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First, we need to understand just what is meant by “Health & Safety”, and then see how these principles apply to the Day Nursery environment. This approach makes up the structure and content of this Training Manual which is set out on this and the following page.

Health & Safety issues within a Day Nursery are summarised within a simple structure of 10 modules, as Parts 1 to 10. Each of these Parts is then sub-divided into sections as may be appropriate to the topic concerned, and this forms the structure of this Training Manual:

HEALTH & SAFETY Day Nurseries

Part 1 HEALTH & SAFETY MANAGEMENT:

- Section 1.1 Introduction to Health & Safety
- Section 1.2 Responsibilities
- Section 1.3 Health & Safety & The Law
- Section 1.4 Health & Safety Policy
- Section 1.5 Risk Assessments

Part 2 OCCUPATIONAL HEALTH:

- Section 2.1 Staff Health & Welfare
- Section 2.2 Staff Working Time & Shift Patterns
- Section 2.3 Management of Stress
- Section 2.4 Staff Alcohol & Smoking Policies

Part 3 OCCUPATIONAL SAFETY:

- Section 3.1 Uniforms & Protective Clothing
- Section 3.2 Manual Handling Tasks
- Section 3.3 Use of VDUs & Workstations
- Section 3.4 New & Expectant Mothers

Part 4 FIRE SAFETY:

- Section 4.1 Fire Risk Assessments
- Section 4.2 Fire Precautions & Fire Prevention Measures
- Section 4.3 Equipment & Maintenance
- Section 4.4 Fire Drills & Evacuation Procedures