**Health and safety**

The Health & Safety at Work etc Act (1974) imposes a general duty of care on most people

associated with work activities. It includes both the protection of people at work and the

prevention of risks to the health & safety of the general public, which may arise from work

activities. It requires organisations to set out written statements of their health & safety

policy, and make sure that adequate training has been completed to carry out their work in

safety.

General

Kinder Croft CIC considers the promotion of health & safety measures to be of major

importance to successful operation. It is therefore the policy of Kinder Croft to do all that is

reasonably practicable to prevent personal injury and to protect all persons from foreseeable

hazards, including members of the general public in so far as they come into contact with

Kinder Croft or its work. Kinder Croft will ensure that all activities carried out under nursery

staff member’s control are in accordance with correct instructions and do not, as far as is

reasonably practicable, expose any person to risks to their health & safety.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the

nursery including:

• The regulations of the Health & Safety at work Act 1974 and any other relevant legislation such

as Control of Substances Hazardous to Health Regulation (COSHH)

• The requirements of the National Care Standards.

• RIDDOR guidelines for reporting of incidents and near misses: http://www.hse.gov.uk/riddor/

This can be achieved by:

• Working safely and efficiently, taking reasonable care for the health & safety of themselves and of

other persons who may be affected by their acts or omissions at work.

• Making sure that all activities are adequately supervised.

• Ensuring the availability and supervised use of all necessary protective equipment and safety

clothing, meeting statutory obligations and observing safety precautions.

• Assisting with reporting and the investigation of accidents and dangerous occurrences with the

object of introducing measures to prevent recurrences.

• Seeking guidance from a competent advisor if unsure about any aspect of their work, which could

affect their safety, or that of any other person.

• All project staff are adequately trained in the safety precautions to be observed when carrying out

their work.

• Persons participating in Kinder Croft projects are under the staff member’s control and are properly

briefed for the activity in hand, and that course participants are made aware of the risks they may

be exposed to (see Acknowledgement of Risk form, and Kinder Croft registration forms).

• We have a clear accident and incident policy in place.

Risk Assessment

Risk assessment is an integral part of outdoor work, and continuing and flexible

judgement is required at all times when working in a potentially dangerous environment.

This practice is developed and certified as part of the National Governing Body

qualifications held by Kinder Croft staff members. Risk assessment must allow for

changes in venue choice giving flexibility to client needs and environmental factors, see

Activities Risk Assessment. When at the activity site the practitioner must take all

reasonable measures to assess the site for potential dangers and take precautions to

reduce any risks, and will be expected to give evidence of this process if needed. As a

minimum, this will be interpreted as alerting other staff and/or participants of the risks and

the means of reducing those risks

This process will use an established template and:

• Identify the HAZARDS. E.g. loose rocks at a crag, a chemical, worn carpet.

• Decide who might be harmed and how. E.g. staff, young people, members of the public.

• Evaluate the RISKS arising from the hazards and consider put in to place precautions to

reasonably minimise this risk.

Staff members will hold the minimum qualification required for the activity. This will be in

line with Governing Body guidelines.

See Activities Risk Assessment and other policy documents for guidelines on specific

activities and issues such as Fire, Food Safety etc.

Infrastructure

At the nursery we aim to ensure that all reasonably practical steps are taken to ensure the

health, safety and welfare of all persons using the buildings and facilities on the premises.

To achieve this we will work actively towards the following objectives:

• Establish and maintain a safe and healthy environment throughout the site.

• Make arrangements for ensuring safety and the minimising of risks to health in

connection with the use, handling, storage and transport of hazardous substances.

• Maintain healthy and safe buildings with safe entry and exit routes.

• Formulate effective procedures for use in case of fire and other emergencies and for

evacuating the buildings and site. Practice this procedure on a regular basis to enable

safe and speedy evacuation.

• Maintain a safe working environment for pregnant workers or for workers who have

recently given birth, including undertaking appropriate risk assessments.

• Maintain a safe environment for those with special educational needs and disabilities

and ensure all areas of the nursery are accessible.

• Provide a safe environment for students or trainees to learn in.

• Encourage all staff, visitors and parents to report any unsafe working practices or areas

to ensure immediate response by the management.

The nursery will:

• Ensure all entrances and exits from our buildings are clearly identifiable and remain

clear at all times.

• Regularly check the buildings for structural defects, worn fixtures and fittings or

electrical equipment and take the necessary remedial action.

• Ensure that all staff, visitors, parents and children are aware of the fire procedures and

regular fire drills are carried out.

• Have the appropriate fire detection and control equipment which is checked regularly to

make sure it is in working order.

• Ensure that all members of staff are aware of the procedure to follow in case of

accidents for staff, visitors and children.

• Ensure that all members of staff take all reasonable action to control the spread of

infectious diseases and wear protective gloves and clothing where appropriate.

• Ensure there are suitable hygienic changing facilities.

• Prohibit smoking on the premises.

• Prohibit any contractor from working on the premises without prior discussion.

• Encourage children to manage risks safely and prohibit running inside the buildings.

• Risk assess all electrical sockets and take appropriate measures to reduce risks where

necessary and ensure there are no trailing wires.

• Ensure all cleaning materials are placed out of the reach of children and kept in their

original containers.

• Wear protective clothing when cooking or serving food.

• Prohibit certain foods that may relate to children’s allergies, e.g. peanuts would not be

permitted at the nursery if there were any children with nut allergies enrolled.

• Ensure risk assessments are undertaken on the storage and preparation of food

produce within the site.

• Familiarise all staff and visitors with the position of the first aid boxes and ensure all

know who the appointed first aiders are.

• Provide appropriately stocked first aid boxes and check their contents regularly.

• Ensure children are supervised at all times.

• Ensure students or volunteers are supervised at all times.

Equipment

All equipment provided for work must be:

• Adequate for personal protection, fitting properly and comfortably

• Suitable for the intended use and environment, and used only according to the manufacturers

specification and instruction.

• Safe for use & maintained in a safe condition. Maintenance must only be done by those who

are competent to do the work. Work equipment exposed to conditions causing deterioration,

which is liable to result in dangerous situations, must be inspected at suitable intervals.

• Used only by people who have received adequate information, instruction & training.

• Logs will be maintained detailing all relevant information: date of purchase, amount of use etc.

Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR).

Should any of the following incidents occur, Kinder Croft will inform the Incident Contact Centre

as soon as possible. (For the purposes of the RIDDOR Forms young people are classed as

members of the public. The term “person” refers to any member of staff or course participant).

• The death of an employee as a result of an accident at work.

• A nursery staff member suffering a specified major injury or condition as a result of an

accident at work or while participating in any Kinder Croft activity.

• A person being affected by disease such as Weil’s disease, hepatitis or tuberculosis

when there is evidence to indicate that the condition was contracted while at Kinder

Croft.

• A member of the public (which includes course participants) has to immediately attend

hospital for any length of time as a result of a Kinder Croft activity.

• A member of the public (which includes course participants) dies or suffers one of the

specified major injuries as a result of a Kinder Croft working activity.

Reports using the correct form from www.riddor.gov.uk will be sent in via the HSE

website: [www.hse.gov.uk](http://www.hse.gov.uk)

First Aid

First Aid kits will be present during all Kinder Croft activities. All staff working with Kinder

Croft are required to attain a recognised first aid within an agreed period. It must be

appropriate to the type of work being carried out.

Manual Handling

Manual Handling, defined as using the body to lift, carry, push or pull a load, accounts

nationally for nearly 30% of reportable accidents (source HSE). Where manual-handling

activities cannot be avoided they must be risk assessed.

Where possible the following good practice should be followed:

• Carry loads close to the body.

• Avoid awkward movements such as stooping, reaching or twisting.

• Keep the back straight when lifting or lowering loads.

• Assess how many people are needed to lift the load safely.

• Carry a load for as short a distance as possible.

Hazardous Substances

A hazardous substance is defined as any material or substance with the potential to

cause illness or injury to the people who come into contact with it. A hazardous

substance may, for example, be explosive, inflammable, toxic or corrosive. The

overriding principle must be to avoid using hazardous substances altogether and where

this is not possible to use and control the least harmful substance. To this end camping

gas will be used as a preference over methanol or distilled petrol.

Awareness

Organisations working with Kinder Croft will be made aware of these documents and can

see them on request.

Responsibilities

Responsibilities for managing the overall Health and Safety in the nursery are that of the

Nursery Manager. Within the main organisation, overall responsibility lies with the Company Chair.

All employees have the responsibility to co-operate with senior staff and the manager to

achieve a healthy and safe nursery and to take reasonable care for themselves and

others. Neglect of health and safety regulations and duties will be regarded as a

disciplinary matter. Any health and safety problem should be reported to the manager

immediately.

Verified: M.Planterose

On: 23/11/22

Date of review: 23/11/23