



Health and Safety Policy

September 2015

The Governing Body takes the Health and Safety of children, their families, staff, students and visitors very seriously. Everyone has a right to work and play in places where risks to their health and safety are properly controlled. The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work regulations 1999 establish standards of care to be maintained by and for all employees. Other regulations also exist to cover activities that carry specific risks, for example lifting and carrying, computer work and electricity.

The Headteacher is responsible for the day to day management of health and safety for all and in her absence the Deputy Headteacher will deputise as appropriate. All staff aim to create an environment which is safe and healthy for the benefit of all. The Headteacher and Governing Body will ensure all staff have regular training as necessary.

This policy brings together a range of authority policies to provide a total approach to enable everyone to be healthy and safe. The policy is split into the general environment for all and then gives information relating to specific aspects of health and safety practice.



Address: Lark Hill Nursery School, Northgate Road, Edgeley, Stockport, SK3 9PH

Telephone: 0161 480 0867

Website: www.larkhill-nur.stockport.sch.uk

E-mail: headteacher@larkhill-nur.stockport.sch.uk





Ensuring and maintaining a healthy and safe environment to work, play and learn in

In **The Provision and Use of Work Equipment Regulations 1998** it specifies choosing and maintaining appropriate equipment and keeping it in good working order for staff to use. It also requires a good working space to be provided for staff. It is our aim to provide a totally separate staff room which is kept as a place to relax as well as work in a quiet place away from the children.

The Workplace, (Health, Safety and Welfare) Regulations 1992 also deals with physical conditions in the workplace and require employers to meet minimum standards in relation to a wide range of matters, which include:

- maintenance of buildings and equipment
- lighting
- provision of drinking water
- temperature
- rest facilities
- ventilation
- toilet facilities
- first aid.

We are always reflecting on the environment we offer and thinking how to improve it for staff, children, their families and other visitors. Staff and Governing Body Meetings are a regular opportunity to raise any concerns and find solutions.

- All staff are alert to potential hazards in the environment e.g. sand and water spillages and



Address: Lark Hill Nursery School, Northgate Road, Edgeley, Stockport, SK3 9PH

Telephone: 0161 480 0867

Website: www.larkhill-nur.stockport.sch.uk

E-mail: headteacher@larkhill-nur.stockport.sch.uk



encourage the children when appropriate to be involved in tidying them away to ensure the safety of others.

- Damaged equipment or furniture is removed immediately.
- The caretaker carries out a twice daily cleaning of the Nursery to ensure a healthy environment to work and learn in. All staff support to provide ongoing hygiene in the Nursery and ensure surfaces are free of hazards e.g. objects such as children's equipment or water which may cause slips or trips. The Nursery is swept and mopped, after each lunchtime in preparation for the afternoon session.
- Staff ensure they are wearing suitable clothing and footwear and families are reminded of the same for the children through letters and texts.

An approach to ensure health and safety is taken seriously by all

Risk Assessments

Risk assessment is simply a process by which you think about activities or situations to consider if they have the potential to cause harm. If they do, the next step is to identify and consider precautions which are being or should be taken to prevent or minimise the likelihood and severity of harm

We understand the importance of risk assessment because of the contribution it makes to the overall management of health and safety. A **hazard** is something with the *potential* to cause harm, e.g. a slippery floor, a corrosive liquid or an inadequately guarded electric fire.



Address: Lark Hill Nursery School, Northgate Road, Edgeley, Stockport, SK3 9PH

Telephone: 0161 480 0867

Website: www.larkhill-nur.stockport.sch.uk

E-mail: headteacher@larkhill-nur.stockport.sch.uk





A **risk** is a combination of a) how *likely* it is that harm will occur because of a hazard and b) how *serious* the resulting injury could be

We will work to :

- 1) Identify hazards
- 2) Determine who might be harmed and how, for example staff, children, visitors
- 3) Determine the likelihood of harm occurring
- 4) Identify appropriate measures necessary to control or eliminate the risk
- 5) Record findings
- 6) Arrange for monitoring and review

Each year the risk assessments for the Nursery are reviewed and initially carried out by the Head, Deputy Head Teacher and the Resources Committee of the Governing Body during our Autumn Meeting . The risk assessments are then shared with the rest of the staff to make any further adjustments.

Risk Benefit Assessments

We believe our 2, 3 and 4 year olds are capable learners and believe offering challenge and an element of age appropriate risk is important to support learning. In forming this approach we have paid regard to the Health and Safety Executive Statement “Children’s play and leisure – promoting a balanced approach” (July 2012) In this statement they outline,

Key message: ‘Play is great for children’s well-being and development. When planning and providing play opportunities, the goal is not to eliminate risk, but to weigh up



Address: Lark Hill Nursery School, Northgate Road, Edgeley, Stockport, SK3 9PH

Telephone: 0161 480 0867

Website: www.larkhill-nur.stockport.sch.uk

E-mail: headteacher@larkhill-nur.stockport.sch.uk



the risks and benefits. No child will learn about risk if they are wrapped in cotton wool'.

We carry out Risk-benefit assessments for activities such as using the scramble rocks for our 2 year olds and the climbing log and rope swing for our 3 and 4 year olds.

Specific areas

Provision for first aid

(Informed by the Health and Safety (First Aid) Regulations 1981)

We keep first aid equipment in cupboards in the 2 year olds and 3 and 4 year olds room which contain basic equipment and HSE first aid books to record when first aid has been administered. All staff are paediatric first aid trained and Miss O'Raw is the named First Aider who checks the equipment and is responsible for ordering supplies and monitoring the pattern of accidents and identifying if there are any recurring concerns. Students are asked to refer an accident to a member of staff. All accidents are written in the H.S.E. produced accident book, the parent is informed when appropriate, sign the form and it is then kept in a confidential file. Adult accidents are recorded in the adult version which is kept in the office.



Address: Lark Hill Nursery School, Northgate Road, Edgeley, Stockport, SK3 9PH

Telephone: 0161 480 0867

Website: www.larkhill-nur.stockport.sch.uk

E-mail: headteacher@larkhill-nur.stockport.sch.uk





Administering of Medicines

If a child needs regular, long term medication we ask the families to complete a permission form and we also keep a record of when we have administered the medication. This would only involve either the Headteacher or Deputy Headteacher. Asthma Inhalers are kept labelled in the cupboards in our First Aid Area and when they are able to the children are encouraged to use them for themselves.

Water hygiene

We take the safety of the water very seriously.

It is a legal requirement to have regular checks of all cold and hot water systems to prevent any outbreaks of legionella. The checks are recorded in a water safety file kept in the office.

Illness

We include in our handbook information about the time off Nursery children will need to have if they catch particular illnesses such as chicken pox. We also report any significant outbreaks or reportable diseases to the Control of Infection unit at Stepping Hill Hospital.

Vomiting protocol

Nausea and vomiting are very common childhood symptoms. Almost any illness may cause a child to vomit. We must decide whether the nausea/vomiting is the result of a disease for which the family must be notified and the collected from Nursery, or whether the child can be observed in the office for 10-30 minutes to see if symptoms



Address: Lark Hill Nursery School, Northgate Road, Edgeley, Stockport, SK3 9PH

Telephone: 0161 480 0867

Website: www.larkhill-nur.stockport.sch.uk

E-mail: headteacher@larkhill-nur.stockport.sch.uk



subside. One episode of vomiting does not mean the child must see a Doctor or go home. Vomiting may be attributed to many factors such as food allergies, too much exercise, emotional anxiety, etc.

We will thoroughly clean any contaminated area as the area can be highly contagious.

Fire Safety

(Informed by The Regulatory Reform (Fire Safety) Order 2005)

Each week the Headteacher checks the means of escape and records that they have been checked. She is also responsible for ensuring all signs and equipment are maintained and in good order. All staff are responsible for keeping all fire exits clear, all of the time.

The Caretaker carries out weekly Fire alarm Tests on a Monday. Each term there are fire drills to demonstrate to children, students and visitors the fire exit procedures. The procedures are displayed around the Nursery and the children are made aware of exiting calmly to their assembly points

Fire Drill Policy

Calmly.....Raise the alarm

- Immediately evacuate the building under the guidance of the Head / deputy
- Head / Deputy Head to check all rooms, toilets, corners etc,
- Using the nearest exit lead the children out,



Address: Lark Hill Nursery School, Northgate Road, Edgeley, Stockport, SK3 9PH

Telephone: 0161 480 0867

Website: www.larkhill-nur.stockport.sch.uk

E-mail: headteacher@larkhill-nur.stockport.sch.uk





- Close all doors behind you,
- The Head / deputy to pick up the register,
- Telephone the Emergency Services,
- Dial 999 and ask for the Fire Service,
- In a safe place clear of the building,
- Check the children against the register,
- Account for all adults,
- Do not try to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire.

Sun Safety

We educate children about protecting their skin during sunshine. We encourage children to wear appropriate clothing e.g. sunhats, sunglasses and to seek shade. We ask families to send their child wearing sun cream and then for permission to apply sun cream if they stay with us all day, when we complete admission forms. We stock a suitable sun cream for children with a high protection factor and hypo-allergenic. If families prefer they can provide their own sun cream which we will label with the child's name.

Electrical Safety

All of our electrical equipment is subject to annual (PAT) electrical tests. We dispose of any equipment we consider to be unsafe.

Controlling hazardous substances

All cleaning materials are kept in the Caretaker's Room. We keep C.O.S.H.H. forms (Control of Substances Hazardous to Health) in each area of the Nursery to ensure we know what to do if some of the chemicals are spilt on skin for instance.



Address: Lark Hill Nursery School, Northgate Road, Edgeley, Stockport, SK3 9PH
Telephone: 0161 480 0867
Website: www.larkhill-nur.stockport.sch.uk
E-mail: headteacher@larkhill-nur.stockport.sch.uk





Cleaning schedule of resources

Weekly wash using warm water and neutral detergent e.g. washing up liquid, rinse and dry thoroughly and where appropriate put in the dishwasher

Ensuring a work/life balance

The Headteacher devises a staff map each week to include the fair distribution of designated duties for the week. The Deputy Headteacher, Nursery Practitioners and Nursery Nurses are planned to have regular Development time to ensure they have sufficient time to complete records. The Deputy Headteacher has a day a week which includes times for records and leadership time to support the development of the Nursery. The Governors are responsible for ensuring the Head has Dedicated Headship Time. The definition of what "Dedicated Headship time" is has not been defined but it would seem advisable for the Head and the governing body to have a discussion each term about using some of this time off site (possibly for identified projects such as updating the SEF or updating policies which require quiet, interrupted time to think)

The Head aims to allow each Monday as office time. The Head and Deputy Head have a strategy day each half-term to plan the future developments of the Nursery. If possible this is completed off site to ensure the maximum amount of time possible.



Address: Lark Hill Nursery School, Northgate Road, Edgeley, Stockport, SK3 9PH
Telephone: 0161 480 0867
Website: www.larkhill-nur.stockport.sch.uk
E-mail: headteacher@larkhill-nur.stockport.sch.uk





Managing Stress

The Headteacher and Governing Body recognise that workplace stress is a health and safety issue and the importance of identifying and reducing workplace stressors.

The Head is sensitive to times when members of staff are under additional stress e.g. family circumstances

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”
This makes an important distinction between pressure, which can be a positive state if managed correctly and stress, which can be detrimental to health.

The Headteacher will ensure:

- Good communication between staff particularly where there are organisational and procedural changes
- Staff have meaningful development opportunities
- A reasonable work-life balance
- Staff support each other and are sensitive to each others needs
- Bullying and harassment are not tolerated

The Governing Body will ensure :

- They are happy with the routines in place to support all staff with coping with the pressures of their jobs (including the Headteacher)

Staff will ensure :

- They raise concerns with the Headteacher



Address: Lark Hill Nursery School, Northgate Road, Edgeley, Stockport, SK3 9PH
Telephone: 0161 480 0867
Website: www.larkhill-nur.stockport.sch.uk
E-mail: headteacher@larkhill-nur.stockport.sch.uk





- Accept opportunities for counselling when recommended

The Governing Body will ensure that the Headteacher of the school:

- Identifies all workplace stressors and controls the risks from stress
- Consults with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress
- Offers and accesses training for all in good practices

Whistle-blowing policy

This Governing Body is committed to the highest possible standards of openness and accountability. Any parent/ carer, governor or member of staff who have serious concerns about the school are expected to come forward and voice those concerns. They will be able to do so in confidence and without fear of reprisal. Any concerns can be raised with the Headteacher, Chair of Governors, Advisor or the Director of Education, Children and Young People.

Monitoring and reviewing

The Head and Deputy Head will consider all aspects of the policy each term e.g. by looking at patterns of accidents to review the environment or our procedures at their Strategy Meetings. The Governors will have an annual review and a termly update via the Headteacher's report and Authority reports. Changes may be considered in response to new



Address: Lark Hill Nursery School, Northgate Road, Edgeley, Stockport, SK3 9PH

Telephone: 0161 480 0867

Website: www.larkhill-nur.stockport.sch.uk

E-mail: headteacher@larkhill-nur.stockport.sch.uk



legislation and or incidents which lead to a review of procedures and policies.

Appendices

- Parental agreement for Nursery to administer medicines
 - Record of medicines administered to all children
 - Risk Assessment Form Headings
 - Checklist of additional topics for risk assessment



Address: Lark Hill Nursery School, Northgate Road, Edgeley, Stockport, SK3 9PH

Telephone: 0161 480 0867

Website: www.larkhill-nur.stockport.sch.uk

E-mail: headteacher@larkhill-nur.stockport.sch.uk





Parental agreement for Nursery to administer medicines

Name of child	
Date of birth	
Type of medicine	
Date dispensed	
Expiry date	
When to be given ?	
How much to give ?	
Any special precautions ?	
<p>I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the Nursery of any change in requirements.</p> <p>Date _____</p> <p>Signature _____</p>	





Risk Assessment Form Headings

What are the hazards ?	Who might be harmed and how ?	What controls exist to reduce risk ?	What action can be taken to further reduce risk ?	By when ? Who ?



Address: Lark Hill Nursery School, Northgate Road, Edgeley, Stockport, SK3 9PH
Telephone: 0161 480 0867
Website: www.larkhill-nur.stockport.sch.uk
E-mail: headteacher@larkhill-nur.stockport.sch.uk

