



## Health & Safety (COSHH Inclusion)

*Review Due:* February 2022

### Objective

Lymley Wood will ensure that it does all that is reasonably practicable to achieve the highest standards of Health, Safety and Welfare in carrying out its activities.

Lymley Wood is committed to ensuring the Health, Safety and Welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on Health and Safety. Lymley Wood is committed to ensuring that all setting practices are carried out within the requirements of the Health and Safety and Work Act 1974 and the Management of the Health and Safety at Work Act 1999.

Lymley Wood CIC (the **Employer**) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

Lymley Wood recognises that a systematic approach to health and safety, based on risk assessment procedures (see Risk Assessment policy for more information) will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents, incidents and illnesses.

### Employer's Responsibilities

The Employer is responsible for:

- a. taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities and of people visiting its premises;
- b. identifying health and safety risks and finding ways to manage or overcome them;
- c. providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation;
- d. providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing;
- e. providing safe arrangements for the use, handling, storage and transport of articles and substances;



- f. providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The Employer will give you the opportunity to ask questions and advise who best to contact in respect of those questions, if you are unsure about how to safely carry out your work;
  - g. ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
  - h. providing a health and safety induction and appropriate safety training to your role, including:
    - working at height;
    - gas safety;
    - the use of personal protective equipment (PPE);
    - First Aid, Safeguarding, Risk assessments, adventure activities;
    - Covid 19 procedures
  - i. promoting effective communication and consultation between the Employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety;
  - j. if an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection; and
  - k. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.
5. The board of directors of the Employer has overall responsibility for health and safety and has appointed Melanie Parr as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.
  6. Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer.

The Company also recognises it's duty to protect the health and safety of all visitors to the Company, including contractors, temporary workers and members of the public who might be affected by the Company's work operations.

This policy will be issued to all staff as part of the induction process.

It is the responsibility of all staff, parents and visitors to adhere to this policy.

### **Staff and Volunteer Responsibility**

While the Company 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 themselves.



It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person.

It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way.

If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to their line manager or the nursery manager.

Alternatively, an employee may, if they prefer, invoke the Company's formal grievance procedure or they may make a complaint under the Company's provisions on Disclosures in the Public Interest.

Disciplinary action under the Company's disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

#### *Staff responsibilities relating to equipment*

All staff must:

- a. use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training;
- b. report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health and Safety Officer, who is responsible for maintenance and safety of equipment;
- c. ensure that health and safety equipment is not interfered with; and
- d. not attempt to repair equipment unless suitably trained and authorised.

#### **Supervision of Children Requirements**

Children are supervised at all times whilst in the setting. Lymley Wood uses three levels of supervision dependent upon the activities that are taking place and the location that they are occurring.

- **Constant Supervision:** Being with the children at all times, actively supporting them using a physical presence or playing with them directly. This level of supervision is most often required when the children are playing high-risk games or using equipment or materials that have a high-risk assessment. This type of supervision is most likely to be required at our risk assessed outdoor setting.



- **General Supervision:** Being in vicinity of the children but not having an active part in their play, being on hand to support if the children require help or guidance. Being on hand to respond to play cues and observant of the behaviour of the children. This is the most common form of supervision and allows for an overview of the play setting, most commonly used with play activities that have a medium level of risk.
- **Low Supervision:** Keeping a watchful eye on the children from a distance and making sure that they are playing safely but freely. Keeping an overview of what the children are doing whilst not interfering. This is most commonly used with low risk activities.

As an additional layer of safeguarding in the forest, some large groups of children are required to wear high visibility vests, on top of their waterproofs.

Whilst children are out on trips and visits they must be accompanied by a member of staff.

Children must be signed out of the setting as they leave. This is in accordance with health and safety and fire regulations and the Child Release Arrangements policy of Lymley Wood.

### **Child Protection / Safeguarding**

All members of staff will receive training in child protection as part of their induction training

All members of staff are instructed in the specific procedure for Lymley Wood, especially as regards to disclosures and suspicions of child abuse. (See the Safeguarding Policy for further information).

### **Accidents and Incidents**

All members of staff are required to obtain a paediatric first aid qualification prior to or within the first three months of commencing employment at Lymley Wood. In addition, all members of staff are instructed in the correct procedures for dealing with accidents and incidents including completion of documentation.

#### *Staff responsibilities relating to accidents and first aid*

All staff must:

- a. promptly report any accident at work involving personal injury, however trivial, to the Principal Health and Safety Officer so that details can be recorded in the Accident Book and cooperate in any associated investigation;



- b. familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed on the notice board in kitchen and available from the Principal Health and Safety Officer;
- c. if an accident occurs, dial N/A and ask for the duty first aider, giving name, location and brief details of the problem.

### **Accident Reporting & Investigation (RIDDOR)**

All injuries, however small, sustained by a person at work must be reported to their line manager, the safety officer or the Lymley wood Manager and recorded on an accident form. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The safety officer oManager will inspect the accident forms on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

Managers will investigate any accidents if necessary, and the appropriate enforcing authority will be notified under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), where necessary.

### **First Aid**

All staff are made aware of where the First Aid kit is stored at the indoor setting. An additional First Aid kit is kept onsite in the forest and all staff are aware of where this is. Emergency medication, such as epi-pens, must be stored somewhere out of reach of children, but easily accessible to staff.

All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel identified through signage in each location. All staff will be working towards or qualified in paediatric first aid. All staff will carry a personal first aid kit.

As per the Lymley Wood Accident and Incident policy, the following procedure should be followed in the event of an accident or incident:

- Notify a First Aider immediately;
- The First Aider will assess the situation and take the necessary action;
- Notify the Lymley Wood Manager

All accident/incident forms to be completed as soon as is safe to do so. The procedure for such events is:

- all accidents / incidents are recorded by the member of staff who witnessed the event;
- Parents / guardians are notified aof any accident or injury



- The Manager will review accident/ incident forms on a monthly basis, in order to implement any further actions or highlight any trends or problem areas;
- There is an, “Action”, section for the purpose of recording any action which has been taken by the staff.

### **Staff responsibilities relating to Coronavirus (COVID-19)**

Given the outbreak of Coronavirus (COVID-19), it is important that all staff members follow these guidelines to ensure maximum safety and minimise the risk of infection. We will review these guidelines regularly to ensure they are kept up-to-date with government guidance.

#### **Hygiene Practices at Work**

18. Staff must follow all hygiene and Covid 19 measures which we implement, and may include increased frequency of hand washing, wearing protective clothing, sanitising workstations and desks.
19. We will provide adequate handwashing facilities (or hand sanitiser where not possible) at entry/exit points and expect all staff to use these facilities frequently whenever entering and exiting the workplace.
20. We also expect staff to apply good hygiene practices generally, such as covering their mouths or faces when coughing or sneezing, not shaking hands or touching other people and to dispose of any waste, such as used tissues or hand wipes, responsibly.

#### **Food / Hygiene**

Lymley Wood operates the strictest of food hygiene standards. Records and documentation of foodstuffs will be kept and there will be regular reviews of practices carried out by employees. In addition, the Operations Managers will carry out regular inspections and reviews of procedures.

Each site records that the food was received in good condition, frozen below –18 degrees, and put into the freezer

Food for dinners are taken out of the freezer and left to defrost in the fridge each morning

The dinner is heated to a minimum of 75 degrees for 30 seconds, probed, and the temperature recorded before cooling and serving

All flasks are filled with boiling water to pre-warm whilst the soup is being heated.

The soup is heated to a minimum of 75 degrees for 30 seconds, probed, and the temperature recorded then soup into flasks

Lunch soups are probed before serving and temperature checked to be above 64 degrees, actual temperature recorded and then served.



### *Food Handling / Serving*

- Apron to be worn at all times when handling foods;
- Long hair has to be tied back;
- Clean apron/gloves every meal;
- Hands washed, ensuring nails are clean;
- No food is to be consumed direct from container/serving bowls;
- All food should be served using appropriate utensils;
- The food waste will be collected and used for compost wherever possible, or put into the general waste.

### **Protective Clothing & Face Coverings**

Where you are already using PPE in your work activity to protect against non-Coronavirus (COVID-19) risks, you should continue to do so.

We may require staff to wear a face covering as a precautionary measure to protect others. If you do wear a face cover, it must cover your mouth and nose. However a face covering is not a substitute or replacement for general hygiene practices.

If you choose to wear a face covering, we encourage the following steps:

- Wash your hands regularly with soap and water for 20 seconds or use hand sanitiser before putting the face cover on, and after removing it.
- Avoid touching your face or face covering to prevent contamination.

### **Control of Substances Hazardous to Health (COSHH)**

As an employer, we have a duty under the Control of Substances Hazardous to Health Regulations 2002 to prevent employees from coming into contact with substances hazardous to health.

### **Chemicals & Materials**

It is Company policy to, wherever possible; avoid the use of substances that have the risk of being hazardous to health. Safety data sheets under the Control of Substances Hazardous to Health (COSHH) or Chemical Hazard Information Packaging (CHIP) information supplied by manufacturers will be held on file for all substances and available for staff reference



purposes and risk assessment. Staff who use these chemicals and materials have the duty of care to make themselves aware of the potential hazard, contradictions and treatments.

## **Measures & Provisions**

We have conducted a risk assessment in relation to all substances used on our premises and concluded that no substance presents a high risk.

1. The majority of substances used within the setting are of domestic standard for household use and therefore do not present any threat to health and are safe to use;
2. The woodland has general hygiene measures in place, together with the provision of personal protective equipment (PPE) to further ensure the safety of employees;
3. Cleaning substances are of domestic standard;
4. All substances are correctly stored in clearly labeled containers;
5. Cleaning substances are safely stored in child-safe cupboards;
6. Adequate washing facilities are available within all nursery areas;
7. PPE Aprons and rubber gloves are provided where required;
8. All waste products, including medical waste is disposed of safely in accordance with statutory regulations;
9. COSHH information sheets are accessible to all staff (stored in bumbags or lockbox) and provide information such as:
  - Product name;
  - Ingredients;
  - First Aid information and Safety requirements.

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### **Non-compliance with Health & Safety Rules**

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's disciplinary policy, up to and including immediate dismissal.

This policy is to be read in conjunction with the following policies: ● Fire policy ● Safe use of tools ● Safeguarding policy

Those staff who undertake leading or facilitating any adventure activities must also undertake the Health and Safety induction and guidance for these activities.

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Reviewed November 2021

Reviewed by : Melanie Parr

Review date November 2022 .

