



## **DEAN CLOSE NURSERIES LIMITED**

### **Independent Day Nursery**

### **Health and Safety (NL003)**

Dean Close Nurseries Ltd is wholly owned by The Dean Close Foundation,  
registered Charity No: 1086829

## **DEAN CLOSE NURSERIES LIMITED**

### **HEALTH AND SAFETY AT WORK ACT 1974**

This is the Health and Safety Policy Statement of Dean Close Nurseries Ltd.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

### **Responsibilities**

1. The Trustees of the Dean Close School Foundation have delegated overall responsibility for Health and Safety to the Foundation Bursar. Responsibility for enacting this policy has been further delegated to the Dean Close Nurseries Area Manager with assistance provided by the Foundation Operations Bursar. The Operations Bursar may delegate day to day responsible for duties set out in this policy to appropriate staff in the Estates Department.
2. Nursery Managers are responsible for ensuring that the policy is put into practice via a duty to report any concerns and maintenance issues to the Operations Bursar without delay.
3. All employees must:
  - co-operate with supervisors and managers on health and safety matters;
  - not interfere with anything provided to safeguard their health and safety;

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- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement). See appendix A Hazard Reporting Form
- the Nursery Manager is responsible for taken any action as required to eliminate any hazards that have been reported.
- Report tasks with the Estates team where remedial work is required.
- Attend the Health & Safety Committee meeting as arranged to represent their setting.
- Audit the Hazard reporting forms on a monthly basis to assist further risk assessment, and the safe practice of the nursery

## **Risk Assessment**

The site risk assessment for each nursery is reviewed annually or whenever significant changes are made that effect its use. The duty nursery manager carries out a routine daily check to ensure the safety and wellbeing of all children, staff and visitors throughout the site.

- In the first instance, the Nursery Manager should be informed of any areas of concern highlighted on the risk assessment or daily checks.
- The Nursery Manager will endeavour to address the areas of concern, and if necessary, report to the Operations Bursar.
- The Nursery Manager and the Operations Bursar will be responsible for ensuring that the action required is implemented and they will check that the implemented actions have removed/reduced the risks.

## **Equipment Safety**

- Any problems found with equipment should be reported to the Nursery Manager. The Nursery Manager is responsible for identifying all equipment needing maintenance, for ensuring effective maintenance procedures are drawn up, and for ensuring that all identified maintenance is implemented.
- The Nursery Manager will check that any new equipment meets health and safety standards before it is purchased, by consulting the Operations Bursar.

## **Safe Handling and use of Substances**

- The Domestic Bursar will be responsible for identifying all substances which need a COSHH assessment and for undertaking those assessments.
- The Domestic Bursar will be responsible for ensuring that all actions identified in the assessments are implemented.
- The Domestic Bursar will be responsible for ensuring that all relevant employees are informed of the results of COSHH assessments.
- The Domestic Bursar will check that new substances can be used safely before they are purchased.
- Where the setting has a Housekeeper, they will be responsible for the day to day safe usage and handling of substances. In the absence of a Housekeeper, the Manager will be responsible.

## **Information, instruction and supervision**

- The Health and Safety Law poster is displayed in the nursery.
- Health and safety advice is available from the Operations Bursar
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Nursery Manager and Room Leaders.
- The Nursery Manager is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

## **Competency for tasks and training**

- The Nursery Manager will provide induction and job specific training for all employees.
- Training records are kept at the nursery by the manager and training will be identified, arranged and monitored by the nursery manager.

## **First Aid and work-related ill-health for staff**

DCNL are committed to ensuring that all staff are Paediatric First Aid trained within a reasonable timeframe of them commencing employment within the Nursery.

Our first aid kit:

- Complies with the Health and Safety (First Aid) Regulations 1981;
- Is regularly checked by a designated member of staff and re-stocked as necessary;
- Is easily accessible to adults; and
- Is kept out of the reach of children.

Our staff accident book;

- Is kept safely and accessibly;
- All staff and volunteers know where it is kept and how to complete it; and
- Is reviewed at least half termly to identify any potential or actual hazards.

## **Reporting of pre-existing injuries, injuries that occur within nursery and incidents for children**

DCNL nursery staff are required to report any injuries that occur within nursery, any injuries that children come into nursery with, and any behavioral incidents that may result in an injury. The level of reporting will depend on the degree of injury.

1. Pre-existing injuries – We are required to record any visible injuries that are present on a child arriving to nursery. Parents will be asked to complete an 'Accident at Home' form to provide further explanation of the injury, and if applicable, how best we can aid recovery whilst in nursery.
2. Accidents at nursery – We are required to record all injuries incurred by a child whilst at nursery. These injuries are split into minor and more significant injuries:

We define a **minor injury** as anything that would cause a child to be upset but which does not require any first aid treatment beyond a cold compress and comfort.

We define a **more significant injury** as anything that requires first aid treatment. Any injury, regardless of how small, to a child's head, will be recorded as more significant.

All accidents are recorded on the nursery accident form. More significant injuries are also recorded on Evolve, the Dean Close School accident reporting system.

3. Incidents – We are required to record any incidents such as behavioural incidents that may lead to an accident/ injury. This will be recorded separately on an Incident Form.

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From time to time, it may be necessary to monitor a child's behavior and the impact this has on other children, although the behaviours can be associated with the age and stage of development for the child. Where this is appropriate, the Behaviour Management Policy will be followed (NL009), in partnership with parents.

The relevant Inspectorate and RIDDOR will be notified of any injury requiring treatment by a general practitioner or hospital doctor, if this is deemed necessary according to the appropriate guidelines.

## **Monitoring**

- The Nursery Manager is responsible for investigating accidents, work-related causes of sickness absences and for acting on investigation findings to prevent a recurrence. The Nursery Manager's will attend the relevant Health and Safety Committee meeting's for their nurseries and report on any incidents that merit further review.

## **Emergency procedures, Fire and Evacuation**

- The Operations Bursar is responsible for ensuring the fire risk assessments of each nursery site are undertaken and that findings are implemented.
- Escape routes are checked by the Management Team daily.
- Fire extinguishers are maintained and checked by a certified contractor.
- Emergency evacuation is tested termly.

## **FIRE Safety Procedure**

### **ON DISCOVERING A FIRE (no matter how small):**

1. Raise the alarm by operating the nearest fire alarm call point
2. Try to extinguish the fire using the nearest appropriate fire extinguisher, but only if it is safe and you have been trained to do so
3. Inform the manager, person in charge, or switchboard to ensure that the Fire Service has been called

### **ON HEARING THE ALARM:**

1. Give the necessary assistance to people who need it to ensure that they can leave safely or reach the relative safety of a fire protected stairwell or refuge
2. Leave the building by the nearest available exit.  
ACT CALMLY  
DO NOT USE LIFTS  
CLOSE ALL DOORS (to prevent the fire from spreading)
3. Proceed to the assembly point and report to the manager, person in charge, of the evacuation
4. Do not return to the building for any reason until authorized to do so

### **CALLING THE FIRE SERVICE**

The fire service should be called immediately in the case of a fire or suspicion of a fire.

1. Lift the telephone receiver and dial 999
2. Give the operator our telephone number and ask for FIRE
3. When the fire service replies say distinctly: "FIRE AT ..... (followed by the relevant nursery name and address)
4. Do not replace the receiver until the address has been correctly repeated back to you

Treetops Cheltenham	Treetops Gloucester	Hedgehogs	Robins	Teddies
1 Queens Road Cheltenham GL50 2LR	141 Hucclecote Road Gloucester GL3 3TX	St Johns on the Hill School Tutshill Chepstow NP16 7LE	Wye Valley Road St Arvans Chepstow NP16 6DN	1 Spooner Close Celtic Springs Business Park Newport NP10 8FZ
01242 241 349	01452 613 674	01291 628 344	01291 624 893	01633 816 751

## Appendix A

### Hazard Reporting Form

#### **What should I do if I notice a hazard?**

You should report it immediately to your Manager. You do not need to wait for an inspection team to come by. In fact, health and safety legislation requires employees to report hazards to their Manager.

The immediate hazard reporting process allows employees to report hazardous conditions or practices as they notice them. This procedure allows for prompt reporting and subsequent corrective action without waiting for the next round of regular inspections.

<b>Hazard Report Form</b>	
Name:	Date:
Location:	
Equipment:	
Description of Hazard:	
Suggested Corrective Action:	
Signature:	
Manager's Comments:	
Corrective Action Taken:	
Has the Hazard been eliminated:	
Signature of Manager:	Date:

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