

## **PIXIES HEALTH, SAFETY and WELFARE POLICY**

This document is produced for staff working with the children at Pixies, and is a point of reference for families and others visiting the setting. Within this document 'staff' refers to all persons directly involved in the care of children at this setting, irrespective of their employment status, and includes students, trainees and volunteers.

### **Introduction**

It is the policy of Pixies Childcare Limited (Pixies) to take all reasonable steps to ensure the health, safety and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement such a policy. Pixies will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work Act 1974.

Pixies will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses and ultimately achieving an accident-free workplace. All employees will be provided with such equipment, information, instructions, training, and supervision as is necessary to implement the policy and achieve the stated objective. Pixies also recognises its duty to protect the health and safety of all children attending the setting, all visitors to the setting, including contractors and temporary workers, as well as any members of the public who might be affected by the settings' operations.

Whilst Pixies will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to the managers or to their delegated health and safety representative. An effective health and safety programme requires continuous communication between workers at all levels.

All injuries, however small or slight, sustained by a person at work must be reported to their line manager or to their health and safety representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive. Accident records are located on the ground floor and first floor for access and archived in the office. A review of the accident records will be undertaken monthly and annually.

The specific arrangements for the implementation of the policy are detailed below.

### **Organisation and responsibilities**

The general condition of the building is the responsibility of the Owner/Proprietor:

**Mr Dan Leek**

The Registered Provider and any manager have overall responsibility for health and safety in the setting and will;

- be responsible for the general implementation of this policy. Health and safety matters should be brought to her attention in the first instance.
- allocate adequate management resources to Health and Safety, and monitor the implementation of this policy, and appoint a Safety Officer.
- ensure that staff receive adequate training and resources to enable them to carry out their duties.

### **Safety Officer**

The Company has appointed a designated safety officer to have day-to-day responsibility for overseeing, implementing and monitoring the policy.

The appointed Safety Officer is **Charlotte Earthey**.

### **Health and Safety consultation**

Pixies sees communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated through monthly staff meetings at these meetings information may be conveyed and employees' questions on health and safety issues answered. In addition, these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

### **Communication and co-operation**

Pixies will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of this policy. If Pixies is to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential. All employees are expected to co-operate with managers, health and safety representatives and to accept their duties under this policy. Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and of all other people. Disciplinary action under Pixies disciplinary procedure may be taken against any employee who violates safety rules and procedures or who fails to perform his or her duties under this policy.

### **Training**

Safety training is an indispensable part of an effective health and safety programme. It is essential that every employee is trained to perform his or her job effectively and safely. All employees will be trained in safe working practices and procedures prior to being allocated any new role.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for employees to express any fears or concerns they might have about their jobs.

### **Inspections**

Pixies believes that regular systematic inspections of the setting are an important instrument in ensuring that it demonstrates compliance with the law. Regular inspections of the setting will be conducted by the Health and Safety officer. Inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

### **Work equipment**

Pixies will take all reasonable steps to ensure the safety of all employees using work equipment provided by the setting, as well as to ensure the safety of others who may be affected.

### **Manual handling operations**

Pixies objective is to minimise any risk to employees of accident or injury resulting from manual handling operations. Pixies will endeavour to avoid the need for manual handling activities, so far as is reasonably practicable. When lifting or carrying children employees must ensure it is done safely for both the employee and the child. If an employee feels they cannot carry out this role safely it is their responsibility to inform a manager or seek assistance from a colleague. The Company will then introduce controls to reduce the risk of accident or injury to the lowest extent reasonably practicable.

## **Employees at special risk**

The Company recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. The Company therefore requires that all employees advise the manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. Where personnel at special risk are identified, a further assessment of risk in addition to the general risk assessment will be undertaken.

## **Fire safety precautions**

### **Full details are contained in fire action and emergency procedures**

Fire is a significant risk within the workplace. Pixies' Fire safety policy and procedures take account of special fire hazards in specific areas of the setting.

All employees are under a duty to report immediately any fire, smoke or potential fire hazards to the fire service.

**The Registered Provider/** the Safety officer and the **Owner** are responsible for the maintenance and testing of fire alarms and firefighting, prevention, and detection equipment.

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire.

This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. Employees must use electric and other heaters with caution and keep flammable materials away from sources of heat.

Employees must report any faulty electric cable or loose connection immediately to the manager, or safety officer. All electrical equipment which does not require continuous operation should be switched off when not in use and plugs removed from socket outlets. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves, and should not use dual or other socket outlets unless these have been properly authorised.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the setting. If a smoke detector sounds, it is the responsibility of any employee present to activate the alarm and evacuate the building.

Fire extinguishers are also located at strategic points throughout the setting. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the alarm and evacuate the building immediately.

Exit doors and corridors must never be locked, blocked or used as storage space. Employees should ensure that they are familiar with the position of the nearest firefighting equipment, alarms and emergency exits. In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit in an orderly fashion and assemble at the designated assembly point.

Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures.

## **Smoking**

Smoking is prohibited in all areas of the workplace at all times.

## **Reporting of accidents, diseases, and dangerous occurrences**

Legislation requires that certain prescribed events, injuries and diseases be formally reported.

Notwithstanding our legal obligations, Pixies views accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, a report will be drawn up detailing:

- The circumstances of the accident including photographs and diagrams wherever possible

- The nature and severity of the injury sustained, any action taken including First Aid
- The identity of any witnesses
- The time, date and location of the incident
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. In the event of a serious or significant accident or injury the completed report will then be submitted to the Manager who will investigate why the accident occurred and what action should be taken to avoid a recurrence of the problem. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

The Managers are responsible for reporting significant or serious cases of accident and disease to the relevant enforcing authority (Ofsted). All Accident Reports are to be kept for 20 years.

### **First aid**

First aid stations are located in areas where personnel are concentrated around the workplace and are easily accessible by all employees during all working hours. Each employee holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station. The first aid stations are located on each floor of the building.

In an emergency, and where appropriate an ambulance should be called.

### **Pixies safety rules**

- All employees should be aware of, respect and adhere to the rules and procedures contained in this policy
- All employees must immediately report any unsafe practices or conditions to the manager or their health and safety representative. Horseplay, practical joking, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
- Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of that or any other person
- Employees must not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a manager
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers
- No employee should undertake a job which appears to be unsafe
- No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task
- All injuries must be reported to a manager or the health and safety representative.
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their line manager or to the health and safety representative.
- No employees should use chemicals without the knowledge required to work safely with such.
- Suitable clothing and footwear will be worn at all times. Personal protective equipment must be worn wherever appropriate

### **Housekeeping**

- Work areas must be kept clean and tidy
- Any spillage must be cleaned up immediately
- Waste materials/rubbish must be placed in the receptacles provided and removed routinely
- All combustible waste materials must be discarded in sealed metal containers
- All materials must be properly and safely used and when not in use properly and safely secured.

### **Access and egress**

- Walkways and passageways must be kept clear from obstructions at all times
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material. Any liquid spilt on the floor should be cleaned immediately
- Trailing cables are a trip hazard and should not be left in any passageway
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

### **Healthy environment**

The Proprietor and the Health and Safety representatives will provide that the setting offers a comfortable working environment for all staff and visitors by ensuring that;

- The setting will be adequately ventilated, fresh air will be sourced through windows and external doors, these are fitted with security locks, as appropriate so not to pose undue risk to anyone.
- Fans and air coolers will be used in hot weather.
- Suitable temperature of 13° C (as per HSE) or as appropriate will be maintained; the managers of the setting have access to the temperature controls for heating and hot water and will adjust as per staff and visitors requests. No uniform requirements exists allowing staff to dress for comfort.
- Each area has natural light sourced through windows and good artificial light sources.
- Additional plug in lights are available to use as appropriate.
- All staff are liable for maintaining a clean environment and informing the cleaner of any issues or concerns. The cleaner attends daily.
- There is adequate space for staff to fulfil their duties.
- An adequate supply of high-quality drinking water is always available.
- All staff are responsible for risk assessing all equipment and resources to include administrative machines and equipment (office based duties) and reporting issues to the Health and Safety Representatives.
- If adults need to reach up to store or access resources or light bulbs need changing they are provided with safe equipment do to so.

### **Staff facilities and Welfare**

Staff and volunteers are welcome to use the kitchen facilities.

The staff room is quiet and furnished with a comfortable sofa, table, curtains and for all staff and volunteers to use during their rest periods. This room can also be used for confidential and/or sensitive meetings/conversations. Suitable seating is provided.

Suitable and sufficient conveniences and washing facilities are provided and readily accessible. The bathroom has running hot and cold water and supplied with relevant products to ensure the highest standards of hygiene are reached. The bathroom is kept clean and tidy and is well ventilated.

The staff room, as with the whole building is designated a NON-SMOKING area.