

Essex Wildlife Trust

Nature Nursery: Health and Safety Policy

A policy describes what we do and how we do it as an organisation. It is a set of agreed principles which set out a course of action adopted by our staff and volunteers. It will often include acceptable methods, behaviours, and an approved procedure. It is usually internal, although some organisational policies are expected to be publicly accessible.

Version Control

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When review is completed, please send to: businesssupport@essexwt.org.uk

Version	Date	Changes made by	Reason for change
2	02/11/2022	Jen Burlingham	<ul style="list-style-type: none"> - Update to new company format - Update to include accurate job titles within the organisational structure of SLT, OLT, Nature Nursery Structure and Safeguarding responsibilities - Updated where appropriate to refer to any new company system requirements
			<ul style="list-style-type: none"> - Inclusion of details from company Health and Safety policy for clarification.

1. Introduction

- 1.1 This policy states the commitment of Essex Wildlife Trust Ltd and its subsidiaries (the Trust) to the Health, Safety and Welfare of all employees, volunteers, pupils and visitors whilst engaged in activities at the Nature Nursery and to mitigate risks to health and safety in connection with activities. For the purpose of this policy 'employee' includes all paid staff and volunteers whilst undertaking activities at the Nature Nursery, 'pupils' includes all children cared for within the setting and 'visitors' includes any parents or external individuals.
- 1.2 The Trust's policy is to provide, as far as is reasonably practicable, a safe and healthy working environment, safe equipment and work systems for its employees and to provide information, training and supervision to ensure this happens.
- 1.3 The appropriate SLT/OLT members and Nursery Manager are responsible for implementing the policy in the Nature Nursery. All staff and volunteers must comply with the policy and co-operate with colleagues to achieve high standards of health and safety. Responsibilities of staff and volunteers are outlined in this document. Included are arrangements (health & safety procedures) for ensuring our policy objectives are met.
- 1.4 This policy is a legal requirement under the Health and Safety at Work Act (HASAWA) 1974 and complies with this legislation. Failure to comply with Health and Safety Regulations is a criminal offence and the employer and employee are liable to prosecution for failure to comply with the Act. Failure to comply with safety requirements could also lead to internal disciplinary action.
- 1.5 The Nature Nursery will also meet all the requirements set out in the Essex Wildlife Trust Health and Safety policy and actively promote the safety and health of our Nature Nursery staff, pupils and any visitors to the site as an equal objective to our other Nature Nursery objectives.

A copy of this policy will be provided to all staff members electronically and placed prominently in an area accessible to all staff. It will be available to site visitors and parents as required.

2. Scope

- 2.1 To ensure that all activities are being carried out safely without risk to health, so far as is reasonably practicable.
- 2.2 To ensure there is an effective management system that is in line with Health and Safety Executive Guidance Document HSG65 (managing for health and safety) and is integrated in our operating procedures and processes.
- 2.3 To ensure there is an effective system of risk assessment throughout all areas of the Nature Nursery, and that these assessments are monitored and updated appropriately.
- 2.4 To ensure there are Codes of Practice and effective safety procedures covering Nursery activities.
- 2.5 To ensure all Nature Nursery staff are aware of their own personal responsibilities.
- 2.6 To ensure that all new employees are aware of our Health and Safety policy and the appropriate Health and Safety procedures to implement it.
- 2.7 To ensure all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements.
- 2.8 To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- 2.9 To ensure that there are effective means for staff consultation on all health and safety issues.
- 2.10 To provide specialist professional support to staff on all health and safety matters.
- 2.11 To have access to specialist help and advice where necessary, including ongoing advice on changes that may be required to our Safety Management Standards resulting from legislation, Approved Codes of Practice or British Standards.
- 2.12 To provide an environment in which Nursery staff can carry out their tasks without fear of intimidation, harassment, violence, or the negative aspects of stress.
- 2.13 To monitor accident trends throughout the Nature Nursery to further inform the Health and Safety Compliance Manager in the Health and Safety reporting procedure and for inclusion in any Nature Nursery improvement plans as part of the Nature Nursery Management Committee.

3. Purpose of Policy

- 3.1 This document details the organisation and arrangements required to maintain and continuously improve our Nature Nursery's health and safety management system. The contents include a list of our local procedures for the Nature Nursery and the document control system we use.
- 3.2 The Aim of the Policy is to:
 - 3.2.1 Ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises.
 - 3.2.2 Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, children and other supervising adults participating in off-site visits.
 - 3.2.3 Establish and maintain safe working practices and procedures amongst staff and children.
 - 3.2.4 Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - 3.2.5 Develop safety awareness amongst staff, children, and other supervising adults.
 - 3.2.6 Formulate and implement effective procedures for use in the event of fire and other emergencies.

4. Policy Statement

To meet their responsibilities, the Nature Nursery Management Committee will pay particular attention to:

- 4.1 The auspices of the Health and Safety at Work Act 1974
- 4.2 The safety of plant equipment, buildings, and safe systems of work.
- 4.3 Ensuring safe arrangements for the use, handling, storage and transport of articles and substances.
- 4.4 Providing appropriate information, instruction, training, and supervision to assist all staff, children, and visitors to avoid hazards and to contribute positively to their own health and safety whilst on the Nature Nursery premises.
- 4.5 Creating a safe workplace and safe access and egress.
- 4.6 Creating a healthy working environment.
- 4.7 Developing procedures for fire evacuation, first aid cover and other emergency situations.
- 4.8 Monitoring and reviewing safety arrangements which are subject to change.
- 4.9 Carrying out risk assessments to mitigate risk.

5. Responsibilities

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

5.1 The Nursery Manager

- 5.1.1 All parts of the premises, plant, and equipment for which the trust have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- 5.1.2 Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed by a competent person.
- 5.1.3 Any unsafe items which are reported to the Health and Safety compliance manager or the Facilities Officer and any item which constitutes a health and safety hazard is taken out of use.
- 5.1.4 Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience, and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- 5.1.5 Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, children or other persons working on the premises.
- 5.1.6 Awareness and co-operation amongst staff in regard to health and safety matters is actively encouraged.

5.2 The Nature Nursery Management Committee, reporting to the CEO and Board of Trustees

- 5.2.1 The Trusts' Health & Safety Policy and Codes of Practice are observed and acted upon where necessary.
- 5.2.2 A Nature Nursery safety policy is produced, and that the policy is regularly reviewed.
- 5.2.3 The safety policies will be brought to the notice of all employees.
- 5.2.4 Their health and safety obligations are properly considered, and provision made for meeting those obligations.
- 5.2.5 The Nature Nursery staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- 5.2.6 Health and safety issues concerning the Nature Nursery are identified and appropriate action taken.
- 5.2.7 Regular safety reports are provided by the Nursery Manager so that safety arrangements can be monitored and evaluated.

5.3 Staff holding Posts of Responsibility.

Staff holding posts of special responsibility, such as the Deputy Nursery Manager and the Third in Charge are responsible to the Nursery Manager for the implementation of the health & safety policy within their area of work.

To fulfil their responsibilities, they will assist the Nursery Manager in:

- 5.3.1 The monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures.
- 5.3.2 Informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction, and training to carry out their duties without risk to health or safety.
- 5.3.3 Ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed.
- 5.3.4 Ensuring that adequate supervision is always maintained.
- 5.3.5 Ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.
- 5.3.6 Ensuring that first aid and medication procedures are followed.
- 5.3.7 Ensuring that fire and evacuation arrangements in place and followed.

5.4 Nursery Staff

Staff timetabled to be in charge of groups have the following responsibilities to assist the Nursery Manager.

- 5.4.1 To follow safe working procedures at all times.
- 5.4.2 To ensure the safety of children in the Nature Nursery whilst in their charge.
- 5.4.3 To be aware of and to adopt safety measures within their own teaching areas.
- 5.4.4 To request special safe working procedures, protective clothing, guards, etc. where necessary and ensure they are used.
- 5.4.5 To make recommendations to the Nursery Manager or Deputy regarding the safety of equipment or tools, in particular any equipment or machinery that is dangerous.
- 5.4.6 To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.

5.5 Outings or Visits - Outside the Nursery Perimeter

All staff will follow Off-Site Visit Procedure where their full responsibilities are outlined.

The Nursery manager or nominated Deputy will:

- 5.5.1 Ensure that staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it.
- 5.5.2 Ensure authorisation of all off site visits prior to their occurrence.

5.6 General Responsibilities

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- 5.6.1 Take reasonable care of their own safety and that of other persons.
- 5.6.2 Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- 5.6.3 To use correctly any equipment provided for his/her safety.
- 5.6.4 Report any defective equipment to his/her line manager or other appropriate person, i.e., Health and Safety Compliance Manager.
- 5.6.5 Report accidents or dangerous occurrences at the earliest possible opportunity.
- 5.6.6 Be familiar with and always observe all safety policies and procedures.
- 5.6.7 Take reasonable precautions to ensure the safety of all persons in their charge for Health and Safety.
- 5.6.8 Read the Guidance and Codes of Practice in conjunction with the instructions and information contained in this Safety Policy.

5.7 Competence

- 5.7.1 The Nature Nursery Management team will provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.
- 5.7.2 Nature Nursery staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g., risk assessment techniques.
- 5.7.3 Nature Nursery health and safety planning will be part of our Nature Nursery improvement planning process.
- 5.7.4 Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

5.8 Risk Assessments.

Specific risk assessments will be carried out by the Nursery Manager and staff in accordance with Early Years provision and the Trust arrangements, e.g., manual handling, fire, hazardous substances, display screen equipment etc, along with activities conducted within the Nursery environment.

5.9 Active Monitoring

Our Nature Nursery Management Committee will oversee active monitoring to include workplace inspections in accordance with Early Years provision and Essex Wildlife Trust arrangements.

5.10 Reactive Monitoring

The Nature Nursery Manager or nominated Deputy will oversee reactive monitoring in conjunction with the Health and Safety Compliance Manager to include accidents, near misses and hazard reports in accordance with Essex Wildlife Trust arrangements.

- 5.10.1 The Nursery Manager will send these to the Health and Safety Compliance Manager who will report on these to the Health and Safety Committee, the Nature Nursery Management Committee and the board of trustees. These reports will also be sent to the Head of Community Engagement as line management responsibility for the Nature Nursery Manager.

- 5.10.2 The Health and Safety Compliance Manager will work with the Head of Community Engagement and the Nursery Manager to establish any root causation analysis and ensure that preventative measures are put in place to mitigate further occurrences.

5.11 Review of Health & Safety Performance

- 5.11.1 Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.
- 5.11.2 The Nature Nursery Health and Safety performance will be reviewed by the Nature Nursery management committee and the Health and Safety Compliance Manager quarterly and reported to the Senior Leadership Team and the board of trustees.

5.12 Auditing/Inspecting Health & Safety Performance

- 5.12.1 Health and safety audit and inspection will be carried out on a regular basis by the Health and Safety Compliance Manager in conjunction with the Nursery Manager and where appropriate, the Head of Community Engagement.
- 5.12.2 Actions from auditing will be put into an audit action plan to be resolved where necessary.

6. Definitions

The Health and Safety at Work Act (HASWA)1974

The workplace (Health, Safety and Welfare) regulations 1992

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrence regulation 2013

7. Appendices

This policy is to be read in conjunction with wider Essex Wildlife Trust Policies and Procedures

Relevant Policy and Procedure Documents

- 7.1 Accident and Incident Procedure
- 7.2 Animals in the Nursery
- 7.3 Bad Weather Contingency Plan
- 7.4 Fire Safety and Emergency Evacuation
- 7.5 First Aid Policy
- 7.6 Food Hygiene and Preparation Policy and Procedure
- 7.7 Medication Policy and Procedure
- 7.8 Managing Children who are sick policy.
- 7.9 Missing Child Policy and Procedure
- 7.10 Outings and Visits Policy and Procedure
- 7.11 Safeguarding Children, Young People & Adults at risk policies and procedures Part 1 and 2
- 7.12 Sickness and Allergies Policy and Procedure
- 7.13 Toileting and Nappy Changing and Intimate Care Policy and Procedure
- 7.14 Visitors or Intruders on the Premises Policy
- 7.15 Zoonotic Disease Policy and Procedure