



HEALTH & SAFETY POLICY

Amended May 2011

1. The Management of the Nursery recognises and accepts the responsibility to provide and maintain safe working conditions and a healthy environment for all staff, children and visitors. To achieve this it is Management Policy to:
 - 1.1 provide toys, equipment and systems of work that are safe and free from risks to health.
 - 1.2 provide physical features e.g. furniture, fittings, etc that are safe and suitable for their intended use.
 - 1.3 provide an efficient power supply that will ensure adequate heating, lighting and sanitation.
 - 1.4 to store medicines safely and securely, and to dispense and administer medication to children in strict accordance with documented procedures.
 - 1.5 provide and maintain all domestic and kitchen equipment and utensils to appropriate Appliance Safety / Food Hygiene standards.
 - 1.7 ensure that all staff have the necessary experience and capability to carry out the tasks they will be expected to undertake. This will be supported by continuous staff training programmes.
 - 1.8 ensure the absence of risks to health in connection with the use, storage and handling of substances by carrying out an assessment of their effects, as required by the *C.O.S.H.H. Regulations* and implementing all control measures found to be necessary.
 - 1.9 provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety of all children, staff, and visitors within the Nursery setting. To ensure that all staff receive the appropriate training relative to their job duties and are fully aware of any hazards which may arise whilst undertaking them and the precautions to be adopted.
 - 1.10 to consider all Health and Safety factors when procuring equipment, obtaining new services, or when changing procedures or work patterns. To ensure that all necessary safety precautions are taken and that necessary safety instruction(s) have been understood.

2. It is also recognised that the employee has a responsibility for the personal safety and a duty of care to their staff and fellow employees. The employee's responsibility will therefore include:
 - 2.1 the duty to comply with all safety instructions and directions laid down.
 - 2.2 the duty to use properly the means and facilities provided for Health and Safety within the Nursery.
 - 2.3 the duty to refrain from the wilful misuse of, or interference with, anything provided in the interests of Health, Safety and Welfare and any action that might endanger any person within the Nursery.

3. The named Health & Safety Officer for Happy Tree (West Drayton) is:
Health & Safety Officer: name: Janet Higgins Position: Deputy Manager