



## **Health and Safety Policy**

Reviewed December 2017

(Consulted with staff from Friday 1<sup>st</sup> December

Consulted with Governors from Tuesday 19<sup>th</sup> December

Consulted with families from Tuesday 19<sup>th</sup> December)

**Last reviewed November 2016**

**Due for next review Autumn term 2018**

**(Aspects highlighted in yellow indicate updates for this year)**

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 Board 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. At the end are appendices which include forms to complete, roles and responsibilities and changes this year.

## **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 Board 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 encourage the children when appropriate to be involved in tidying them away to ensure the safety of others. All staff are responsible for removing / reporting and damaged equipment.

- Damaged equipment or furniture is removed immediately.

#### The caretaker

- She carries out a twice daily cleaning of the Nursery to ensure a healthy environment to work and learn. The time for this cleaning is split between before the children arrive at Nursery and at the end of the day when they have gone home. The caretaker is completing a Level 2 Health and Safety Online Course this term.

#### Core staff

- 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.

#### Midday staff

- The Nursery is swept and mopped, after each lunchtime in preparation for the afternoon session. If the floor is wet all staff are expected to make a judgement to put out the wet floor sign at any time of day or to take action to dry it.
  - All staff ensure they are wearing suitable clothing and footwear and families are reminded of the same for the children through letters and texts. We ask everyone to think about if their footwear is appropriate for a nursery where water and food is often spilt on the floor.

# 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.

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 with staff and also considered by the Head, Deputy Head Teacher at one of our Committee Meetings of the Governing Board. The finalised risk assessments are then shared with the rest of the staff to make any further adjustments to practice.

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

*The Head of OfSTED Amanda Spielman, also said in November 2017.*

*She was concerned about the creation of "overly risk-free environments" and that young children need to be able to discover the world and "run around until they are exhausted".*

*We carry out Risk-benefit assessments for activities such as using the scramble rocks, the climbing log and rope swing.*

## **Specific areas**

### **Provision for first aid**

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

We keep first aid equipment in a cupboard in the main room which contains basic equipment and accident forms to record when first aid has been administered. There is also a book kept by the door to the garden in the conservatory. All staff have had paediatric first aid training and are on a rolling programme of being updated over a three year period. Miss O'Raw is the named First Aider who checks the equipment and is responsible for ordering supplies and monitoring the pattern of accidents with the Deputy and School Business Manager 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 in a locked cupboard. Adult accidents are recorded in the adult version which is kept in the office. It is the responsibility of any adult who is injured to ensure their accident is recorded. We report all relevant accidents / incidents/ near misses to the Health and Safety Team at Stockport Council. (All incidents which concern members of staff,

### **Personal, protective clothing**

We provide free of charge, disposable gloves and aprons for use during changing of the children. We use latex free gloves to protect staff who have allergies. The aprons are stored in a dispenser located near the first aid cupboard. The gloves are available from a purpose built box which is stored with the baby wipes and nappy sacks. Staff are advised to use this clothing

when they change a child or deal with a first aid incident as appropriate to avoid contact with bodily fluids.

### **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. We have asthma update training for all of the staff planned for an INSET day in Dec 2017.

### **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. The Headteacher and Deputy Headteacher had updated Legionella Risk Assessment Training in May 2016. We buy back from Stockport Homes

### **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 and diarrhoea protocol**

Vomiting and diarrhoea are infections which are very easily spread amongst young children. After any incident the family must be notified and the child collected from Nursery. We will thoroughly clean any contaminated area as the area can be highly contagious. We ask families to keep children at home for 48

hours after their last incidence of sickness / diarrhoea and to have been eating normally again to minimise the risk of infecting others.

### **Display screen equipment / i-pad use**

We carry out assessments for all staff that regularly use a computer (our Headteacher and School Business Manager). We have completed a Display Screen Equipment Checklist from the Health and Safety Executive for both of these staff. Staff are recommended to take regular breaks whether using computers or handheld devices such as i-pads to stretch hands, arms and shoulders and to refocus their eyes on distant objects. The key points for staff to think about are wrist position, using a light touch, avoiding glare by keeping the screen clean, enlarging the text if necessary and placing the tablet on a surface rather than holding it for prolonged periods. We recommend staff download eyeleo for their laptops which gives reminders about taking breaks.

### **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.

We had a full fire risk assessment completed during July 2017 and have acted on any recommendations.

## **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,
- 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.

SBM to check the panel

Fire doors can prop open and close during a drill

30 minutes fire door

Advised through building, round the building

Unlock small door in a drill

## **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. We have also this year had a 5 year fixed wire safety check.

### **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.

When we introduce the use of new substances into the Nursery we will put a note informing staff in our message book and update the C.O.S.H.H. forms accordingly.

### **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

### **New work equipment**

We only purchase equipment from reputable suppliers. We seek advice from professionals if installation is complex. We store equipment in a suitable location. Each year we have electrical testing and maintenance contracts for specific equipment e.g air conditioning unit. We provide staff training for any equipment as appropriate.

### **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.

### **Hot drinks**

We recognise that hot drinks if spilt on children's skin can cause severe burns. Staff consume their hot drinks in the staff room.

### **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 the needs of each other
- 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
- 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. The process is outlined on the school website.

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

## **Appendices**

- Changes to work practices this year which have had an impact on our Health and Safety practice and procedures
- 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
- Roles and responsibilities of staff for Health and Safety at Lark Hill Nursery School
- Action taken after a significant accident / incident /change in practice form
  - Near miss form

**Changes to work practices this year which have had an impact on our Health and Safety practice and procedures**

After reviewing our Policy we have introduced an accident form which includes a body map.

We have started to use the new Stockport Online Reporting system. We report any incidents involving staff and any incidents involving children in connection with a work activity

e.g. We would report, for example if a child is using equipment provided by the Nursery, or slipped on a wet floor, or fallen off play equipment but not if they tripped over their own feet or has an asthma attack

The DHT analyses the accident forms and decides if the child incidents need to be reported

## 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 ?

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Roles and responsibilities of staff for Health and Safety at Lark Hill Nursery School

Senior Leadership Team Members of staff  
and their role at Lark Hill Nursery School

Key responsibility

Jo O'Raw  
Headteacher

Jo has overall responsibility to ensure we have a healthy and safe environment for children, their families, staff and visitors. This includes the working and learning environment for all, the conditions staff work in and the balance of work and life for staff as well.

She is responsible for leading staff to develop their policies and procedures and ensures they are responsive and shared by all staff and students.

Jo does an annual review of the competency requirements and identifies any training needs which arise from new guidance, incidents or our developments as a Nursery. This includes aspects such as first aid, food handling and manual handling.

Jo is the first point of contact for staff to share any concerns they may have regarding the wide area of health and safety.

Jo updates the staff handbook each year and includes any changes in our working practices and advice for staff.

<p style="text-align: center;">Cath Evans Deputy Headteacher</p>	<p style="text-align: center;">Cath supports Jo in all of the responsibilities above and contributes to our thinking about how to develop our procedures.</p> <p style="text-align: center;">In Jo's absence Cath is the first point of contact to advise on any health and safety matters</p>
<p style="text-align: center;">Fiona Wilcock School Business Manager</p>	<p style="text-align: center;">Fiona devises a schedule of maintenance and repair to ensure our building and grounds are well looked after. She will arrange for repairs to be carried out and follows up work if it not completed to a satisfactory standard. Fiona arranges for staff to attend courses such as First Aid and Food Handling.</p>
<p style="text-align: center;">Governing Board</p>	<p style="text-align: center;">Each term the Governing Board will consider any Health and Safety matters arising and contribute to our thinking about future developments and policy and practice. They are proactively involved in offering their ideas in the development of our risk assessments, for example.</p>

Other members of staff and their roles at Lark Hill Nursery School	Key responsibility
Lynne Witter, Caretaker	<p>Lynne is responsible for giving the Nursery a twice daily clean. She checks the safety of all surfaces, equipment and the indoor and outdoor environment each day. On a rota every two weeks (the other week is carried out by the caretaker next door) she carries out a fire alarm and emergency lighting check. She aims to ensure we keep free of infection and if there seems to be a particular outbreak of sickness for example she will use more intensive cleaning liquids for the floors and give extra attention to surfaces. Lynne is a key holder and is the first point of contact if there is a problem with the building at night or a weekends. She is responsible for locking up the building each night.</p>
Nursery Nurses and Nursery Practitioners	<p>Our Nursery Nurses and Nursery Practitioners spend the majority of their time interacting with the children in the environment we have created for them inside and outside. They all have a responsibility to respond immediately if they see that something is not safe. This may include drying floors, wiping up spills or removing broken equipment. This also includes bringing to the attention of Jo or Fiona if something needs to be repaired or if it seems to be presenting a danger. Staff would section of an area or close a toilet, for example if it was deemed to be unsafe.</p> <p>Staff also have a responsibility to keep themselves safe by wearing appropriate clothing and footwear for their roles. Everyone is expected to familiarise themselves with the Health and Safety</p>

	Act Poster and the staff handbook.
Midday Assistants	<p>Our Midday Assistants help serve food and support the children to follow healthy hygiene practices including washing their hands. The Middays supervise the children's play in the garden each day and encourage the children to challenge themselves and keep themselves safe. They would also alert Fiona or Jo to any dangerous equipment or surfaces. They would also be expected to remove anything immediately if they felt it posed a health and safety risk or take appropriate action. After the children have eaten each day one of the Midday staff cleans the Nursery at the same time each day. Just before the floor is mopped the wet floor signs are put out.</p>
Students	We issue all of our students with a copy of our Health and Safety Policy so they can follow our approaches.

**Action taken after a significant accident / incident**  
**/change in practice**

Date	Description of incident	Who was involved ?	Action taken as a result



(A near miss is an event not causing harm, but has the potential to cause injury or ill health)

Place incident happened	Date
Description of incident and why you consider it to be dangerous	
Immediate action you have taken	
Person reporting this near miss	
Further action needed  (this last section to be completed by HT, DHT or SBM)	