

Health & Safety Procedure

We are committed to promoting the health and safety of all children, students, staff and visitors who access the nursery.

This policy is informed by the following legislation:

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Education Regulations 1999
- The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995
- Manual Handling Operations Regulations 1992

To promote the health and safety of all:

- Staff members are given full Health and Safety inductions.
- Staff training is provided on Health and Safety.
- Risk assessments are completed and regularly reviewed every 6 months, providing there is no change or reason to review them prior to this.
- Individual risk assessments are completed on specific activities, outings, resources and equipment.

To maintain a safe and healthy environment for all, we ensure that:

- Health and Safety checks are carried out daily, weekly and monthly on both inside and outside areas.
- The building is sound structurally, clean, well ventilated, has adequate lighting in all areas and is well maintained.
- The furniture and equipment is well maintained and suitable for the children's use. Anything deemed not suitable is removed from the setting.
- A non-smoking policy is strictly enforced throughout the building and grounds.
- Regular cleaning routines are in place for toys and equipment and daily cleaning schedules are in place.
- A high standard of hygiene is maintained throughout the school.
- All gates and doors are kept securely locked at all times. Door codes are used on the main external door.

To maintain the safe supervision of children:

- Adequate numbers of adults will supervise the children in all areas as appropriate to the area and the activity.

- All staff members, students and volunteers undertake a range of checks to ensure that they are suitable to work with children and do not present a danger to them or other persons during the provision.

To maintain the safe supervision of children during outings, the following procedures will be followed:

- Parents will be asked to sign a general consent form for local outings.
- For outings further afield, parents will be asked to sign a separate consent form in advance and given appropriate information.
- If a consent form is not received, the child will not be able to attend the trip.
- Staff will complete a risk assessment for the trip in advance.
- A full list of adults and children attending will be taken, with contact details for all. An approximate return time will be given to the nursery. A mobile phone will be taken on the trip to ensure a point of contact.
- Appropriate first aid equipment will be taken and a qualified first aider will attend the trip.

Supporting children with medical needs:

The school aims to support individual children with long and short term medical needs to enable them to fully access the service that we offer. In order to do this, we will:

- Gain as much information from the parents about their child's individual medical needs. Ensure that an on-going /long term medication form has been completed by the parents and the instructions detailed are followed by the staff member administering the medication.
- Access training for staff, from qualified health professionals, when technical/medical knowledge is required. Training will be specific to the individual child concerned.
- Ensure that the medication is stored and given in accordance with the doctors instructions by trained staff.
- Draw up individual care plans with the parents, if appropriate.
- Implement an effective procedure on the administration of medicines on our medication policy.

Accident Procedure

- A staff member who is trained in first aid will be on site at all times.
- Staff members must record all accidents and incidents, however minor, on an accident/incident form, to confirm that they have been informed. In the case of any head or facial injury, parents will be informed immediately and an assessment made as to whether or not they need to collect the child.
- Any child who has had an accident at school will be monitored carefully.

- If the child requires hospital treatment the parent will be called immediately and informed of the situation. A member of staff will accompany the child to hospital if the parent cannot get to the school in time.
- The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 will be followed and the following instances will be reported to the Health and Safety Executive or the Local Authority and OFSTED:
 - i) Death of any person.
 - ii) A major incident to any person at work.
 - iii) Hospital treatment of any person who is not at work e.g. child, student or visitor.
 - iv) An accident which results in a person at work being incapacitated for more than 3 consecutive days (excluding the day of the injury).
 - v) Specified dangerous occurrences e.g. building collapse.
 - vi) Specified work related diseases e.g. mesothelioma and hepatitis.

Chemical substances stored on the premises and used within the setting:

The school carries out daily cleaning tasks which involves the use of chemical substances to ensure the hygiene of the setting. The Control of Substances Hazardous to Health Regulations 2002 will be followed to ensure the safety of the children is maintained.

Manual Handling Procedures:

All staff will be fully informed of the manual handling procedure upon their induction. Leaflets provided from the local authority will be given to all new staff member for them to become familiar with the lifting process and assessing the weight of objects prior to attempting to lift them.

Section 7 of the Health and Safety at Work Act 1974 states that it is 'the duty of every employee while at work to take reasonable care of him/herself and of any other person who may be affected by his or her behaviour'. However, all employees will be encouraged and informed to:

- Avoid the need to lift, carry, push, pull, lower or support loads wherever possible. However, where not possible, the use of trolleys, barrows, lifts or hoists will be used.
- Carry out risk assessment before undertaking a task which involves lifting a heavy object.

First Aid

The school has at least one first aider with a recognised first aid certificate on the premises at all times. The staff need to know who are the trained first aiders in school and this information will be displayed on the staff notice board.

In the event of needing first aid during the day, the first aider will be contacted from the front office through the email system.

It is the school's policy to provide first aid to anyone who is injured or becomes unwell on school premises. The first aid will be carried out by a person having undergone recognised first aid training. If the first aider feels it necessary, then they should call for an ambulance to transport the casualty to hospital.

Medicines will be stored in a locked box in the kitchen and will be administered to children in accordance with their medical consent.

First aid boxes are kept in the dining room, main office and Kitchen. The travel first aid kit is taken on trips out and is kept in the school office. The appointed first aid person is Claire Spedding and she is responsible for checking the first aid boxes are kept well stocked.

In case of examination being required or a quiet place needed, the designated medical room is Melissa Marris' office. There are toilet and washing facilities within the room and space to lay down safely if required.

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Review by: September 2017