

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

### **HEALTH & SAFETY POLICY OF CHUCKLES DAY CARE WALES LTD**

The Director of CHUCKLES DAY CARE WALES LTD affirms that it is the policy of this company to do all that is reasonably practical to ensure the health, safety and welfare of all employees, customers and visitors to the premises.

In particular, we recognise a responsibility to:-

Provide and maintain safe and healthy working conditions and to observe statutory requirements.

Provide training and instructions to enable employees to perform their work safely and efficiently.

Make available all necessary safety and protective equipment and devices and to supervise their use.

Maintain a continuing interest in Health and Safety matters.

The promoting of Health and Safety is regarded as a mutual interest and objective for management and employees alike. Therefore employees have a duty to co-operate in the following ways by:-

- ✓ Using the protective equipment provided.
- ✓ Meeting their own statutory obligation to work safely.
- ✓ Reporting all accidents to the appropriate person and filling out relevant documentation.
- ✓ Reporting any incident that may lead to damage or injury of a fellow colleague.
- ✓ Assisting the investigation of accidents to ensure that procedures are changed to prevent the accident re-occurring.

This statement applies to any person working within CHUCKLES NURSERY whether or not they are contractually employed by the CHUCKLES DAY CARE WALES LTD. It protects both people at work within the Company and guests, members of the public and others affected by the Companies activities.

Lisa M Owen  
DIRECTOR

## **IMPLEMENTATION OF POLICY**

Overall and final responsibility for health and safety is that of LISA OWEN. The Manager has the responsibility for ensuring the safety of employees under his/her control in accordance with the policies and procedures laid down by the Company on a day to day basis. In his/her absence this responsibility falls to the duty manager in charge at that time.

Health and safety issues are discussed at fortnightly meetings and employees consulted on how best to resolve them.

## **ACCIDENTS**

Our aim must always be to reduce accidents to an absolute minimum. However, it is inevitable that accidents will occur. It is important therefore, that you are aware of what action to take when an accident occurs, prevent a recurrence and stop it happening again.

**Injuries** are caused by **accidents**  
**Accidents** are unplanned **happenings**  
**Unplanned happenings** are started by **unsafe actions**  
**Unsafe actions** are often because of **persons attitude**  
A **poor attitude** comes from **laziness**

## **PERSONAL INVOLVEMENT**

Uniform:

Wear correct uniform (according to your job description) this includes flat non –slip shoes.

Wash it regularly to prevent contamination.

Ensure it is in good repair with no loose or torn cuffs, belts or hems etc which could catch on machinery or equipment.

Ensure the hair is styled so that it cannot get tangled in machinery or pulled by children. All long hair should be tied back.

Never wear jewellery or rings that can get caught in machinery or scratch the children.

Personal Protection Equipment at Work Regulations 1992 states PPE is to be supplied wherever there are risks to health and safety that cannot be controlled in other ways. For this reason plastic aprons and protective gloves are supplied.

## **TRAINING**

All employees will be trained in health and safety and manual handling procedures at induction, and then yearly as part of their training plans. It is the employee's responsibility to ensure they work according to these procedures.

## **FIRST AID**

Always report injuries and ensure any accident is recorded at the time of the accident on an Accident Sheet. The Accident Sheets are kept by the Visitors Book. Accidents that cause injury to team members should be recorded by the team member in the same way immediately after the incident. All

accidents should be reported to your supervisor who will investigate to ensure no action needs to be taken and will then counter sign the accident form to acknowledge that he/she has been informed.

First Aid Boxes are located on the ground floor at the bottom of the stairs and on the first floor at the top of the stairs.

Your First Aiders are Amy Baugh and Tara Owen, make sure you are aware of who they are.

All Team Leaders and some team members are first aid appointed persons which means they can do basic first aid only

### **SUBSTANCES;**

Always ensure that you have been fully instructed on the correct use of any chemical substance before you attempt to use this substance. Be aware of any associated hazard when using chemicals and take action to avoid putting yourself and others at risk.

Always use cleaning substances according to the manufacturer's instructions. Always wash your hands after cleaning up spillages. This also applies to children wetting etc.

Never mix products together unless instructed to do so by the manufacturer.

Never put chemicals in unmarked containers and ensure any cleaning equipment, mops etc are washed out thoroughly after being used to clean up a spillage.

### **RISK ASSESSMENTS**

A full risk assessment is in place within the nursery and is reviewed annually or in line with any changes by the nursery manager. Monthly risks assessments are carried out by nominated team members each month and cover all aspects of nursery health and safety, the findings of these risk assessments are reported to the nursery owner. All risk assessment action points are reviewed and approved by the nursery owner each month and dealt with by the appropriate person's. The nursery manager is responsible for ensuring these action points are completed within the timeframe stated.

Young person's risk assessments will be carried out by the nursery manager on any person starting work at the premises who is under 18 years of age.

### **EQUIPMENT AND MACHINERY;**

Never use equipment or machinery unless you have been authorised to do so and are trained in its use and are aware of any inherent dangers.

Never remove guards from machinery or repair machinery or tamper with sources of energy such as electrical circuits, plugs or leads unless you are authorised to do so.

Never try to bypass an interlock or circuit or switch provided in the interests of safety.

Always inform management immediately of machinery or equipment that does not work correctly or requires attention and remove the item from the Nursery floor marking the item "not to be used" with the problem written underneath.

Never use equipment or machinery which has been marked “not to be used”. This notice indicates that the equipment is unsafe and awaiting removal or repair.

Never touch electrical equipment with wet hands

Keep electric cables away from wet floors

Fully unwind cable reels prior to use to prevent overheating

Only employees trained to do so may change plugs and fuses

All electrical equipment items must be switched off when not in use.

Equipment	Mx Appliance Loading(Watts)	Fuse Rating (Amps)	Colour
Televisions, videos, hi-fi/stereos Table Lamps, food mixers, knives Tin openers, drills, hedge trimmers	Up to 750	3	Red
Toasters, vacuum cleaners, irons over 750 Brown Kettles, microwave ovens, (to 3000) Washing machines, dish washers		13	

Electrical Kettles should be filled and unplugged when not in use.

### **LIFTING AND STOCK MOVEMENT;**

Poor lifting technique results in many accidents. Sprains, strains, wounds and fractures can all be caused by incorrect lifting.

*See separate sheet for the lifting of children*

### **LIFTING FROM A HEIGHT**

Because your arm muscles are weaker than your leg muscles, care must be taken when handling loads at high levels. Ensure you can handle the object and can control it by assessing its weight before you lift.

### **USE YOUR EYES**

Concentrate on any task you are doing. Do not be diverted by other person's activities that do not concern the task.

Always look where you are going; many people are injured because they bump into things slip, trip or fall.

Never enter prohibited areas.

### **MOTOR VEHICLES**

Every year hundreds of accidents are caused when people are struck or run over by moving vehicles, so please take care when leaving the car park.

Never reverse unless you have a clear rear view and always drive slowly. If you are in any doubt ask another team member to direct you.

## **HYGIENE**

You are constantly dealing with products that cause illness if taken internally.  
(Nappies and Tissues for colds etc)

Use the gloves provided.

Ensure sleeves are pulled up when toileting/nappy changing

Use aprons for protection

Wash hands before eating and after going to the toilet yourself and after helping children in toilets and always use anti-bacterial soap.

Always dispose of tissues directly into the bin. Do not leave lying around.

Anti-bacterial gel can be found in dispensers around the Nursery floor.

Your own standard of health is important. Report any illness to your Team Leader, especially sickness and diarrhoea, even if you are still able to come to work.

## **HANDLING OF AND DISPOSING OF BODILY FLUIDS AND WASTE MATERIALS**

When faced with bodily fluids such as sick, urine, excrement etc you must take care.

Put on disposable gloves and if needed an apron.

Clear away using paper towels and place into a plastic or nappy bag

Disinfect the area and dispose of all items used to disinfect the area also into a plastic bag

Dispose of plastic/nappy bag into the main bin

Note: as you can come into contact with bodily fluids and bloods, it may be wise to ensure that you see your doctor to have a Hepatitis jab. Simply explain to him/her that you work with children and you would like to ensure you are protected.

## **MISCELLANEOUS SAFETY CHECKLIST**

Always make sure that high stacks are safe and stable.

Always make sure that someone knows where you are for safety reasons.

Always check that bottles, jars and cans are labelled, leak proof and undamaged.

Always switch off and disconnect electrical appliances that should be switched off after use, especially at the end of a working day.

Always clear empty boxes and bags away as soon as possible.

Never block Fire Exits, escape routes and doors.

Never wedge open Fire Doors.

Never tear or write on notices.

Never leave electrical leads trailing over the floor.

Never overload power points.

Always report worn or loose flooring

Never open filing cabinet draws more than one at a time.

Always mop up spillages immediately and place warning sign to ensure others are aware of the possibility of a slippery floor

Make sure that all floor level electrical sockets are covered with safety sockets.

All bins must be emptied at the end of each day; there should never be an accumulation of rubbish anywhere in nursery.

Always make sure there is adequate lighting in each room, if not please report this to your Team Leader.

Blown light bulbs must be left to cool before disposing.

Always check all play areas for hazards being using them.

**REMEMBER  
WORK SAFELY FOR YOURSELF AND OTHERS  
TAKE CARE AND CO-OPERATE**

**BE ALERT AND AVOID ACCIDENTS**