

HEALTH AND SAFETY POLICY

Date January 2025
Review date January 2027

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 reviewed regularly, particularly in the light of any changes to our buildings or activities and Health and Safety will be an agenda item for all meetings of the Management Board.

Adopted by Management Board:

Date:15.01.25.....

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

SECTION B: ORGANISATION AND RESPONSIBILITIES

1. Organisation

The overall responsibility for health and safety is that of the Directors/Trustees; in practice this is delegated to the Duty Nursery Manager for day-to-day operations. A Competent Person will be appointed as Health & Safety Officer.

2. Responsibility of the Health and Safety Officer

The Health and Safety Officer shall:

1. be familiar with Health and Safety Regulations so far as they concern nursery premises
2. be familiar with this Health and Safety Policy and Arrangements and ensure they are observed
3. ensure the nursery complex is properly maintained including the safety of greenhouses, buildings and pathways
4. ensure that appropriate Personal Protective Equipment is provided
5. ensure that all plant, equipment and tools are properly maintained and in good condition
6. ensure adequate firefighting equipment is available and maintained

3. Responsibility of the Duty Nursery Manager

The Duty Nursery Manager has general responsibility to ensure that the Health and Safety Policy is implemented on a day-to-day basis, in particular to:

1. ensure the general safety of the nursery complex and that any defects are addressed
2. ensure that safe systems of work are in place
3. ensure that appropriate Personal Protective Equipment is worn
4. ensure that persons are trained and competent before using any tools or machinery
5. ensure the nursery and buildings are kept tidy

4. 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 premises or business.

Employees and voluntary workers must therefore:

1. sign in to certify that they are in a fit condition to undertake work and not under the influence of drugs or alcohol

2. report to the Duty Nursery Manager before commencing work and comply with safety rules, operating instructions and working procedures
3. use appropriate Personal Protective Equipment when it is required
4. report any fault or defect in equipment immediately to the appropriate person
5. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible to the Duty Nursery Manager
6. not misuse any tools, equipment or machinery

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

1. First Aid boxes are located in the Mess room and S10
2. A list of qualified First Aiders is displayed in the Mess room
3. The accident book is located in the drawers by the dishwasher in the Mess room

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 Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:
 - a. A regular assessment of the fire risks in the nursery and associated buildings.
 - b. Installation of smoke detectors to ensure that fires can be detected in a reasonable time to warn people of any dangers.
 - c. A check that people who may be in the buildings can get out safely.
 - d. To provide and maintain suitable firefighting equipment.
 - e. To ensure that there is a person present at each public event familiar with and responsible for the evacuation of the nursery in the event of an emergency.

3. 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: -
 - a. Visually check all electrical equipment before use.
 - b. Not attempt to use any faulty equipment but report all faults immediately to the Duty Nursery Manager
 - c. Electrical equipment should be switched off and disconnected when not in use for long periods.
 - d. 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

1. 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.
2. A COSHH register is maintained. This details all hazardous substances stored on site and will be updated regularly.
3. Chemicals including domestic cleaners, paints, thinners, fuels and horticultural treatments will not be mixed except according to manufacturers' instructions.
4. 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 which they are trained and authorised to use.
2. 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.
3. Any defect and damage found to any item of plant or machinery must be reported to the Duty Nursery Manager, and equipment put out of use where necessary.
4. The appropriate Personal Protective Equipment must be worn when operating any item of plant or machinery.
5. Machinery must be switched off before any adjustments are made.
6. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
7. All plant and machinery will be regularly maintained and a record kept of maintenance actions and requirements.
8. Voluntary workers must not ride on any parts of machinery not intended for that use.

9. 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.

6. Slips, Trips and Falls (Condition of floors, steps and paths)

1. 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

1. 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.

8. Working At High Levels

1. Only approved contractors or competent volunteers may work at elevated levels subject to the necessary safety provisions and equipment being in place.
2. Ladders and step ladders must only be used when they can be safely secured. This may necessitate the use of ladder ties and/or two-person operation.

9. Manual Handling (Lifting, carrying and moving loads)

1. No persons should attempt to lift or carry items beyond their own safe capability and assistance should be sought where needed.
2. If very heavy items need to be moved a safe method of working will be planned and risk assessment undertaken where appropriate

10. 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 procedures put in hand for repairs.
2. Where necessary, temporary measures will be taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
3. A regular check is made of the glasshouses to ensure that any damaged panes are removed or made safe until they can be replaced.
4. During strong winds glasshouses or other buildings at risk of damage must not be entered.

11. Irrigation

1. The fixed irrigation system uses untreated water collected and stored in tanks. To avoid any health risks, no persons are allowed in areas where the fixed irrigation system is in use.
2. Voluntary workers on site should be notified before the irrigation system is operated and appropriate signage should be used to restrict access to the relevant area/s.

12. Contractors

1. 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:
 - a. Have their own Health and Safety Policy (where required by law) and be able to provide a copy of the same.
 - b. Produce evidence that they have appropriate public and employers' liability insurance in place.
 - c. 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.
 - d. 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.
 - e. 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.

13. Voluntary Worker Skills

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

14. Lone Workers

1. Lone workers are not exempt from this Policy.
2. A lone worker may only carry out approved work where access is secure and safe, e.g. summer watering or general inspection. At least two persons must be on site before other work is carried out.