public Liability Insurance
- Copies of any accreditations relevant
- A method statement for any task they are to carry out
- Copies of risk assessment applicable to the job
- Any other information that may affect the health and safety of anybody involved
- Any permit to work systems relevant.

Further advice is available from the Estates Manager in this respect.

### **Unsafe Conditions**

Contractors themselves have a duty to conduct their work with due regard to the safety of others. If you have reason to believe that a contractor is working unsafely the following actions should be followed in ascending order, the start and finish points are a matter of judgement.

- A first priority is to ensure that you or any of your staff are not at risk.
- Refuse to enter dangerous areas, even if work has to stop.
- Speak to individuals and their supervisor to express your concerns, do not instruct.
- If in your judgement the risk is sufficiently serious, request the person in charge of the contractors to stop the work.
- Advise the contract administrator (usually the Estates Manager) by the quickest, practical means, of the unsafe working practice or condition, and then follow up with a written report. If the Contract Administrator is not available, speak with the most senior representative of the contractor on site and make written record of the conversation.

Note: Whenever you become aware of an apparent failure by a contractor's staff, to comply with health and safety legislation, it is appropriate to take certain action to bring this deficiency to the notice of the appropriate person. DO NOT instruct other persons on what to do or not to do or you will be taking on personal liabilities if an accident occurs.

### **Asbestos**

The **Control of Asbestos Regulations 2012** requires us to protect the health and safety of our employees and others who may be affected by our undertaking whether the work is for us or not.

Asbestos substances or materials will not be used, handled, stored or worked on until a suitable and sufficient risk assessment has been carried out, communicated to all employees and any actions carried out.

See Asbestos Management Policy

### **Lone Working**

Lone working may include:

- Late working



- Home or site visits
- Weekend working
- Estate manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

See Lone Worker Policy

### **First Aid**

See First Aid Policy

### **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 2013**

#### **Reporting to Enforcing Authorities**

The Safety Officer and Directors will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Safety Officer or Directors will report these to the Health and Safety Executive using the online facility at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) as soon as is reasonably practicable and in any event within 15 days of the incident. Fatal and major injuries will be reported by telephone to the Incident Contact Centre on 0845 300 9923.

Reportable injuries, diseases or dangerous occurrences include:

- Fatalities (Must be reported as soon as possible by the quickest method – usually telephone)
- Major injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Diseases
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to settings include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment.
  - The accidental release of a biological agent likely to cause severe human illness.
  - The accidental release or escape of any substance that may cause a serious injury or damage to health.
  - An electrical short circuit or overload causing a fire or explosion.

### **Site and Security**

The Estate Manager, Robert Poole is responsible for the security of the site in and out of business hours. He is responsible for visual inspection of the buildings, and for the intruder and fire alarm system. He is also the main key holder and will respond to an emergency.

See also Security Policy and Lockdown Policy and Procedure

### **Off-Site Visits**

When taking children off the premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a nursery mobile phone, a portable first aid kit, information about the specific medical needs of children along with the parents' contact details
- There will always be at least one first aider on offsite activities.
- For Nursery outings, there will always be at least one first aider with a current Paediatric First Aid certificate on trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

See Outings Policies for Nursery

### **Fire Safety**

See Fire Procedure Policy and Fire Risk Policy

The Site's Fire Safety Officer is Robert Poole.

A fire risk assessment is carried out at least annually, or if there is any specific change in circumstances.

The Alarm system is tested annually.

Fire evacuations are practiced termly or if there is any change in circumstances.

Emergency exits and evacuation routes must be kept clear at all times and checked at regular intervals. This is the responsibility of all employees but specifically department leaders.

### **Gas Safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

See also Gas Safety Policy.

### **Waste Management**

The **Environmental Protection Act 1990** places a 'duty of care' on producers of waste to ensure that it is disposed of correctly. The duty has 5 aspects:-

- To prevent the keeping, treatment or disposal of waste without a licence
- To prevent the escape of waste
- To transfer waste only to an authorised person
- To ensure that there is clear labelling and information of the waste
- To retain documentary evidence.

The person responsible for the Waste Management is Estates Manager, Robert Poole.

There are clear guidelines for all employees relating to the safe disposal of and recycling of waste and appropriate bins are provided.

The Waste Management system will be audited and reviewed annually to ensure that the system works and is being adhered to.

### **Stress**

Ramillies Hall Ltd recognises that employees are our most valuable asset and where reported and increased pressures at work could cause high and long-lasting levels of stress, the risk will be assessed and appropriate measures will be taken to prevent, control, reduce or eliminate the causes of work-related stress. However, Ramillies Hall Ltd cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

Tackling work-related stress at source requires a partnership approach with all employees and their representatives based on openness, honesty and trust. Line managers will be encouraged to support their staff concerning work-related stress. We recognise that non-work problems can make it difficult for some people to cope with the pressures of work. Stress does not affect all people in the same way, therefore it is difficult to assess the risk to all employees.

Employees are encouraged to discuss any matters that may affect their work with a line manager with whom they feel comfortable. If we are aware that someone is particularly vulnerable because of their circumstances, we may be able to find ways to relieve the pressures at work so they do not become excessive, having a detrimental effect on their work.

All staff will be asked to attend a **Supervision** with the Nursery Manager or a line manager at least once a term. Part of the purpose of the supervision is to discuss any concerns, worries, or areas where an employee may need support.

Supervisions and any conversations relating to stress will be treated in confidence.

### **Violence and Aggression**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Nursery Manager immediately. This applies to violence from children, visitors or other staff.

See Violence Towards Staff Policy

### **Pregnancy**

#### **New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the Nursery Manager that they are pregnant. Appropriate measures will be put in place to control risks identified.

See also Pregnancy at Work policy

### **Young Persons**

The **Management of Health and Safety at Work Regulations 1999** defines a young person as someone who is over the legal school leaving age of 16 years but has not yet reached 18 years. Consideration is also given to any young person placed in the environment on 'work experience' where there could be risks to their health and safety.

Due to their lack of experience and maturity, young persons are supervised at all times until they gain the required experience, maturity and awareness of risks. A risk assessment is carried out for any young person working, studying or having 'work experience' on the premises. An induction will be carried out with the young person which will include health and safety aspects.

See Student and Volunteer policy and guidelines.

### **Food Safety**

The **Food Safety Act 1990 (as amended)** and **The Food Hygiene (England) Regulations 2013 (as amended)** set out basic hygiene requirements for all aspects of our food business operation. This includes our premises and facilities to personal hygiene, cleanliness and food hygiene training for all employees handling food.

A documented food safety management system based on HACCP principles will be implemented and maintained that is suitable for the food business operation and understood by those handling food and the manager with responsibility for food safety who is Alexandra Poole.

Food handlers have a responsibility to ensure a high degree of personal hygiene and cleanliness is maintained when preparing food including wearing suitable, clean, and where appropriate protective clothing. Food handlers must be in good health and should be made aware of the need and procedure for reporting illnesses or diseases.

See **Food and Drink** and **Health and Hygiene** policies.

### **Food Allergens and Intolerances**

**The Food information Regulations 2014** requires us to declare any of the 14 identified allergenic ingredients which are used in pre-packed and loose foods that are provided to the staff and children in the nursery. We will ensure we provide suitable information regarding ingredients used in the preparation of meals either written or verbally concerning any of the 14 listed allergens.

All staff involved in handling food receive training in food and hygiene as well as allergy and intolerance awareness.

See **Allergies and Allergic reactions policy**.

### **Working at Height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Estate Manager, retains and maintains ladders for working at height
- Children are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
- All staff receive Ladder and Step Ladder training as part of their induction

### **Training**

Our staff are provided with health and safety training as part of their induction process. Staff who work with children with Special Educational Needs and Disabilities (SEND), are given additional health and safety training. The Senior Management Team have identified mandatory training in various aspects of health and safety which must be completed by all employees. In addition to this, a personal training plan is in place for all employees and this also includes some health and safety training as required either for the individual's role or because it is due to be refreshed.

See also: Training policy

## **Alcohol, Drugs and Substance Misuse**

Substance abuse, or impairment due to drugs, and/or alcohol, is a major factor in causing accidents at work and Ramillies Hall Ltd aim to eliminate that factor. To that end, smoking, consuming alcohol or taking illegal or recreational drugs is not permitted anywhere on the premises. This can only be achieved with everyone's co-operation.

See also No Smoking, Alcohol or Drugs Policy

## **English as an Additional Language**

**The Health and Safety at Work etc. Act 1974** and **The Management of Health and Safety at Work Regulations 1999** require us to provide our employees with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks.

Information shall be provided in a way that takes account of any language difficulties or disabilities. It will be provided in a form that is most suitable in the circumstances as long as it can be understood by everyone.

For employees or workers with little or no understanding of spoken or written English, we will make special arrangements.

## **Visitors**

As an employer and occupier of premises, we have a duty of care towards all visitors, including contractors, and we need to have regard to their health and safety, particularly as they may be unfamiliar with our premises, activities and hazard controls.

See also: Visitors Policy

## **Accidents and incidents**

### **Prevention**

Ramillies Hall Nursery accident prevention programme includes:

- Full investigation of the accident to determine cause and prevent a recurrence.
- Risk Assessment of the work hazards from which safe systems of work will be designed.
- Employees trained in the use of those safe systems of work and safety requirements of the employee's job.
- Termly inspections of the workplace by Safety Committee Team
- Continuous monitoring of workplace conditions by Safety Committee Team, the Safety Officers, the Directors and Nursery Manager.
- Analysis of accident statistics to identify trends/improvement opportunities.
- Good Housekeeping

### **Accident record**

- For children - an accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- Information about injuries will also be kept in the child's personal record file.
- As much detail as possible will be supplied when reporting an accident

- Records held in the first aid and accident book will be retained by the business for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. Those kept by the nursery will be retained for 25 years from the end of the year in which the child leaves the nursery.
- For staff – ELASS Accident Reporting Tool is filled out by the Admin Team in the Main Office. This must be completed for every injury.

### **Arrangements for dealing with Major Incidents**

The Management of Health & Safety at Work Regulations 1992 requires sites to have a major incident/disaster plan. It is the responsibility of the Safety Officers to develop and communicate the plan which is intended to provide flexible guidance to cover a wide range of potential events.

The plan covers the following events:

- Where fire, explosion, collapse of building plant, contaminated food or other catastrophic event results in fatalities or multiple casualties to Ramillies employees, contractors or parents visiting the premises.
- Where an employee, contractor or parent suffers a fatal injury or there are multiple casualties directly resulting from a site disaster.
- Where a serious hazardous situation has occurred or is developing, the control of which is clearly beyond the local resources of Ramillies and which requires assistance from the emergency services. This would include hostage situations on Ramillies premises.
- Any other hazardous situation which will clearly attract widespread public alarm and media interest. Generally, the Safety Officers will manage the procedure in place. In the event of a full evacuation of Ramillies Hall Nursery, all evacuees will assemble at Cheadle Hulme Methodist Church, where a full fire safety procedure will take place.

See Critical Incident Policy and Plan

### **Reporting to Ofsted and child protection agencies**

The Nursery Manager will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the Nursery or Holiday Club's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

See also First Aid Policy, Accident and Injury Policy, Accident and Incident Procedure (nursery), Critical Incident Policy and Plan.

## GENERAL GUIDELINES FOR EMPLOYEES

- You must not commit or allow to be committed any act which may result in potential danger in any way.
- You must attend as requested any training course, meeting etc. designed to further the interests of health and safety.
- You must observe all procedures concerning work activities, equipment, materials and substances.
- You must ensure you understand the Health and Safety Policy and familiarise yourself with safety information and instructions.
- You must observe all safety rules on and off the Company's property.
- You must comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others.
- You must conduct yourself in an orderly manner at all times and not stray from responsible behaviour.
- You must dress with health and safety of yourself and others in mind, following the dress code guidelines.
- You must use the safety equipment and/or protective clothing provided in line with policies.
- You must avoid improvisation in any form, which may create a risk to your safety or the safety of others.
- All employees are to obey the rules of Ramillies Hall Ltd as contained in the contract of employment and Employee Handbook
- You must not invite visitors onto Ramillies Hall site without permission from the Senior Management Team.
- If at any time you are unsure about duties you may be asked to perform, then you must inform your Line Manager.
- Co-operation is vital to ensure successful health and safety standards.
- Health and safety notices will be made via the Daily Bulletin from time to time. You must ensure you view this information.
- No alcohol or non-medical drugs are to be consumed during working hours. Employees found to be under the effects of either will be subject to disciplinary action.

Reviewed and updated by	Robert Poole, Lindsey Vincent
Reviewed	October 2020
To be Reviewed	October 2021