



## **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 Executive Headteacher has the delegated overall and final responsibility for health and safety in the Federation. The Executive 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 School procedures for the recording of accidents occurring in Schools.
- d) Ensure that all equipment and substances are appropriately and safely handled.

### **Organisation**

1. The Executive 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.

When on outdoor duty staff must always check external gates and fences to ensure they are locked and secure.

When leaving the outside area- the staff member must check all areas to ensure children have left the outside area before closing the doors.

All staff members completing registers must ensure they are completed accurately within 15 mins of the beginning and end of the session.

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 jewelry 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 Executive Headteacher should seek to ensure that any equipment purchased for use within the nursery conforms to relevant British Safety Standards.

### **Food Handling**

All staff have attended Food Hygiene Training. All staff are responsible for adhering to Food Hygiene procedures as detailed in the nursery Food Hygiene Booklet. Refresh training should take place very two years.

### **Extra Curricular Activities/Outings or visits**

All visits and outings are planned within the requirement of the NCC; Management of learning outside the classroom policy June 2018.

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 1:5, and preferably of 1:3. This dependent on the level of need of the children. All helpers are given clear instructions and advice. For young children in baby provision buggies will be provided.

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, National Guidance- Outdoor Educational Advisor Panel- minibuses 2018.

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-coordinators are Lyndsey Barnett (CNS) and Katie Buchanan (HNS). 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 Executive Headteacher.

### **First Aid**

The school aims to have at least one pediatric first aider in each department at any one time (two in the baby provision) 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. The school will ensure there is at least one first aid at work staff member on site at any one time.

#### **First Aid box is kept:**

First aid boxes are stored in each department and clearly labelled.

Their contents are checked by a first aider against county recommendations at least once a month. 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.

### **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, a keyworker will check which inhalers, 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 Executive 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.A. in such cases. The Executive Headteacher will make the necessary arrangements for staff training.

Personal emergency evacuation plans (PEEP's) will be written for children who require support to evacuate the building. These are stored in the child's record book, a copy to the SENDco and the site supervisor. Plans are agreed with parents and staff.

Any child with a diagnosed medical need, including inhalers has an agreed protocol in place, signed by parents and displayed in the nursery. These will be reviewed regular along with ensuring medication is in date. It's the responsibility of the keyworkers to monitor this.

## **Accidents**

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

In the case of accidents to children in the nursery, a reminder label is hung on the child's peg to ask the parent/carer of that child to speak to the practitioner at the end of the session. Children are also given a sticker to identify they have received first aid. 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.

### **Head lice**

In the nursery, parents are asked to inform the school if their child has an infestation of head lice, 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. 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, DBS forms checks, risk assessments completed and safeguarding forms signed. 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.

## **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 in the admin office. Staff should be aware of where these are stored.

## **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.A. in the office.

## **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 Schools 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. A password system will be in place for any new person collecting. 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 office.
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. Supervision will also be formally arranged twice a year and all staff aware they can access this as and when required.

### **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 Harassment**

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.

### **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. 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
- 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.

Revised: September 2020

Ratified By Governors \_\_\_\_\_

Chair of Governors \_\_\_\_\_

**Addendum:  
Pandemic Policy**

If there is the threat of a pandemic the Executive Headteacher will coordinate the School's response in conjunction with the Senior Leadership Team and share with the Governing Body and the Local Authority. The School's response will be graduated according to what may be a quickly changing situation. The primary concern of the School during a pandemic would be to minimise the risk to all members of the community whilst ensuring the continuation of normal education for as long as practically possible. Throughout the event of a pandemic, the aim of the School is to operate as normally as possible within the following the risk assessed parameters:

- The School will monitor publications from the Department of Health as well as the DfE and update continuity plans as necessary.
- The School will support children's understanding about the pandemic virus; this will be detailed in the risk assessments
- Children and staff deemed to be at high risk due to pre-existing conditions will be risk assessed and may be required to stay at home
- Children and staff who attend school will observe increased infection control measures and other measures including increased cleaning-highlighted in the risk assessments
- What to do if you become unwell or develop symptoms. This information is documented in the risk assessments with leaflets for parents and staff
- In the event of cases internal to the nursery school, all staff to follow the risk assessments
- Should the School close or partly close to pupils; the Executive Headteacher will consider what arrangements can be made to continue educating children. Regular updates will be made available through our website and Facebook,
- The decision to close either of the schools will be made by the Headteacher in conjunction with the Leadership Team and the Governing Body. The decision to close will be guided by advice by Central Government and/or the local authority.