



Health and Safety Policy Practice and Procedures

General Policy

It is the policy of Colourbox to take all reasonable steps to create an environment that is healthy and safe for all its employees. In the establishment and maintenance of such an environment, full recognition will be given to the need to involve employees in developing and promoting safety procedures and practices. Management recognises its duties under the Health and Safety at Work Act 1974 and will provide safe premises with adequate training.

Policy Aims

The following basic aims are set to fulfil the policy:

- a) Provision of a healthy and safe system of working for all employees.
- b) Provision of appropriate safety clothing and equipment where needed.
- c) Adequate instructions to all employees in accident prevention, safe working methods and fire prevention.
- d) Provision and maintenance of adequate first aid facilities.
- e) Provision of specialists competent to assist and advise management on the safety performance of its activities as and when needed.

Responsibility and Accountability

Section 7 of the Health and Safety at Work Act 1974 imposes general duties on every employee at work:

To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Section 2 of the Act, imposes general duties on employers to their employees.

Section 3 of the Act, imposes general duties on employers towards persons other than their employees.

Section 6 of the Act, imposes general duties on manufacturers as regards articles and substances manufactured for use at work.

Owner Responsibility

Colourbox's Health and Safety Policy is based on implementing the requirements of the Act. The Owner (Susie Norman) is ultimately accountable for the observance of health and safety legislation and the Health and Safety Officer (Simone Nel, Operations Manager) is accountable through those personnel reporting to the managerial authority for their areas of control for the establishment and achievement of a Health and Safety Policy.

The Owner is responsible for knowing their obligations under the Act and for implementing Colourbox's Health and Safety Policy. The Owner together with Management are available as the accountable technical specialists to give advice and guidance to all as appropriate and will be responsible for establishing suitable working relationships with authorised members of the Health and Safety Executive and other statutory authorities.

Supporting Services

Special attention is drawn to Section 37 of the Act, which deals with offences by Colourbox. This section affects the Owner and anyone purporting to act in a role of responsibility and enables the Health and Safety Executive and Courts to impose penalties on any individual who has failed to honour their obligations under the Act as well as penalising the Nursery.

Safety Inspectors

The Act enables authorised Inspectors to enter Colourbox's premises at any reasonable time without notice. Whilst on the premises, inspectors have a wide range of powers. It is Colourbox's policy to recognise these and to accord them every facility when visiting Colourbox.

Specific Job Responsibilities

Under the Health and Safety Policy, all employees have basic responsibilities for which they are accountable and these are:

- All employees conform to Colourbox's Health and Safety Policy codes of practice and specific safety requirements of the areas in which they work.
- Conform to instructions given to them relating to their health and safety at work and abide by the instructions given in all Risk Assessments.
- Development and Standards Manager is to Risk Assess all new resources and activities before purchasing/implementing them within the nursery. To seek the Operational manager's approval of the Risk Assessment before implementation of the new resources/activity.
- Always wear protective clothing when provided and use appropriate safety devices on equipment on which they are working on.
- Request an explanation on safety instructions if not fully understood and if in any doubt on the task being performed, to ask the line manager for further guidance.
- Contribute to keeping the environment in which they work as safe as possible and to inform their room leader and Manager of any hazard of which they become aware by completing a Fault Reporting Form from the Health and Safety Room Folder.
- Report all accidents and 'near misses' to their room leader using an Incident Form, regardless of whether or not people are injured.
- Recognise that anyone deliberately damaging or misusing protective equipment or failing to use safety devices or behaving in breach of the Health and Safety Policy render themselves liable to disciplinary action.
- Complete all Mandatory training courses that relate to the Health and Safety Policy: Health & Safety Essentials, Food Hygiene Level 2, Manual Handling, Slips, Trips and Falls, Fire Awareness, Annual Policy & Training Day.
- To comply with instructions and advice acquired through the above Health and Safety training courses so that safe practice is ensured.
- Ensure that no personal electronic devices are plugged into sockets on any Colourbox premises unless authorised by the Nursery Manager. All company and personal devices must have been PAT tested within the last 12 months and proof of this will be required before use.

Owner

- All matters relating to health and safety of employees
- Implementing the Health and Safety Policy, Procedures and Programmes
- Providing the necessary manpower, material and resources to ensure that all health and safety requirements are met
- Ensuring that notices on Colourbox's Safety Policy, Codes of Practice and specific operating instructions are well displayed as appropriate
- Promoting a general awareness of the continued importance of health and safety
- Instituting a programme to ensure that Colourbox's Health and Safety Policy has a specific role, thus ensuring safety requirements and responsibilities are fully understood by all employees
- Expediting any improvements, modifications or other matters arising from Health and Safety Executive inspectorate visits
- Informing the Health and Safety Officer, Management and Room Leaders of new processes or equipment to be installed at Colourbox or of the movement or relocation of any existing equipment
- All matters relating to employees' liability insurance and other legal matters and proceedings
- Evaluating all risks at Colourbox relating to damage to property and risks to the public through Colourbox's activities

Health and Safety Officer (Simone Nel – Operations manager)

- Ensuring that equipment, machinery and premises under their control are in a satisfactory condition and present no risk to the health and safety of personnel under their control or the general public
- Ensure that any delegated responsibility is carried out effectively and maintains accountability.
- Ensuring an operational programme of information and training so that all employees have been thoroughly instructed in all aspects of health and safety relating to their role before commencing work and have a suitable knowledge of Colourbox's Health & Safety Policy
- Acquaint themselves thoroughly with the Health and Safety at Work Act 1974
- Taking whatever steps are necessary to ensure that any work to provide for the health and safety of subordinates is done as soon and as efficiently as possible
- Ensuring the general level of cleanliness and environmental conditions within their areas of responsibility are maintained to the highest standard and comply with all statutory requirements
Ensuring that all subordinates are aware of the appropriate procedures in the event of fire or accident

COSHH (Control of Substances Hazardous to Health)

It is the responsibility of the Owner (Susie Norman) and Health and Safety Officer (Sandra Copping) to:

- Ensure that supplies of user instructions for items or materials or substances purchased are readily available, used and complied with by all personnel under their control handling such items, materials and substances
- Assist in maintaining up to date knowledge of acceptable alternatives
- Specify within contracts appropriate safety requirements and hygiene conditions
- Maintain an up to date register and record as required under these Regulations and advising the appropriate staff of their individual responsibilities in respect of usage and operating instructions

Under no circumstances should any member of staff bring on to the nursery premises any chemical, including cosmetic products, unless the Manager has given consent and the relevant COSHH Data form has been acquired, analysed and Risk Assessed.

Contractors

- The Health and Safety Officer is responsible for ensuring that all contractors' personnel at Colourbox understand our Safety Policy, Codes of Practice and are instructed in their usage, in relation to the area in which they are working
- Ensure that contractors' personnel conform to such instructions as if they were employees of Colourbox
- Contractors must comply with the health, safety and hygiene conditions as specified in their contracts and preferably hold a current DBS certificate

General Visitors

- It is everybody's responsibility to ensure the health and safety of visitors whilst on the Nursery's premises
- Visitors must be asked for identification and their details entered in the Visitors Book
- Visitors must be told not to use the mobile phones while at Colourbox and to be offered to place their phone safely in the office
- Visitors must be accompanied at all times by a representative of Colourbox and advised of all precautions to be taken to protect their health, safety and welfare whilst at Colourbox