



Bright Start Day Nursery Health & Community Care

In accordance to the Health & Safety at Work etc. Act 1974, and the Management of Health & Safety at Work Regulations 1999. The Bright Start Day Nursery adheres to the Pembrokeshire College Health & Safety Policy.

1. It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health safety and welfare at work of all employees, and other persons.

And

2. It shall be the duty of every employee, and student, whilst on College Premises to take reasonable care for the health, safety and welfare of himself/herself and of other persons who may be affected by his/her acts or omissions.

So

3. We all have a duty to make the Day Nursery as safe a working environment as it is practicable to achieve.

Therefore

4. Be sure you comply with the following rules:
 - 4.1. It is everyone's responsibility to ensure the Day Nursery is kept clean and tidy at all times – return equipment to its proper storage area.
 - 4.2. Ensure all waste materials are placed in the bins provided.
 - 4.3. Report all accidents – if injured seek first-aid attention immediately. The accident reporting procedure of the College must be adhered to. Any accident incurred by a member of staff or any accident involving a child that requires first aid over and above the application of a cold compress and TLC must be reported via the College accident procedures.
 - 4.4. Know the location of the nearest fire exit, and your assembly point.
 - 4.5. Know the location of the nearest fire extinguisher and alarm point.
 - 4.6. Act responsibly – **horseplay causes accidents!**
 - 4.7. Ensure only authorised persons are permitted entry into the Day Nursery. Nursery staff only to open and close the front door.
 - 4.8. Where possible place all items which could cause injury to children out of reach.

4.9. Report all defective or damaged equipment immediately – do not attempt to fix it yourself.