



Wellingborough

Nursery Schools Federation

HEALTH & SAFETY POLICY

Statement of Intent

The Governing body of Wellingborough Nursery Schools Federation has a high regard for the health and safety of all pupils, staff and visitors and will take appropriate and necessary actions to ensure a safe environment.

To this end, the Governing Body will ensure that:

- A) the Federation has a written Health and Safety Policy,
- B) there is an procedure for managing health and safety in the Schools,
- C) there are appropriate arrangements to provide a safe and healthy working and learning environment,
- D) There is a monitoring and evaluation system to ensure that the aims of the policy are being met and that the policy is regularly reviewed.

Responsibilities

The **Governing Body** has the responsibility to:

- a) Ensure that a policy has been established.
- b) Seek to ensure that all recommendations and policies of the L.A regarding Health and Safety are noted and implemented within the Federation.
- c) Take steps to promote positive attitudes towards health and safety in all Federation users.
- d) Ensure that procedures for fire precaution and first aid are formulated, documented and adhered to.
- e) Make arrangements to receive regular health and safety reports from its designated committee, so that it can monitor and evaluate the health and safety policy and procedures.

The **Headteacher** has the delegated overall and final responsibility for health and safety in the Federation. The Headteacher should ensure that:

- a) all reasonable precautions are taken to promote the health and safety of all Nursery users, according to arrangements set out within this policy.
- b) staff are given adequate information, training, instruction and supervision to avoid hazards.
- c) Children, staff and parents are made aware of fire drill procedures and rules of general safety around the Schools.
- d) All accident and incident reporting procedures established by the L.A are followed.
- e) All equipment (including electrical and fire safety installations) is regularly serviced and maintained.

The **Safety Officer** should:

- a) Be a member of the Health and Safety Committee and seek to liaise with staff and governors on matters concerning Health and Safety.
- b) Along with at least one other governor and the site supervisor, conduct a termly inspection of the Nursery and grounds.
- c) Seek to raise awareness of health and safety issues with staff, School users and governors.
- d) In consultation with the Headteacher, seek to rectify potential hazards.

All Staff have the responsibility, under section 7 of the Health and Safety at Work Act 1974, to co-operate in matters affecting health and safety. They must take reasonable care of themselves and others. In particular they should:

- a) at all times ensure that the environment is safe for all staff, children and visitors, that activities are properly supervised and that children are made aware of their own health and safety.
- b) where practicable, seek to rectify or render safe any potential hazards within the Schools and report the hazard to the Safety Officer or Headteacher.
- c) Follow Schools procedures for the recording of accidents occurring in Schools.
- d) Ensure that all equipment and substances are appropriately and safely handled.

Organisation

1. The Headteacher has overall and final responsibility for Health and Safety in the Schools.
2. The Governing Body delegates the on-going management, implementation and review of this Health and Safety policy to a Health and Safety Committee.
3. All staff, teaching and non-teaching, have a responsibility to ensure the consistent implementation of this policy.

4. A member of staff shall be appointed Safety Officer to provide a link between staff and governors and to provide advice and information on matters on health and safety within the Schools' and on the operation of this policy.
5. The Health and Safety committee comprising both staff and governors shall meet at least once a term.
6. The Safety Officer and at least one other member of the Health and Safety committee, together with the Site Supervisor, shall make termly inspections of the Schools premises and the chair of that committee will report on issues of health and safety to the full governing body.

Arrangements

The Federation's acknowledges and accepts all guidance given by the L.A on health and safety issues, and will make every effort to comply with and act upon its advice.

Fire Safety

The Federation will seek to ensure that appropriate arrangements are formulated for the provision and maintenance of effective fire precautions. For procedural guidelines covering

- Evacuation procedures
- Fire extinguishers
- Means of escape
- Fire alarms
- Arson prevention
- General fire safety

See the Fire Precautions Log Book, kept in the office.

Curriculum Safety

School staff are responsible for the children within their own area of supervision. They are also accountable for the supervision of any other adults helping in that area, for example students, parent or volunteer helpers.

Staff should pay particular attention to the possibility if a child being injured by items in any area of the Schools and all apparatus and equipment should be checked before an activity begins.

Large climbing equipment is checked annually, in accordance with L.A.

recommendations. It is expected that all children should be taught how to use items of equipment safely and with due care, and that they should be encouraged to consider their own safety and that of others. Staff will consistently seek to encourage children to maintain high standards in matters of personal health and hygiene.

Children should wear protective clothing when appropriate.

Within the initial information leaflet given out on the first home visit, prior to admission to the nursery, parents are encouraged to make sure that children are suitably and safely dressed for climbing and cycling. In particular, it is stressed that the wearing of jewellery is not permitted for safety reasons.

Staff should try to ensure that all equipment is regularly checked and potential hazards reported to the Safety Officer or Headteacher.

As far as possible, the Headteacher should seek to ensure that any equipment purchased for use within the nursery conforms to relevant British Safety Standards.

For guidelines on activities in the outside area, see the Outdoor Curriculum Policy and parents leaflet and woodworking policy in appendix B.

Food Handling

All staff have attended Food Handling Training. All staff are responsible for adhering to Food Handling procedures as detailed in the nursery Food Hazard Assessment document.

Extra Curricular Activities/Outings or visits

Outings and visits are particularly valuable as a means by which to give our children varied and relevant first hand experience and to extend their learning. Staff plan visits with particular care and with great regard for the children's safety. By seeking help from adult helpers, staff seek to ensure an adult:child ratio of no greater than 1:4, and preferably of 1:2. All helpers are given clear instructions and advice.

It is the Federations' policy not to transport the children by coach or minibus unless the vehicle is fitted with seat belts. For further information, please refer to Appendix C, N.C.C. Minibus Guidelines for Schools and Voluntary Organisations, February 1995.

It is occasionally necessary to use staff cars to transport the children. In such a case:

- a) the vehicle is always appropriately insured
- b) children sit only in rear seats, with safety belts and correct child seats.

The External Visits Co-ordinator is Johanna Putman. The School undertakes visits only of category A or B, according to Northamptonshire County Council's policy on educational trips and visits. Approval for trips is the responsibility of the Headteacher.

First Aid

The school aims to have a minimum of two qualified first aiders, on site at any time between 8.00am and 6.00pm. A complete list of staff members holding either First Aid at Work or Paediatric First Aid qualifications is held on computer and updated as training is undertaken.

First Aid box is kept:

Croyland: In the cupboard in the main painting/creative room, Rainbow Room and in the Den.

Highfield- Rainbow room cupboard and in the sluice room in 3-4 nursery.

Their contents are checked by a first aider against county recommendations at least once a month. The checklist for updating the box is kept in the cupboard in the main nursery painting area. A First Aid Manual containing detailed first aid procedures is kept with the first aid box.

Staff administering first aid must have due regard for possible contamination by blood or other body fluids, particularly with regard to H.I.V or Hepatitis. Protective gloves must always be worn when dealing with cuts or abrasions, or with other bodily waste. In the case of vomiting, a proprietary absorbent powder should be sprinkled onto the waste matter, left for several minutes and then swept up and disposed of in a plastic bag. All the necessary equipment (separate bowl, dustpan and brush, absorbent powder, bags) is kept locked in the following locations:

Croyland: Painting area, Cleaner's cupboard

Highfield: Sluice Room.

Staff are strongly recommended to consider immunization against Hepatitis. The school is advised that no L.E.A. funding exists to cover the cost.

Medication

Medicines are not administered by staff, unless by prior arrangement with parents (see Medicine Policy). Staff require specific authorisation and instructions from the parent to administer any medication. Labeled inhalers are kept beyond the reach of children.

During visits or outings, the Safety Officer will check on inhalers, which must be carried so as to be available for specific children and make appropriate arrangements.

Administration of inhalers remain always at the discretion of the Headteacher.

In the case of life-threatening emergency, such as for Anaphylactic shock, staff will receive training in administration of emergency medication. Training is undertaken by staff on a voluntary basis only. The School does not require staff to administer emergency medication if they do not wish to. Protocols are filed with this Health & Safety Policy in the office.

The school adopts the recommendations made by the L.E.A. in such cases. The Headteacher will make the necessary arrangements for staff training.

All children with an additional need has a personal emergency evacuation plan. These are stored in the Nursery and Management Office, Plans are agreed with parents and staff.

Any child with a medical need, including inhalers has an agreed protocol in place, signed by parents and displayed in the nursery.

Accidents

Any accident occurring in the nursery is assessed by the relevant member of staff. Minor injuries requiring treatment are dealt with by a member of staff, or by a first aider, if this is felt to be appropriate. Each incident is recorded on the appropriate N.C.C form:

- for children, the forms kept in the first aid cupboard (painting area) the Den and creche
- for adults, the white forms, kept in the office

In the case of accidents to children in the nursery, an orange reminder label is hung on the child's peg to ask the parent/carer of that child to speak to the group leader at the end of the session. For head bumps, a white symptoms checklist is also given to the parent/carer. Parents are asked to sign the white form to indicate they have been informed of any accident to a child.

Serious injuries will be assessed by a first aider. Parents will be contacted and the child taken to hospital by car if necessary, or by ambulance. If an ambulance is deemed necessary, it will be called immediately and then the emergency contact will be contacted.

A child needing to be taken urgently for medical attention by car, will be accompanied by a first aider, appropriate staff member as driver. The Headteacher, or teacher in charge, will make the necessary arrangements to close access to the outside area, thereby ensuring the safe supervision of the remaining children with a reduced number of staff.

Emergency contact numbers for nursery children are kept on file in the office. Parents are advised that a child can not be offered a place at the nursery if no emergency contact number is given. Parents have to countersign.

Sickness

The nursery requests that children are not sent into school if they have illnesses or infections which may be passed on to other children. In the case of sickness or diarrhea,

parents are asked not to bring their children back into school until they have been clear of symptoms for 48 hours.

If children become ill whilst in school, staff should seek advice of a first aider or senior member of staff, before telephoning parents or carers.

Headlice

In the nursery, parents are asked to inform the school if their child has an infestation of headlice, and apply the recommended lotion before bringing the child back to school.

Building and Grounds Maintenance

The School's has delegated funding for repairs to and maintenance of the building and grounds for any extensions and alterations to the building or site. Hazards should be reported to the Safety Officer or Site supervisor as soon as possible.

The buildings and site will be inspected each term by the Safety Officer, Site Supervisor and at least one other member of the Health and Safety committee and findings recorded on the Health, Safety and Premises Log. (See Appendix G). The Chair of the Health and Safety committee will report each term to the full governing body.

Contractors

All contractors should report to the Office on arrival at the School's. Wherever possible, necessary repair or maintenance work involving potentially noisy or dangerous equipment should be done when children are not in the School's.

Contractors are responsible for their area of working and for all machinery and equipment which they bring on to the site.

Equipment should not be left unattended when children are present.

Safety rails, fences or other appropriate guards are to be used to reduce hazards.

Contractors are required to provide an up to date DBS before they can complete any work on site. (If the work is for a short period of time, the contractor is to be supervised by a member of staff)

Hazardous Substances

Staff must ensure at all times that no hazardous substance is ever left within reach of the children. For N.C.C recommendations on storage and handling of hazardous substances, see section A of the booklet "Code of Practice for Caretaking and Cleaning Staff (1987)" appended to this document.

C.O.S.H.H.

The notice detailing hazard symbols is displayed on the door of the cleaner's cupboards. Substance assessment record forms on cleaning materials should be completed by the site supervisor. The forms should be stored alongside this policy.

ASBESTOS

The building contains no asbestos which constitutes a health hazard. For further details, see the white ring binder file "Managing Asbestos in Buildings" issued by the L.E.A. in the office.

RADON

Radon gas levels (checked in July 1995) present no hazard to health.

Security

Entrance into the School's is by the main door only. Doors beyond the reception area have a security coded key pad. The code is known only by staff and is regularly changed.

Adults intending to stay in the School's are asked to sign the visitor's book kept by the main door.

Whilst the children are in nursery, exterior doors and gates are to be kept closed.

Collection of children from Nursery

Parents are asked to give prior notification, verbally or by letter, if an unfamiliar adult will be collecting a child from school. If a member of staff is in doubt, the child will not be allowed out of the nursery until the parent or carer has been contacted.

If a child is not collected within 15 minutes of the designated home time, then a member of staff will contact a parent, carer or relative, using the priority emergency contact list held in the office.

If a child manages to get out of the nursery, despite the security arrangements, staff will contact parents first, and then immediately the out of hours Duty Social Worker or the police.

Staff Issues

Personal Safety and Security

When working in school, all staff should be made aware of their personal safety. In particular:

1. Care should be taken when using stepladders to ensure that they rest only on a firm, level surface.
2. Staff are encouraged to ask for a colleague's help when lifting heavy equipment, in particular bags of sand, large climbing equipment, piles of books or paper.
3. Whenever possible, staff should work at surfaces at waist height, or seated at a table.
4. Personal belongings including mobile phones should be kept in the lockers provided, in the staff room.
5. External doors should be locked if members of staff are working alone in school.

Stress

The school will try to establish support strategies to combat stress. Access to stress management courses should be made available to all staff and governors.

Violence and Aggression

Violence or aggression towards staff by children should be reported to the Headteacher. Violence and aggression towards staff by adults should be reported to the Headteacher, the L.A. and the police.

Racial Harrasment

The Nursery has a written "Equal Opportunities Policy" and "Racial Equality Policy". Any incident of racial abuse or aggression should be reported to the Headteacher.

Sexual Harassment

Any instance of sexual harassment should be reported to the Headteacher.

Smoking

Staff agreed informally that the school shall be designated as a non-smoking environment.

Working with V.D.U.s

See Appendix H for N.C.C. policy leaflet on “Display Screen Equipment Regulations 1992”.

Monitoring and Evaluation

The Health and Safety Committee should be made up of at least three governors and the school safety officer. See Terms of Reference for governors committees.

The committee shall meet as and when necessary and at least once a term.

An inspection of the School’s premises will be made once a term by the School Safety Officer, the Site Supervisor and two other members of the Health and Safety committee. Findings are to be recorded on Health and Safety log forms. A report will be compiled by the chair of the committee and submitted once a term for inclusion on the agenda at meetings of the full governing body.

Before each meeting of the Health and Safety committee, the safety officer should check the following documentation and report findings to the committee:

- Fire Drill Log
- Health and Safety Log
- Hazard Book
- Accident Report Forms (child and adult)
- Violence and Aggression complaints forms

At the third meeting of the academic year, the Health and Safety committee shall make an annual review of the stated arrangements and the Health and Safety policy and report its findings to the full governing body.

Recommendations relating to Health and Safety which the full governing body agree to ratify, should be included in the School Development Plan and thereafter subjected to review.