Safeguarding and Welfare Requirement:

3.79 Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation, including fire safety and hygiene requirements.

Health, safety and environmental Policy

Health & Safety Policy statement

The objective of this policy is to attain and maintain high standards of health and safety throughout the Cotswold Bunnies Nurseries LTD.

Any person conducting activities under the company name of Cotswold Bunnies Nurseries LTD will adhere this policy. Cotswold Bunnies Nurseries LTD complies with the health and safety at work act 1974 and any subsequent policies and the standards laid out within them.

Hazards will be identified, and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These will be achieved as long as reasonably practicable by:

- Demonstrating a visible commitment to high standards of health and safety and the promotion of a positive health and safety culture throughout the company.
- Providing and maintaining a safe working environment that is without risk to health, together with adequate facilities and arrangement for the welfare of employees.
- Having in place adequate arrangements for the regular assessment of work activities in order to identify hazard and control any associated risk.
- Having effective procedures in place to protect the employees and any other person affected by company activities.
- Having in place adequate arrangements to ensure safety and the absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
- Providing such information, training and supervision as is necessary to ensure the health and safety of employees of the company.
- Obtaining the co-operation of employees in enabling statutory obligations under health and safety legislation are met.
- Committing to a process of continual improvement with respect to health and safety.
- Each setting will nominate a person to support the business in achieving all that is set out within this policy.

Environmental policy statement

Cotswold Bunnies Nurseries LTD considers environmental management to be of prime importance and is fully committed to fulfilling all environmental responsibilities and a commitment towards continuous improvement, as such Cotswold Bunnies Nurseries LTD works with its clients, contractors and suppliers towards achieving this goal.

The objective of this policy is to attain and maintain high standards of environmental performance throughout Cotswold Bunnies Nurseries LTD.

All persons conducting work under the name of Cotswold Bunnies Nurseries LTD will adhere to this environmental policy.

The company will:

The successful management of environmental issues will be achieved by:

- Identification and management of environmental risks and aspects.
- Prevention of pollution.
- Minimisation of waste.
- Provision of prompt response to incidents and emergencies.
- Promotion of environmental issues and good practice.
- Reviewing and reporting the content and implementation of this policy.

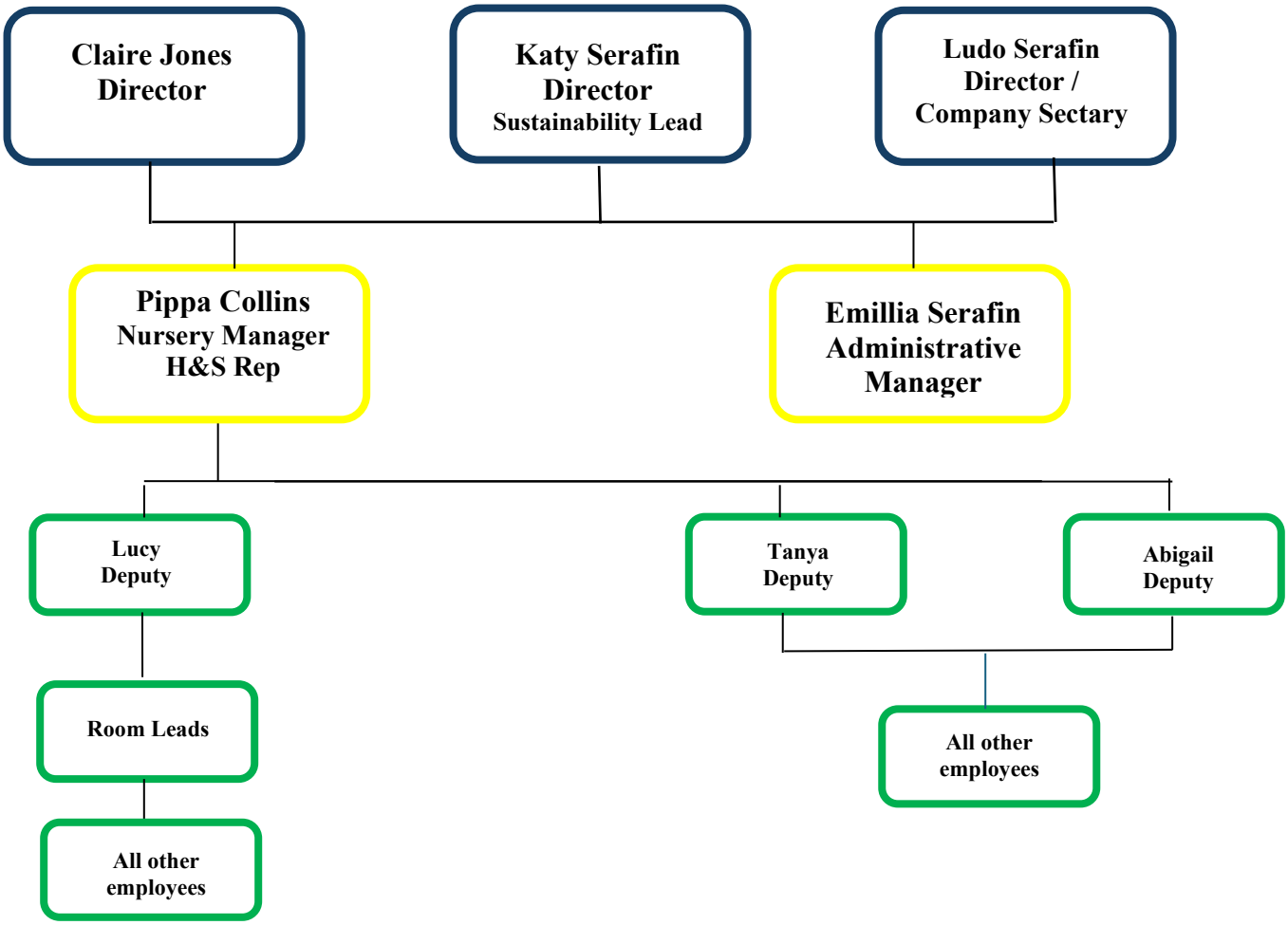
Roles and Responsibilities

Health and safety and environmental (HSE) management is the responsibility of all personnel of Cotswold Bunnies Nurseries LTD and is a joint responsibility with contractors. It is the responsibility of the director responsible for HSE, Managers, Supervisors and team leaders to ensure that all personnel and contractors are properly equipped, trained and motivated in order to ensure high HSE standards at work.

Employees are deemed to be those persons directly employed , either on a full time or part time basis by Cotswold Bunnies Nurseries LTD and those self employed persons who undertake any work on behalf of Cotswold Bunnies Nurseries LTD.

Contractors are deemed as those persons who work for Cotswold Bunnies Nurseries LTD but who are not direct employees. The term 'Contractor' is understood to include all associated Sub-Contractors.

Suppliers are deemed to be those persons who provide goods and/or services.



The Directors

The directors have ultimate responsibility to ensure the health and safety and welfare of all employees of Cotswold Bunnies Nurseries LTD and the health and safety of others. Although the overall responsibility remains with the directors, they delegate the performance management of health and safety to the individual setting managers. The directors will ensure that the setting managers are provided with all of the resources and assistance necessary for the legal duty to be performed.

Directors have overall responsibility for health, safety and welfare, they will therefore ensure that:

- All HSE aspects and implications are given due consideration in all executive decisions.
- Adequate resources are available to enable legal and moral obligations are met.
- The HSE policy is implemented
- Staff with delegated health and safety duties have the necessary training and resources and are given sufficient time in order to comply with their obligations.
- A programme of risk assessment is undertaken for work activities. Where significant risks are identified they are to ensure that safe systems of work or other control strategies are put into place in order to eliminate, or failing that, reduce risks to health, safety and welfare of staff and other to an acceptable minimum. This procedure will be monitored and reviewed on an annual basis, or before if activities change or as a result of an accident investigation.
- They are informed of incidents, dangerous occurrences or occupational illness / diseases and that all significant incidents are reported to the directors.

Nursery Managers

Nursery Managers are responsible for ensuring that provisions of the health and safety at work act 1974, associated regulations and company policies are observed within their area of responsibility / nursery setting. Authority is delegated to nursery managers to oversee and enforce the implementation of the company HSE policy throughout company activities and within the nursery setting. Nursery Managers report to the Company Directors.

Nursery Managers will:

- Understand the Cotswold Bunnies Nurseries LTD policy.
- Ensure that the Cotswold Bunnies Nurseries LTD policy is effectively communicated to all personnel under their management.
- Ensure that employees comply with the company HSE policy

- Establish and maintain high standards of HSE performance within the nursery setting.
- Foster a positive health and safety culture amongst all employees.
- Ensure a safe working environment
- Ensure safe working practices are observed
- Allocate necessary resources for HSE management within the nursery setting.
- Ensure that suitable and sufficient risk assessments have been completed by the health and safety representative for the setting.
- Ensure that all personnel under their control are appropriately inducted, trained, instructed and informed.
- Ensure that appropriate equipment is available and maintained in a safe condition.
- Ensure that accidents are recorded and investigated where appropriate
- Maintain all registers and records within the nursery setting as required by current legislation.
- Ensure personnel within the nursery setting are fully aware of potential hazards as identified.
- Communicate HSE matters to employees via induction training and regular team meetings.
- Ensure that all contractors on the premises under the control of the company are accounted for i.e they sign in on arrival and sign out on departure and are wearing a visitor badge during their time within the setting, which is to be returned before departure.

Deputy Managers / Room Lead

Deputy Managers and Room Leads are responsible for ensuring that the provisions of the health and safety at work act 1974, associated regulations and company policies are observed within their area of responsibility. Authority is delegated to room supervisors to oversee and enforce the implementation of the company HSE policy within specific environments within the nursery. Room supervisors report to nursery managers.

Room supervisors will:

- Understand the Cotswold Bunnies Nurseries LTD HSE policy.
- Ensure that employees comply with the Cotswold Bunnies Nurseries LTD HSE policy.
- Ensure high standards of health and safety is maintained within the setting.
- Ensure safe working practices are maintained at all times.

- Immediately bring to the attention of the setting manager and H & S representative any matters relating to health and safety standards.
- Ensure that any serious accidents or near misses are reported to the nursery manager or on site manager promptly.

Employees

All employees of Cotswold Bunnies Nurseries LTD have legal duties under health, safety and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them all employees will:

- Cooperate with director responsible for HSE, managers and supervisors to enable legal duties to be met.
- Comply with all requirements of the Cotswold Bunnies Nurseries LTD HSE policy and any associated procedures.
- Actively promote a positive health and safety culture throughout the setting.
- Only undertake tasks that they have been trained, authorised and are competent to undertake.
- Not undertake an activity until a suitable and sufficient assessment has been made by a competent person. This includes but is not limited to written and dynamic risk assessments.
- Follow all company health and safety rules and procedures.
- Use and maintain in accordance with instructions and training given and report any defect of all personal protective equipment.
- Make themselves aware of company first aid, fire and emergency procedures.
- Raise all matters of concern relating to health and safety to the appropriate responsible person.
- Ensure all children's accidents are recorded accurately on the online learning journal software and any accompanying paper documents are completed and filed appropriately.
- Ensure all accidents or incidents and medical emergencies resulting in significant injury including any instances where further medical attention is required is reported to the responsible person on site immediately so an appropriate investigation can take place.

All employees ensure that the company as their employer is made aware of any form of health condition or disablement that is likely to affect their ability to undertake the work they are assigned. Line managers must be made aware at the earliest opportunity of any health condition or physical impediment to an employee so that a risk assessment can be carried out and measures taken to ensure that the employee is able to continue to work safely.

Contractors

All contractors who undertake work on behalf of Cotswold Bunnies Nurseries LTD have legal duties under health, safety and welfare legislation while at work to ensure the health and safety of themselves and others who may be affected by their act or omissions

In recognition of the legal duties imposed upon them all contractors who conduct work on behalf of Cotswold Bunnies Nurseries LTD will:

- Cooperate with director responsible for HSE, managers and supervisors to enable legal duties to be met.
- Comply with all requirements of Cotswold Bunnies Nurseries LTD HSE policy and other rules and procedures in place and notified to them.
- Not intentionally or recklessly interfere with or misuse anything provided by the company in the interest of HSE.
- Actively promote a positive health and safety culture.
- Only undertake work for which they have been trained, qualified and are competent to undertake.
- Ensure any risk assessments, procedures and method statements relating to their work are provided to the director responsible for HSE prior to any work taking place.
- When on company premises ensure they follow company health and safety rules and procedures.
- Use and maintain in a serviceable condition any equipment in line with manufacturers guidance.
- Make themselves aware of all company first aid, fire and emergency procedures.
- Raise all matters of concern relating the health and safety to the responsible on site person.
- Ensure that any accidents or incidents that occur on company premises are recorded on the appropriate accident form.

- Ensure all accidents or incidents resulting in significant injury or requiring further medical attention are reported to the appropriate responsible on-site person so an appropriate investigation can be undertaken.

Health, safety & environmental advisor – external

Cotswold Bunnies nurseries LTD utilise the services of an external company for all advice relating to health and safety and environmental factors.

Health and safety Representatives – Internal

Cotswold Bunnies Nurseries LTD have appointed internal health and safety representatives (H&S Reps) who are responsible for supporting the Nursery Managers, Room Supervisors and other company personnel and for regular monitoring of workplace activities.

H&S Reps will:

- Manage the day to day coordination of the health and safety policy.
- Read and adhere to all company policies and procedures.
- Complete / Support daily health and safety checks ensuring all morning health and safety checks are carried out for the setting.
- Complete and review nursery risk assessments.
- Support the writing of risk assessments for new resources and changes to environment.
- Complete 3 monthly reviews of individual risk assessments.
- Report any newly identified hazards to the management team and deal with these hazards appropriately.
- Complete monthly accident analysis.
- Ensure that the health and safety law poster is visible within the nursery and a copy of the statements of intent for health and safety and environmental are on display.
- Ensuring once per month that checks are completed which include:
    - Checking the contents of first aid kits
    - Ensuring all first aid items are in date and replenish as required
    - Check all medication is in date for staff and children
    - Complete a visual check of all fire extinguishers within the building
    - Check the checklists for the fire evacuation bags have been completed.

Section 1 General arrangements for health and safety

The attainment and maintenance of high standards of health and safety of health and safety within Cotswold Bunnies Nurseries LTD will be achieved by the identification of hazards associated with the activities undertaken by the company. Effective control measures and precautions are in place to eliminate, reduce and control the risk of harm to all persons.

1.1 Non – English speaking workers / low literacy levels

- The company will ensure that all information, instruction and training is provided to all employees in a language and format that the employee can readily understand. This may include translated instructions, safety briefings, signage, works procedures, risk assessments and health and safety updates.
- Adequate time will be allocated to consult with employees where language and/ or literacy may be issues, to enable employees to absorb and respond to information provided.

1.2 Contractor management

- Contractors are formally assessed to ensure that they are competent to conduct required work to determine whether their systems for managing HSE meets company standards and requirements including where appropriate sub-contractor management.
- Contractor performance is assessed on completion of work and approved status is reviewed accordingly.
- All contractors receive a health and safety induction prior to commencing any work on the premises.
- An appropriate level of supervision is given to contractors when working on nursery premises.
- Contractors provide risk assessments and methos statements where appropriate prior to the commencement of any work.

1.3 Training and Competence

- All new employees will receive induction training as soon as reasonably possible.

- A record of the induction process will be maintained
- Training needs and competence requirements will be monitored to ensure the provision of appropriate training.
- Employees will be provided with a suitable level of supervision until they have been deemed competent to undertake tasks unsupervised.
- Further training will be given for refresher training or when required to meet best practice standards.
- A training record will be maintained for all employees.
- All certificates of training will be held on a central record and a personal HR file.

1.4 Risk assessments and safe working procedures

- Risk assessments will follow a standard format
- Risk assessments will be revied at least annually.
- The company will generate safe working procedures when required.
- Where significant hazards are evident and there is a risk of harm or injury from a work activity, an appropriate risk assessment will be conducted and communicated to all those at risk in accordance with the management of The Health and Safety at Work Act 1999.

1.5 Personal protective equipment

- Company management will ensure that personal protective equipment is provided and used at work wherever risks to health and safety cannot be adequately controlled in other ways in accordance with the Personal Protective Equipment Regulations 2002.
- PPE provided is fit for purpose and appropriate to the risk involved
- Contractors provide and use PPE to the required standards.

1.6 Employment of young persons

- Risk assessments will be carried out or reviewed to identify and address the risks to young persons (I.e. those under the age of 18) when employed by the company.

- Protection will be provided from any risks to the health and safety of young persons associated with their lack of experience, lack of awareness of existing risk or immaturity in accordance with the management of the Health and Safety at Work Regulations 1999
- Young persons will be supervised at all times when performing any task that puts them at risk.
- A specific risk assessment will be put into place for any young persons using kitchen equipment including chopping equipment prior to the commencement of the tasks.

1.7 Employment of new and expectant mothers

- Risk assessments of the activities undertaken by Cotswold Bunnies Nurseries LTD will consider the needs of pregnant employees and new mothers in accordance with the Health and Safety at Work regulations 1999.
- An individual risk assessment will be completed by the Manager or Directors to ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from the exposure of physical activities and any possible contact with chemical or biological agents during working activities.
- Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered.

1.8 Employment of persons with disabilities

- Company risk assessments consider the needs of employees with disabilities, in accordance with the equality act 2010.
- Employees are to ensure that the company as their employer is made aware of any form of disablement that is likely to affect their ability to undertake work within their role.
- Where appropriate employees with disabilities will be monitored at regular intervals to ensure their suitability to work within their assigned role.

1.9 Health and Wellbeing

- Employees are to declare any aspect relating to their health that may put them at risk while undertaking the work as assigned within their job role.

- Cotswold Bunnies Nurseries LTD recognises the ill health effects associated with workplace stress and common mental health problems (CMHP) such as anxiety and depression.
- The company is committed to the promotion of wellbeing in the organisation and preventing employees from being subject to stress at work.
- The company provides access to a confidential free employee assistance programme via Avensure.
- To the extent that is reasonably practical the company will endeavour to balance job demands and pressures with individual capabilities to support staff suffering from stress or CMHP's.
- A personal risk assessment may be undertaken to identify the extent and causes of employee's stress together with reasonable adjustments to support staff including any interventions to manage stress more effectively or prevent stress.
- The company will have a named mental health and wellbeing champion available to support the staff within the business.

1.10 Infectious diseases & Pandemics

- During a pandemic the company will endeavour to keep informed of all ongoing developments via monitoring the government issued updates and regulations. The company will follow all government guidance and advice in respect to health and safety, hygiene and social/ close working measures.
- The company will assess any ongoing situation in regard to infectious diseases and pandemics and make necessary decisions to minimise business impact and balance staffing availability will business demand including adjustment to staffing levels. In some cases, this may include a temporary change in roles and responsibilities and potentially a temporary team restructure to meet business needs.
- Appropriate changes will be put in place when infectious diseases and or a pandemic occurs such as a procedure for deep cleaning, adjustments to first aid procedures for example no mouth to mouth.

1.11 Health Referrals

- Employees will be referred to a medical professional as and when necessary if any concerns are raised with respect to their health or fitness to perform work duties.
- Referrals will be made to occupational health as required.

1.12 Workplace monitoring and safety inspections

- Periodic documented workplace health and safety inspections will be carried out by nursery managers/ directors including an annual buildings assessment.

1.13 First Aid Provisions

- The company will provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work in accordance with the health and safety (first aid) regulations 1981.
- Suitably trained persons will be nominated as emergency first aiders at work, paediatric first aiders and forest school first aiders to ensure adequate provision of first aid.
- Company employees are to familiarise themselves with company first aid procedures.
- First aid kits are accessible across the company sites, including emergency first aid kits, burns kits, and outings/ fire evacuation first aid kits.

1.14 Medication

- Tablets and medicines are not to be kept in first aid kits as first aid at work does not include giving medications unless it is emergency medication in line with an individual care plan.
- We will keep emergency Aspirin on site to administer to any employee who we suspect is having a heart attack in line with current first aid practices. This shall be kept in the office for emergency use only.
- Employees who have their own medication such as inhalers for asthma or medications for allergies are expected to administer these medications themselves if they are able to do so. First aiders should not administer auto

injectors unless they have had specific training to do so. Employees must not use any personal prescribed medication to treat any other employees.

- If it is identified that a schedule 19 medication (i.e adrenaline) is needed to be administered during an emergency, a staff member with the appropriate training may do this.

1.15 Accident Records

- An accident form is accessible that meets the general data protection requirements to be completed by an appropriate member of the management team alongside the injured person. All accident forms that are complete are stored securely in individual personnel files in line with general data protection guidelines.
- All injuries that happen on Cotswold Bunnies Nurseries LTD properties will be recorded appropriately on a accident form no matter how trivial the accident or injury is and stored appropriately in line with data protection.

1.16 Incident Reporting

- All recordable incidents and near misses are notified to company management.
- All reportable accidents and dangerous occurrences occurring on company premises are reported to the Director responsible for HSE so that an investigation can be conducted.
- In the event of a written diagnosis of an occupational disease, a specified injury or fatality occurring to a company employee statutory reporting requirements under the reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) 2013 will be met.
- Accidents involving a member of the public / third party resulting in direct transport from the scene of the accident to hospital for treatment will be reported in accordance with RIDDOR 2013.
- Reports of accidents involving contractors will be forwarded to their employer to enable statutory reporting requirements under RIDDOR 2013 to be met.

1.17 Incident investigation

- All accidents, near misses and dangerous occurrences involving company employees or third parties will be investigated to an appropriate degree in accordance with the actual / potential severity of the outcome, in order to determine root causes and identify remedial actions to prevent reoccurrence.
- Learning outcomes and remedial actions taken are disseminated throughout the company following an incident investigation in order to reduce the potential reoccurrence.

1.18 Enforcement Authority Visits

- HSE inspectors, environmental health officers and fire officers all have statutory authority to visit company premises and worksites to enforce legislation under their control.
- Management will ensure the fullest co-operation with all visiting enforcement officers and the company will always be responsive to recommendations and advice received. The director responsible for HSE and company management will liaise with visiting enforcement officers and ensure that they are accompanied, as required, during their visits.

1.19 Fire Safety

- The director responsible for HSE is the designated responsible person tasked with ensuring that the company fulfils its duties under the regulatory reform (Fire safety) order 2005. The responsible person will be trained in fire safety management.
- In accordance with article 8 of the RRFSO, the responsible person ensures that general fire precautions are in place as set out below.
- A fire risk assessment to identify fire risks for the company premises will be undertaken prior to commencement of work in accordance with the RRFSO 2005 and the dangerous substances and explosive atmospheres regulations (DSEAR) 2002.
- Where the property is part of a multi tenanted site the company management will coordinate and cooperate with the landlord to ensure fire regulations are met.

- Based on the results of the fire risk assessment, adequate means of raising the alarm, fighting the fire and means of escape will be provided to ensure the safe evacuation of personnel in the event that fire occurs on company premises.
- Fire precautions and prevention measures will be taken appropriate to the level of risk throughout company premises.
- An adequate fire evacuation plan will be in place and will be displayed throughout the building.
- In the event of a fire on company premises, the priority will be to raise the alarm and ensure all personnel are evacuated safely. The appropriate authorities are to be contacted.
- The person discovering the fire may attempt to distinguish the fire using portable appliances if the fire is of small nature, personnel are not to put at risk and only attempt it extinguish fires if they are confident and competent to do so. This person must remain available to brief the fire authorities upon their arrival. Under no circumstances should a person attempt to extinguish a large fire. The primary aim should be to evacuate from the building.
- A designated fire warden is in place for each base room alongside a deputy fire warden and will be provided with appropriate training.
- The nursery management is overall responsible for ensuring practice fire evacuations are undertaken these should be every 12 weeks for single story buildings and every 6 weeks for multiple story buildings.
- Emergency routes and evacuation points will be communicated to all new personnel as part of their induction.
- Stores or materials shall not be left along access or egress routes where they may hinder escape in an emergency.
- Consideration will be given to neighbours or multi occupants in some premises who may be affected by a fire to ensure that they are made aware of the fire and evacuate safely.

1.20 Smoking Policy

- In compliance with smoke free regulations 2006, company premises and workplaces are smoke free. Disciplinary action will be exercised if employees smoke whilst on company premises this includes any variant of e-cigarette or

vape. Once you have entered the main gate for either the cowshed or the common you are on company premises.

- All employees will be informed of the premises guidelines for smoking upon induction.
- Smoking is strictly prohibited in areas of flammable liquids or materials.
- For further information, please refer to our *No Smoking Policy*

1.21 Alcohol and controlled substances

- Disciplinary action will be taken against employees, who enter company premises whilst under the influence of alcohol or controlled substances (non-prescribed drugs).
- Company employees and contractors shall not have alcohol or controlled substances in their possession when on company premises.
- Any person known or strongly suspected of being under the influence of alcohol or controlled substances will be removed from company premises immediately.
- For further information, please refer to our *Staff Code Of Conduct Policy.*

1.22 Prescribed drugs & over the counter medicines

- Staff must notify their line manager if they are using prescribed drugs or over the counter medicines to ensure that their work is not adversely affected by the use of such drugs.
- For further information, please refer to our *Staff Code Of Conduct Policy.*

1.23 Violence towards employees

- Incidents of violence, threatening and or abusive behaviour by employees whilst at work will result in disciplinary action.
- In the event company employees are faced with aggression or threat of violence, a non-confrontational position is to be adopted.

1.24 Visitors

- Visitors to the company premises are to be accompanied at all times and remain the responsibility of their host during fire, evacuation or other unusual or unplanned circumstances.

- All visitors should sign in using the Visitors book and be provided with a visitors badge.

1.25 Lone workers

- Wherever practical company employees are not to work alone in high risk activities or areas.
- Lone working is not permitted where there is reasonably foreseeable risk that the work may result in an accident, violence or harm.
- Where it is unavoidable the lone worker will ensure that management is aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with the designated person at agreed times throughout their working day. Where possible the nominated person should complete a physical check on the lone worker throughout the day.

1.26 Mobile phones

- Mobile phones must be stored within the designated area and turned off or on silent in line with safeguarding arrangements. Mobile phones may be used by employees during their lunch break and should be returned to the mobile phone store after this time, until the end of day.
- For more information, please refer to our *Mobile Phone Policy.*

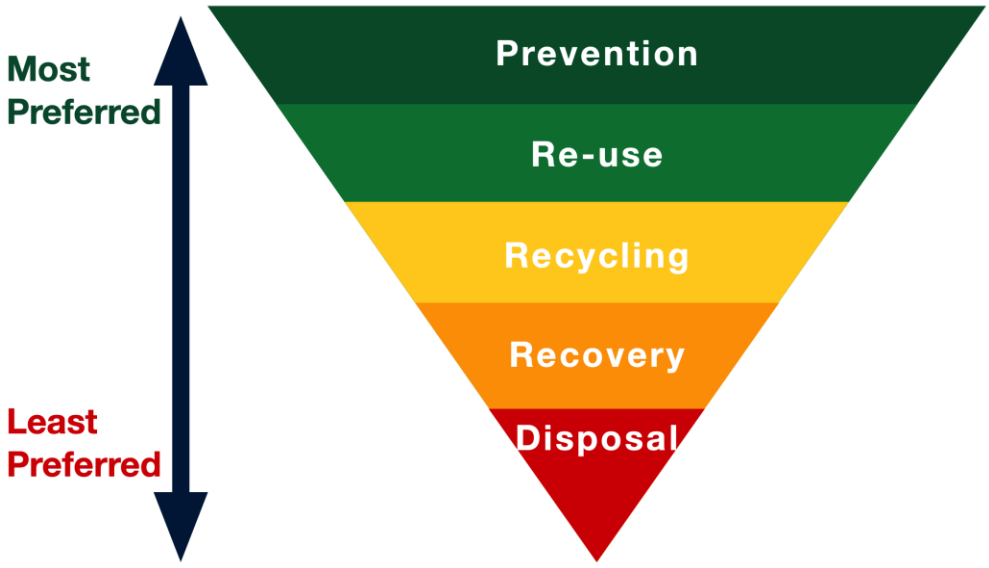
1.27 Environmental management

- The company will ensure that all staff are trained in the environmental policy and are given information, instruction and training to ensure its implementation across the company.
- Current UK environmental legislation will be regarded as the minimum standard of acceptable environmental performance of the company.
- The company will have a designated sustainability lead in line with the EYFS regulations 2025.
- The company will attempt to reduce water and energy consumption and to minimise carbon dioxide emissions. The company will also promote the use of energy efficient products and source its energy from safe and sustainable sources.

- Paper will be used sensibly with increased use of electronic communication to reduce the need for paper consumption.
- Control measures will be introduced to reduce the environmental impact of company work activities to a minimum and comply with all environmental safeguards.
- Sub-contractors will be selected on the basis that they comply with these environmental commitments and agree to be bound by the company environmental policy.

1.28 Waste management

- Waste shall be managed in accordance with the environmental protection act 1990 part 2 and the waste (England and Wales) regulations 2011.
- The company shall comply with the waste duty of care code of practice 2016 at all times.
- The waste hierarchy of control shall be applied to all waste materials with the highest option selected first where practical.



- Products and processes are carefully designed to eliminate the production of waste materials wherever possible.
- Waste materials are segregated wherever possible and stored securely in appropriate facilities to prevent their release.

1.29 Cleaning

- The premises, including welfare facilities, are cleaned on a regular basis, and will periodically be cleaned using heavy domestic floor and carpet cleaners.
- Bins are emptied regularly and waste disposed of.
- Periodic inspections of the premises are conducted to ensure that this is being kept in a suitably clean and hygienic condition.

1.30 Cleaning products

- Where possible non-hazardous cleaning products will be used within the premises.
- All cleaning products are to be securely stored when not in immediate use.
- All cleaning products have been through the CoSHH process and Data sheets are on file.

1.31 Welfare provision

- The company is committed to providing safe and healthy work environments that takes into account the welfare needs of all its employees, including those with disabilities.
- Welfare provision will be in accordance with the workplace health, safety and welfare regulations 1992.
- Ventilation will be adequate to ensure the comfort of employees.
- Lighting will be suitable and efficient, so far as reasonably practical be from natural light to enable people to work, use facilities and move from place to place safely.
- Eating and rest facilities with adequate access to boiling water and means to heat food will be provided.
- Welfare facilities will be adequate with sufficient toilets, hand washing and drying facilities. A supply of drinking water will be available.

1.32 Safety Signage

- Appropriate safety signs and notices will be posted throughout company premises, as identified via risk assessments and in accordance with the health and safety signs and signals regulations 1996.

1.33 Access and Egress

- All workplace access and egress routes are kept clear at all times.
- Emergency escape routes are unobstructed. Stores or materials shall not be left along access or egress routes where they may hinder escape in emergency.
- If employees are unable to access their working area safely then they must inform their line manager and not take personal risks.

1.34 Security

- Access to company premises is restricted to authorised persons only and all reasonably practical security measures are taken to prevent unauthorised access. All unauthorised persons are immediately escorted off the premises.

Section 2 Workplace arrangements for health, safety and the environment

The following topics have been identified as being significant in the terms of workplace hazards and detail the company's policy on how the risk to personnel exposed to them will be reduced or controlled.

2.0 Asbestos and asbestos containing materials

- The company will comply its duty to manage asbestos in company premises as required under the control of Asbestos regulations 2012.
- The company will act on any recommendations made within any completed asbestos surveys within a timely manner, to mitigate any associated risk.

2.1 Chemicals / Hazardous substances

All hazardous chemicals or substances used by the company will be subject to a COSHH assessment to identify the measures required to reduce the risk of harm occurring to employees

as a result of exposure, in accordance with the control of substances hazardous to health regulations 2002.

Company management will ensure:

- Identify all hazardous substances and chemicals.
- REACH safety data sheets for all hazardous substances will be obtained from the suppler and stored on site.
- Regular reviews of processes involving hazardous substances are conducted.
- Appropriate control measures are put in place to prevent, reduce or control the exposure of all personnel to the harmful effects of hazardous substances and by products of processes.
- Suitable and sufficient PPE is provided to employees exposed to hazardous substances or chemicals. All employees are adequately trained in the use of PPE.
- Appropriate instruction, information and training will be given to employees exposed to hazardous chemicals and materials.

2.2 Domestic cleaning products

- Where possible non-hazardous domestic cleaning products will be used.
- All domestic cleaning products are to be securely stored when not in immediate use.

2.3 Display Screen Equipment

- The company recognises the need to protect staff from the risks of working with display screen equipment (DSE), such as PC's, laptops, tablets or smartphones.
- All staff who use DSE daily for an hour or more at a time, are classified as DSE users and are subject to the requirements of the health and safety display screen regulations 1992.
- In accordance with DSE regulations, all DSE users will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm as a result of DSE use.

2.4 Electricity and portable electrical appliances

The company recognises the need to ensure that all fixed electrical installations shall be safe at all times, this will be achieved by:

- Conducting a documented inspection of the fixed electrical installation at intervals not exceeding five years or at a frequency specified on the electrical installers report.
- Ensuring access to electrical distribution panels is unobstructed.
- Ensuring all electrical distribution panels and points of electrical isolation are clearly marked.

The company recognises the need to ensure that all electrical equipment shall be safe at all times, this will be achieved by:

- Wherever practical circuits will be protected by residual current devices.
- Workplace electrical tools will be in good condition.
- All equipment will be switched off at the end of each day.
- We will maintain a record of all inspections.
- Immediately reporting and prohibiting the use of any defective equipment.
- Only authorised and competent persons will be permitted to repair or alter electrical equipment; temporary makeshift repairs are not to be undertaken.

2.5 Flammable Liquids

- All flammable liquids shall be stored in accordance with the dangerous substances and explosive atmospheres regulations 2002. (DSEAR)
- All flammable liquids shall be kept in approved containers and stored appropriately.
- Containers are in designated areas away from the immediate work process area.

2.6 Food Safety & Hygiene

- Employees involved with the preparation of food are all trained in food safety and hygiene and copies of the certificates are held on file.
- The company implements “Safer Food, Better Business”.
- Employees are aware of and comply with company food safety policies and procedures.
- All food preparation areas are maintained in a clean and tidy manner.

- All perishable items are stored within refrigerators and removed when they become out of date.
- All opened items will be stored correctly and labelled with a use by date.

2.7 Gases, LPG

- Compressed gas cylinders shall be stored is a suitable secure stowage when not in use.
- If LPG is present on company sites, this shall be stored in suitable, secured stowage in open air which satisfy all the requirements of current legislation.

2.8 Housekeeping

- In order to promote a safe working environment and hygiene standards, a high standard of housekeeping will be maintained at all times throughout the company premises.
- All materials will be stored to reduce the risk of injury to personnel and to minimise fire risk.
- Combustible materials will not be stored near or adjacent to heat sources.
- Rubbish will not be allowed to accumulate and will be safely disposed of on a regular basis.
- All spillages will be cleared immediately.
- Vehicular and pedestrian egress and access routes will be clear at all times; routes are to be kept clear for emergency purposes.

2.9 Legionella and water hygiene

- Legionnaires disease is contracted through inhalation of tiny airborne droplets or particles of water containing viable legionella bacteria. Given the right conditions the bacteria can grow in hot and cold-water systems, air conditioning etc. The bacteria grow rapidly in water temperatures that range between 20 degrees – 40 degrees. Those most at risk of contracting the disease is the elderly or those whose immune system is impaired.
- Annual legionella checks are conducted by the landlords of the cowshed premises.

- All infrequently used water outlets are to be flushed (the water ran) for a minimum of 2 minutes once per week to reduce the risk of legionella build up.

2.10 Manual handling operations

The company recognises the need to ensure that all hazardous manual handling operations shall be avoided, or where this is not practicable be assessed and made as safe as reasonably practicable at all times, in accordance with the Manual Handling Operations Regulations 1992. This will be achieved by:

- Wherever possible, requirement to conduct hazardous manual handling operations will be avoided. Where manual handling operations cannot be avoided, mechanical aids should be used where available.
- Where required detailed assessments of manual handling operations will be conducted to identify risks and control measures required.
- Manual handling risk assessments will consider the task, the load, the environment (TILE) and any other factors.
- All manual handling risk assessments will be disseminated to all employees.
- All employees will be adequately trained in manual handling and any support aids provided.

2.11 Work Equipment

- Where necessary a work equipment assessment will be conducted prior to the use of work equipment (for example hot water urn)
- Sufficient clear and unobstructed working space will be provided around work equipment.
- Adequate lighting and ventilation will be provided in workspaces.
- Work equipment will be regularly inspected or tested in line with current legislation and regulations and any loss or damage reported immediately.
- Defective equipment will be taken out of service immediately to a place where it can not be bought back into service until it is fully repaired or restored to full working order by a competent person.
- All employees will be inducted and trained to safely use all equipment that they come into contact with as part of their individual job roles.

2.12 Hand / small tools

- All hand / small tools are of a suitable quality and are used only for their intended purpose and in the correct manner.
- All hand / small tools are kept clean, well maintained and are stored in a safe manner and condition as not to cause obstruction to others.
- Employees are adequately trained in the use of hand / small tools.

2.13 Steam cleaners

- Equipment is to be operated by trained and competent personnel only and eye protection is to be worn to protect the eyes from flying debris.

2.14 Slips, trips and falls

- Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted, when possible, to reduce the risk of tripping. Where practical trailing cables are eliminated by routing cables above head height.
- Floor coverings are sound and in good state of repair. All spillages will be cleared away immediately.
- All corridors, accesses and egresses and stairwells will be adequately lit and kept clear of obstacles.
- Offices and working areas will be kept tidy at all times and all rubbish will be removed at the end of the day or at the earliest convenience.

2.15 Storage racking, materials storage and handling

- All racking designed for the storage of materials will be fit for purpose and capable of supporting the required loads.
- Materials will be stored and stacked to reduce the risk of manual handling injuries and injuries from falling objects.
- All storage racking will be visually inspected on a weekly basis and a record of inspections will be kept on file.

2.16 Working at height / Working on fragile surfaces

- All work from height will be conducted in accordance with the work at height regulations 2005.
- The companies overriding principle is to do all that is reasonably practicable to prevent anyone from falling.
- The company shall avoid working from height where reasonably possible.
- Appropriate work equipment is to be used or other measures to prevent falls when working at height cannot be avoided.
- All working at height will be planned and will take into consideration weather conditions that could endanger health and safety.
- All employees who conduct working from height should be adequately trained and competent.
- The company will ensure that all equipment used for working at height is appropriate and inspected appropriately prior to use.
- It is prohibited to drop or throw anything when working at height unless sufficient and adequate controls have been identified via a risk assessment and implemented. Lowering materials must be conducted in a controlled manner.
- A rescue plan is in place for foreseeable situations where the risk of falling exists whilst working at height. This is incorporated into emergency procedures.

2.17 Risk assessment (working at height)

- Before carrying out any working from height including the use of ladders a risk assessment of the work undertaken shall be conducted. This risk assessment shall take into account weather conditions and other aspects of the environment, to ensure the safety of personnel at height and identify the measures required to protect persons working at height and all others effected.
- All equipment identified by the risk assessment and provided for working at height will be sound and fit for purpose and will be the subject of regular inspections and testing to ensure its continued suitability for the job.

2.18 Scaffolding and towers

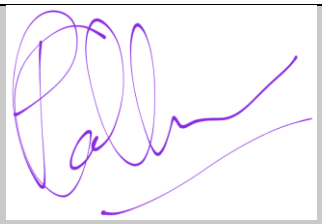
- All scaffolds and towers will be erected by fully trained, competent contractors i.e (PASMA certified) in accordance with current legislation, British standards,

approved codes of practice, company procedure and industry standards. (NASC TG20:21 good practice guidance for tube and fitting scaffolds)

- Where the company may use portable tower scaffolding the person responsible for erecting, dismantling and using the equipment will be trained (PASMA) and competent.

2.19 Ladders and stepladders

- All persons using ladders and stepladders will be fully trained and aware of the hazards and risks.
- Ladders including stepladders, used by the company will be of the correct type (EN 131 professional) and in good condition. Measures must be taken to ensure that ladders and stepladders are secure, on solid footing and, in the case of, access ladders, are sufficiently secured to prevent movement.
- Ladders will be the subject of regular inspection by a competent person and defective ladders will be taken out of service immediately and reported to the line management.

This Policy was adopted by:		Cotswold Bunnies Nurseries Ltd	
On:	16/09/2025	Date to be reviewed:	16/09/2026
Signed on behalf of the Provider:			
Name of Signatory:	Pippa Collins		
Role of Signatory (e.g, Chair, Director or Manager)		Manager	