



## HEALTH AND SAFETY POLICY

### NOTE TO ALL EMPLOYEES, VOLUNTARY HELPERS, LONE WORKERS AND CONTRACTORS

Reviewed at Management meeting on 1<sup>st</sup> May 2024 Next review September 2024

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

#### SECTION A

##### GENERAL STATEMENT OF POLICY

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our volunteers, and to provide such information, training and supervision as required.

We will also try to ensure, so far as is reasonably practicable, the health, safety and welfare of all members, contractors, visitors and others who may visit the nursery, and its associated buildings.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Board, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed: .....Sue Glenton.....Chair of Directors/Trustees

Date: .....01.05.24.....

## **SECTION B: ORGANISATION AND RESPONSIBILITIES**

### **1. Responsibility of the Directors/Trustees**

Overall responsibility for health and safety is that of the Directors/Trustees, in practice this is delegated to the Duty Nursery Manager.

### **2. Responsibility of the Duty Nursery Manager**

The Board of Directors/Trustees and Duty Nursery Manager have general responsibility to ensure that the health and safety policy is implemented. The Responsible Person(s) will be as appointed by the Board from time to time.

**The Responsibility of the Health and Safety Officer (the Responsible Person) shall be to:**

1. be familiar with Health and Safety Regulations as far as they concern nursery premises,
2. be familiar with the health and safety policy and arrangements and ensure they are observed,
3. ensure so far as is reasonably practicable, that safe systems of work are in place,
4. ensure the nursery and buildings, if applicable, are clean and tidy,
5. ensure the nursery complex is properly maintained including the safety of greenhouses, poly tunnels, frames and path ways,
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required, (ear defenders safety glasses, goggles, dust coats and gloves)
7. ensure that all plant, equipment and tools are properly maintained and in good condition; all operators have received the appropriate training and are competent in the use of equipment and wear the appropriate Personal Protective Equipment.
8. ensure that adequate access and egress is maintained,
9. ensure adequate firefighting equipment is available and maintained.

### **3. Responsibility of employees and voluntary workers**

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on nursery business or premises. Where appropriate two people should be involved in any working situation. Refer to section 14 Lone Working

**Employees and voluntary workers must therefore:**

1. Inform the Duty Nursery Manager, by signing in, before commencing work and comply with safety rules, operating instructions and working procedures,

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2. use protective clothing and equipment when it is required,
3. report any fault or defect in equipment immediately to the appropriate person and into the daily log book,
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible to the Duty Nursery Manager,
5. not misuse anything provided in the interests of health and safety.

## **SECTION C: ARRANGEMENTS (Implementation of the Policy)**

This section sets out our arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of employees, voluntary workers, directors, visitors and contractors.

### **1. ACCIDENTS AND FIRST AID**

First Aid boxes are located in the main office, S10 and mess room,

The accident book is located in the drawers adjacent to the dishwasher in PC1

**All accidents and incidents must be entered in the accident book.**

### **2. GENERAL FIRE SAFETY**

1. Our policy is to fulfil our obligations under the Fire Precautions (Workplace) Regulations 1997 (as amended 1999). In order to achieve this, we undertake the following:
  1. A regular assessment of the fire risks in the nursery and associated buildings.
  2. Installation of smoke detectors to ensure that fires can be detected in a reasonable time to warn people of any dangers.
  3. A check that people who may be in the building can get out safely. Maintain a safe route out of the buildings for all personnel.
  4. To provide suitable firefighting equipment.
  5. To ensure that there is a person present at each public gathering who is familiar with, and is responsible for, the evacuation of the buildings in the event of an emergency.
  6. To ensure that the firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

### **2. ELECTRICAL SAFETY**

1. At regular intervals plugs, cables and sockets will be inspected to ensure there are no loose connections, worn flexes or trailing leads. Any necessary repairs will be carried out by a competent person.
2. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.
3. PAT testing will be carried out on portable electrical equipment every 2 years.
4. All employees and voluntary workers must observe the following:-

- i) Visually check all electrical equipment before use.
- ii) Report all faults immediately to the Duty Nursery Manager/Responsible Person. iii) Do not attempt to use or repair faulty equipment.
- iii) Electrical equipment should be switched off and disconnected when not in use for long periods.
- iv) Flexible cables should be so positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

#### **4. HAZARDOUS SUBSTANCES**

Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible, hazardous substances are locked away in a safe place and only used by persons with the appropriate experience. Personal Protective Equipment is used where appropriate.

A COSHH register is maintained. This documents details all hazardous substances stored on site. The register will be updated when hazardous substances are no longer required or available and as new substances are brought onto site.

Chemicals including domestic cleaners, paints, thinners, fuels and horticultural treatments will not be mixed except according to manufacturers' instructions.

Chemicals including domestic cleaners, paints, thinners, fuels and horticultural treatments must be stored safely in clearly marked containers. Unmarked containers will be disposed of.

#### **5. SAFETY OF PLANT AND MACHINERY**

1. Voluntary workers will only operate plant or machinery for which they are trained and authorised to use.
2. Voluntary workers must not ride on any parts of machinery not intended for that use.
3. Machinery must be switched off before any adjustments are made.
4. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
5. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
6. The appropriate personal protective equipment must be worn when operating any item of plant or machinery.
7. Persons under the age of 18 may use hand tools only under adequate supervision and are not permitted to operate any power driven item of plant or machinery.
8. Ladders and step ladders must only be used when they can be safely secured. This may necessitate the use of ladder ties and a two-person operation.

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9. Any defect and damage found to any item of plant or machinery must be reported to the Duty Nursery Manager/Responsible Person, and equipment put beyond use.
10. All plant and machinery will be regularly maintained and a record kept of maintenance actions and requirements.

## **6. SLIPS, TRIPS AND FALLS (Condition of floors, steps and paths)**

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, regular inspections will be made of all floors in the nursery buildings, and all paths and steps in the nursery complex. Any defects will be reported and remedial action carried out.

## **7. LIGHTING**

In order to ensure that the nursery is adequately lit, regular inspections will be carried out to ensure that all lights in the nursery are working and are replaced as necessary. The necessary safety precautions will be followed for replacing bulbs at high levels (see section 5 safety of plant and equipment: 8 & 9).

## **8. WORKING AT HIGH LEVELS**

Only approved contractors or competent volunteers must work at elevated levels subject to the necessary safety provisions and equipment being in place.

## **9. PREPARATION OF FOOD**

Food preparation is kept to a minimum, for example beverages and snack items. From time to time food is prepared for social events.

## **10. MANUAL HANDLING (Lifting, carrying and moving loads)**

1. Our policy is to minimise the need for manual handling as far as is reasonably practicable.
2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, as far as possible.

## **11. HAZARDOUS BUILDINGS/GLAZING**

1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are regularly inspected and any defects noted are immediately reported and the procedures put in hand for repairs.
2. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
3. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.
4. A check is made of the glasshouses to ensure that damaged panes are removed and cracks are dealt with appropriately.

## **12. CONTRACTORS**

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Anyone entering nursery premises for the purposes of carrying out work, other than a voluntary worker of the nursery, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:-

1. Have their own Health and Safety Policy (where required by law) and be able to provide a copy of the same.
2. Produce evidence that they have appropriate public and employers liability insurance in place. A record of this evidence will be retained.
3. Comply with all the requirements of this Health and Safety Policy and co-operate with the nursery officials in providing a safe place of work and a safe system of operation.
4. Where plant and machinery is brought onto the nursery premises by contractors, they must be able to show, where necessary, that the equipment has been inspected and tested to ensure its safe operation.
5. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the nursery officials. However, responsibility will remain with the contractors.
6. Contractors must provide a method statement and risk assessment to the Manager/Responsible Person(s) before work starts. The method of statement and risk must be updated and agreed should the circumstances of the work change.

### **13. VOLUNTARY WORKERS**

1. A list of voluntary workers with recognised skills may be maintained.
2. Smaller jobs not requiring a contractor will be assessed and allocated to volunteers with necessary skills.

### **14. LONE WORKERS**

1. Lone workers are not exempt from this policy.
2. Work can only be carried out by a lone worker in approved areas where access is secure and safe. E.g. summer watering on the nursery or station. Working in other areas will require at least two persons.

### **15. Infectious diseases.**

#### **In the case of Covid 1**

The nursery will follow directives from the local authority and national government to protect volunteers

Our policy is to protect people from harm of infection diseases. In order to achieve this risk assessment must be made.

People in the clinically vulnerable group are advised to stay at home.

Persons displaying any infectious symptoms must not enter the nursery premises.

1. Social distancing  
Where possible people should keep 2 metres apart. If this is not possible keeping 1 metre apart with risk mitigation is acceptable.

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2. Cleaning, hygiene and handwashing  
Keep the workplace clean and encourage frequent handwashing to reduce the potential of infections from spreading.
3. Ventilation and Air Conditioning Provide natural ventilation in indoor areas through open windows and doors.
4. Face coverings Face coverings to be worn in indoor settings unless a person is exempt.

Individual discussion between the Duty Nursery Manager and volunteers should take place as to any particular concerns. All persons should have access to all protection controls as stated above.