



Policy Name	HEALTH, SAFETY, SECURITY & ENVIRONMENT (HSSE) POLICY
Policy Adopted	February 2015
Policy Reviewed	July 2020
Approved by	Board of Trustees

Please also refer to our COSHH SPILLAGE PROCEDURE; SLIPS, TRIPS & FALLS POLICY; EVACUATION PROCEDURE; CRITICAL INCIDENT PLAN; RISK MANAGEMENT POLICY

Community Childcare Centres (the Company) 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. The company additionally recognizes the importance of Health and Safety with respect to the security of all children, staff, confidentiality and company information (e.g. data) and each of the setting's environment.

It is the responsibility of each employee to familiarise themselves and comply with the Company's procedures and systems on health and safety.

ORGANISATION

The Board of the Company has overall responsibility for health and safety in the Company. The CEO & Company Secretary are the company Safety Officers and has responsibility for overseeing, implementing and monitoring health and safety procedures in the Company and for reporting back to the Board on health and safety matters. The Company Secretary also conducts annual inspections of workplace(s), maintains safety records (incl. setting action plan) and investigates / reports on accidents at work. All outstanding actions are managed by setting leadership teams, with a nominated individual having been delegated as the setting HSSE representative. The setting HSSE representative is responsible for monitoring and maintaining:

- the health & safety file,
- managing the setting HSSE action plan, and
- discussing health & safety issues during all staff meetings.

All action plans are reviewed as part of setting termly visits by CEO. Please note - HSE law poster, displayed in setting, has current detailed information as to who the contacts are within setting alongside Company Secretary Information.

While the Company will take all reasonable steps to ensure the health and safety of its employees, HSSE 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 security along with consideration for the environment in performing their duties. It is also the employee's responsibility to report any situation which may pose a serious or imminent threat to the HSSE of themselves, any other person or the environment. 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, their setting HSSE representative or the safety officer. Alternatively, an employee may, if they prefer, invoke the Company's grievance procedure.

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

The Company will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses. The Company will pay particular



attention to:

1. maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work.
2. providing a safe means of access to and from the workplace.
3. the provision and maintenance of equipment and systems for work that are safe.
4. Arrangements for ensuring safety to health in connection with the use, handling, storage and substances (e.g. COSHH & PPE processes).
5. The provision of such information / instructions (e.g. and procedures/policies), training and supervision as is necessary to ensure the health and safety at work of its employees and other persons.

RISK MANAGEMENT

Community Childcare Centres, through its Board of Trustees, is committed to considering risks involved in all its business activities. The company RISK MANAGEMENT POLICY document establishes the company's attitude to overall business risks, its mechanisms for managing risks and the formal responsibilities of committees and post holders.

Additionally, it is our policy to ensure that risk assessments are undertaken in accordance with legal requirements. Risk assessments are regarded as useful tools which help us to prevent accidents and ill-health. For that reason, our goal is for these documents to be frequently reviewed and conducted with input from staff who are involved in the work being assessed.

Risk assessment programme

We are required to undertake risk assessments for our activities and for our business premises. These assessments are required by numerous pieces of legislation including the **Management of Health and Safety at Work Regulations 1999** (as amended), which set out the general risk assessment requirements.

We undertake a programme of risk assessments to cover general as well as specific risks, for which there are particular assessment requirements in law. The recommended actions arising from risk assessments are implemented by the setting Leadership team who are responsible for the particular activity or premises area.

Risk assessments are reviewed annually by the setting HSSE representative, as part of annual Health & Safety Quick / Termly / Annual audit procedures. They are also reviewed if there have been changes in the matters to which they relate or incidents for which the original assessments did not envisage occurring.

VISITORS TO SITE

The Company also recognises its duty to protect the health, safety & security of all visitors to the Company, including contractors and temporary workers, as well as any members of the public who might be affected by the Company's work operations. All visitors to settings have opportunity to read the company visitor statement; HSSE policy; slips, trips and falls policy and take note of the requirements placed on visitors to the centre, which includes:

Use of mobile phones, camera or other internet devices is prohibited whilst within the setting. For your own security and the safeguarding of our children, your phone must be left in a locked cupboard in the office when visiting and returned on your exit.

As part of our company visitor policy we request visitors to:



- sign the VISITORS BOOK – both at time of arrival and at the end of the visit
- wear a VISITOR BADGE, which is to be returned upon leaving
- leave their mobile phone/iWatch with the duty manager, which will be returned upon leaving

Visitors will normally be accompanied for the majority of the time.

ADDITIONAL HEALTH & SAFETY INFORMATION DETAILED IN SEPARATE GROWING PLACES' POLICIES

Prohibition on alcohol and drug consumption in the workplace

No alcohol or drugs must be brought onto or consumed on Company premises at any time or whilst staff attend any training courses, whether internal or external. Staff must never drink alcohol or take drugs if they are required to drive private or Company vehicles on Company business. Staff must also not drink alcohol or take drugs when they are on operational standby or on call - *please see Alcohol & Drugs policy for further information.*

British values - policy

Policy statement - Growing Places is committed to actively promoting inclusion, equality of opportunity and the valuing of diversity within our local communities. *The Government set out its definition of British Values in the 2011 Prevent Strategy*

Prevent Strategy - Under the Counter-Terrorism and Security Act 2015 [we/I] also have a duty “*to have due regard to the need to prevent people from being drawn into terrorism*”

The 5 key British Values are:

- Democracy
- The Rule of Law
- Individual Liberty
- Mutual Respect
- Tolerance of those of Different Faiths and Beliefs

These are already implicitly embedded in the 2015 EYFS (Early Years Foundation Stage) and are further clarified below, based on the Fundamental British Values in the Early Years guidance (Foundation Years 2015).

Please see Duty to Act (Whistleblowing) policy for further information.

Collection of children policy & procedure

We will not allow children to be collected by anyone other than specified by the parent/guardian. We will endeavour to ensure the safety and security of children at all times. Anyone arriving to collect a child without prior notice will not under any circumstances be able to take that child. *Please see Collection of Children policy & procedure for further information.*

Confidentiality agreement

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

We meet the requirements of the Human Rights Act 1998 with regard to protecting the individual’s rights to a private and family life, home and correspondence. Our only justification to interfering with this right is where we believe that a child may be at risk of significant harm, to prevent a crime or disorder.



We meet the requirements of the Data Protection Act 1998 with regard to the information we gather from or about families how we gather it, store it and use it. Our procedures enable us to meet these requirements.

We have regard to the Common Law Duty of Confidentiality and only share information with other professionals or agencies on a 'need to know' basis, with consent from parents. This will include any agencies involved in a CAF (common assessment framework) assessment of a family. We will only share information without parent consent in specified circumstances to do with safeguarding children.

It is a requirement of Community Childcare Centres that all Trustees, Staff, Volunteers and Student placements agree to abide by our Confidentiality Agreement and sign this document. *Please see Confidentiality policy & agreement for further information.*

Duty to Act (Whistle-blowing)

Community Childcare Centres expects the highest standards of conduct from all employees, and will treat seriously any concern that an employee may have about illegal or improper conduct (including concerns about: the safeguarding of children; fraud; misconduct; bribery or other wrongdoing to the company).

General Principles - Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the Group Manager any serious impropriety or illegal conduct. Covering up someone else's wrongdoing is also a disciplinary offence. Employees should never agree to remain silent about a wrongdoing, even if told to do so by a person in authority, such as your line manager.

Please see Duty to Act (Whistleblowing) policy for further information.

Electronic communication policy

Community Childcare Centres is committed to safeguarding and promoting the welfare of Children and Young people and expects all staff, parents, students and volunteers to share this commitment. Unregulated use of electronic equipment inadvertently increases the opportunity for wrongful disclosure and can expose the Company to risks such as an action for libel. As such, to protect the company's safeguarding and legal interests, this policy refers to the use of all electronic communication including, but not restricted to, both within and outside of working hours:

- using any electronic gadget (e.g. mobile phone, iWatch)
- using the internet and email communication
- use of any social media.

Please see Electronic communication policy for further information.

Lone Working Policy & Procedure

Community Childcare Centres recognizes that some staff may work alone as part of their normal day. This policy has been written to address the problems of lone working.

In working alone staff may find themselves in a vulnerable position. For example, it may be more difficult for them to summon help if their HSE is at risk. The trustees acknowledge their statutory responsibility to comply with the requirements of the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999 for those who work alone. The law requires employees to take reasonable care of themselves, and other people affected by their work. In addition, they must co-operate with the governing body in the discharge of their legal duties.

Please see Lone Working Policy for further information.



SMOKING POLICY

Smoking is prohibited in all areas of the Company's premises at all times, including the area immediately outside the entrance to the nursery and company vehicles including minibuses. Smoking areas must be sought with discretion and especially not near the building entrance or exit.

If staff wish to smoke, they must do this in their own time, either outside normal hours of work or during break-times. They are not permitted to take additional smoking breaks during the day. Failure to comply with the above rules is a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure. Where the smoking creates a clear HSSE hazard, then such behaviour constitutes potential gross misconduct and could render the employee liable to summary dismissal.

PHYSICAL HANDLING – POLICY & PROCEDURE

This policy is not intended to imply that staff should no longer touch children. All of the staff working in the setting are expected to help the children in their care to take responsibility for their own behaviour. We aim to achieve this by using a combination of approaches which include:

- positive role modelling by the staff
- ensuring there is an adequate range of activities that are interesting and challenging to individual children as well as groups of children
- having in place boundaries appropriate to the age and development of the children and having expectations which are achievable and can be enforced
- providing positive feedback to the children, using this method before boundaries or expectations are broken or unfulfilled

There are three main types of physical handling; *Positive handling; Physical intervention; Restrictive physical intervention*. Staff must always exercise appropriate care when using touch as there are some children for whom touch may be inappropriate. We aim to do all we can to avoid using any restrictive physical intervention when dealing with a child whose behaviour is inappropriate. *Please see Physical Handling Policy & Procedure for further information.*

SAFEGUARDING & CHILD PROTECTION (incl. Counter Terrorism Policy)

"Community Childcare Centres is committed to safeguarding and promoting the welfare of Children and Young people and expects all staff, parents, students and volunteers to share this commitment"

Our designated Safeguarding & Child Protection Officer is: Jackie Warren (Group Manager/Chief Executive Officer). Each manager is the nominated person for safeguarding within the setting.

Definitions

'Safeguarding' includes:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

'Child Protection' signifies the action that is put in place to protect specific children who are suffering from, or at risk of suffering from, significant harm.

Counter Terrorism and Security Act 2015 - we have a due regard to the need to prevent people from being drawn into terrorism. Where we believe a child's or family's behaviour suggests an influence outside of the nursery that may fall under the Counter Terrorism and Security Act, we will follow the HM Prevent Duty Guidance 2015.



Prevent duty @ Growing Places - even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. They may also be victims of the extremism behaviour of their family by being taken out of the country or away from their families as part of the action of the individual. Early years providers must take action to protect children from harm and should be alert to harmful behaviour by other adults in the child's life. *Please see SAFEGUARDING & CHILD PROTECTION (incl. Counter Terrorism Policy) for further information.*

SEVERE DISRUPTION POLICY

The Company acknowledges that employees may occasionally have problems travelling to and from work due to either severe weather conditions or major disruptions to public transport (for example, train strikes). Whilst the Company is committed to protecting the HSSE of its employees, it must also ensure that its business is not unduly disrupted by external factors. This policy therefore sets out your duty to attend for work during severe weather conditions or where there are major disruptions to public transport and the relevant procedures you must follow. *Please see SEVERE DISRUPTION POLICY for further information.*

SLIPS, TRIPS AND FALLS POLICY

We recognise that slips, trips and falls are common accidents and can cause serious injuries. It is therefore our policy to do all that we reasonably can to prevent such accidents.

We recognise that we have a duty of care under common law to take reasonable care to protect those who could be affected by our activities and the condition of our premises. The Occupiers' Liability Acts confirm this civil duty in more specific terms.

In addition, we are subject to specific legal requirements under the Workplace (Health, Safety and Welfare) Regulations 1992, for the protection of our employees. Regulation 12 states that floors and surfaces of traffic routes within the workplace (including pedestrian routes) must be suitably constructed so that it is free from holes, slopes, unevenness or slipperiness which could cause a danger. Surfaces should also be adequately drained. And, so far as is reasonably practicable, they should be free from obstructions or substances which could cause a slip, trip or fall.

We have reviewed all of our premises for slip, trip and fall hazards and taken action to resolve the issues identified. The results have been recorded within our risk assessments. *Please see SLIPS, TRIPS AND FALLS POLICY for further information.*

Staff Guidance – Covid-19 Safe working in childcare

The company has addressed Covid-19, a new pandemic, and has keep up to date with government guidance on how to continue to work safely in all our settings. A Staff Guidance – Safe working in childcare and Covid-19 Risk Assessment are in place. These documents are shared with all staff. They include effective infection protection and control, details about testing, when PPE maybe required and cleaning guidance.

Please see Staff Guidance – Covid-19 Safe working in childcare for further information.

OTHER EMPLOYEE(S) INFORMATION

Training

Safety training is an integral part of an effective HSSE programme. It is essential that every employee is trained to perform their job safely. All employees will be trained in safe working practices and procedures. Company Induction training includes instruction on the safe use of any equipment provided and complete HSSE power-point training, scoring a minimum of 80% on internal test paper. As part of mandatory annual training, all staff must complete a refresher of HSSE power-point training, test paper and sign register as evidence of completion. All staff must also sign that they have read and understood HSSE policy on an annual



basis or when the HSSE policy is updated.

Additionally, all staff complete Critical Incident power-point training as part of induction and on an annual basis so that they are aware of emergency procedures, including evacuation, should a critical incident (such as an intruder, child choking, head injury, death of a child) occur. Critical Incident Team are then responsible for implementing procedures and admin processes during and following the event. All settings have to manage a critical incident drill on a bi-annual basis to instil good practice and as part of company procedures – *please see Critical Incident Plan for further information.*

Employees at special risk

The Company recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. The Company therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. An Individual Risk Assessment will need to be completed with the employee.

COSHH & Personal protective equipment (PPE) arrangements

The Control of Substances Hazardous to Health Regulations 2002 (**COSHH 2002**) exist to protect the safety of those who may be exposed to hazardous substances at work. GROWING PLACES will prevent or reduce workers exposure to hazardous substances by providing control measures to reduce harm to health, for example:

- a) identifying health hazards and determining how to prevent harm to health (e.g. through risk assessment);
- b) providing PPE to prevent cross contamination, infection, injury or illness;
- c) providing information, instruction and training for employees and others;
- d) providing monitoring and health surveillance in appropriate cases;
- e) planning for emergencies (e.g. Critical Incident Plan).

First aid and reporting accidents at work

First aid boxes are located at strategic points around each workplace. All employees will be shown the location of the nearest first aid box and will be given the names of the designated (trained) first aid personnel. This information is also displayed on works notice boards. All injuries, however small, sustained by a person at work must be reported to their setting HSSE representative. The incident must be recorded in the accident book. Accident records are crucial to the effective monitoring of HSSE procedures and must therefore be accurate and comprehensive. The setting HSSE representative will inspect the accident book on a monthly basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

A **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** report is required only when: *for further information, please refer to company RIDDOR policy*

- the accident is work-related
- it results in an injury of a type which is reportable

Fire

Fire is a significant risk within the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke or



potential fire hazards, such as faulty electric cable or loose connections. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves. The setting leadership team is responsible for all site HSSE, including the maintenance and testing of fire alarms and firefighting, prevention and detection equipment.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds or fire is discovered, it is the responsibility of any employee present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves **only** if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the fire alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked or wedged open. Fire exits are also located at strategic points throughout the workplace. Fire exit doors and corridors must never be locked, blocked or used as storage space.

All employees must ensure they are familiar with their evacuation route and designated assembly point in case of fire. Practice fire drills will be conducted on a termly basis to ensure employee familiarity with emergency evacuation procedures.

Every 3 years an independent Fire Risk Assessment is completed on behalf of the company by Anolex Ltd: <http://www.anolex.com/home>. Fire procedures are audited internally as part of Quick, Termly and Annual company audit processes. Fire equipment is tested annually by Churches Fire Ltd <http://www.churchesfire.com/>
Please see Fire Safety policy & Evacuation procedures for further information.

Company safety rules

- all employees will be aware of and adhere to the Company's rules and procedures on HSSE
- all employees must immediately report any unsafe working practices or conditions to their Setting HSSE representative or to the company safety officer. Horseplay, practical joking, running in the workplace, misuse of equipment or any other actions which might jeopardise the health and safety of any other person is not permitted
- any person whose levels of alertness are reduced due to illness or fatigue, or under the influence of alcohol or drugs, will not be allowed to work as this might jeopardise the HSSE of any person
- employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties
- all waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers
- no employee should undertake a job which appears to be unsafe
- no employee should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task
- all injuries must be reported to the employee's line manager, setting HSSE representative and the company safety officer
- all materials must be properly and safely used and when not in use properly and safely secured
- work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment
- employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and must immediately report any defects to the setting HSSE



representative and the company safety officer

- suitable clothing and footwear must be worn at all times; personal protective equipment (PPE) must be worn where appropriate – e.g. use of COSHH
- any spillage must be cleaned up immediately
- employees must keep all floor areas free of obstruction.

Access

- walkways and passageways must be kept clear and free from obstructions at all times
- if a walkway or passageway becomes wet it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately
- trailing cables should not be left in any passageway
- where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway
- where a passageway is being used by vehicles or other moving machinery, an alternative route should be used by pedestrians where possible. If no alternative route is available, the area must be clearly marked with warning signs.

Tools and equipment

- company machinery, tools and equipment are only to be used by qualified and authorised personnel
- it is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be reported to the setting HSSE representative and the company safety officer
- all tools must be properly and safely stored when not in use
- approved personal protective equipment must be properly used where appropriate
- persons working with children must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's HSSE (see Company standards)
- employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Manual handling

- the lifting and moving of children and babies must be done with the utmost care and only when the child is unable to walk by themselves. Children, when carried, must be held with balanced weight to the front with a firm hold, rather than held on the hip.
- children should be comforted at ground level or whilst seated.
- lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand
- the load to be lifted or moved must be inspected for sharp edges and wet patches
- when lifting or moving a load with sharp or splintered edges, gloves must be worn
- the route over which the load is to be lifted should be inspected to ensure it is free of obstructions
- employees should not attempt to lift or move a load or which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain
- when lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back
- employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Employees should not use chairs or any makeshift device for climbing and



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should never climb up the shelves themselves.