



## **Parklands Nursery School and Playgroup**

### **Health and Safety Policy**

#### **1. Governing Body's Statement of Intent**

The Governing Body of Parklands Nursery School has a high regard for the health and safety of all children and families, staff and visitors. The Governing Body will take appropriate and necessary actions to ensure a safe environment.

The Governing Body will expect this to be achieved by:-

- Having an organisation for managing health and safety within the school premises, where school premises it means areas used by Nursery School and Playgroup.
- Ensuring that there are appropriate arrangements for providing a safe and healthy working and learning environment.
- Ensuring that there is a monitoring and evaluation system to see that the policy is being implemented.

#### **2. Organisation**

The Governing Body has the responsibility to

- Ensure that a policy is established.
- Take steps to promote the correct attitudes towards safety in both staff and children.
- Ensure that policies for fire precaution and first aid are formulated and documents are adhered to.
- Receive routine and regular health and safety reports from the establishment's management so that it can monitor and evaluate health and safety policies.

All employees, particularly the Headteacher and designated Health and Safety Officer, should be familiar with the policy and implement it. They should fully understand and accept their responsibilities for safe and healthy working conditions and systems of work within their areas of responsibility.

The Head teacher should ensure that all accident and incident reporting procedures established by the Local Authority are followed, that where appropriate the Governing Body is provided with regular and routine health and safety reports and that all reasonable precautions are taken to ensure the health and safety of all non-employees within the Nursery and Playgroup.

Employees should carry out their duties in accordance with the Safety policy, co-operate with Management on matters of a health and safety and not misuse anything provided for safety. They should use equipment and substances correctly, and use the appropriate safety equipment, inform the Head of any defective

equipment, safety hazard or damage in the Nursery and Playgroup. All accidents, whether serious or not, should be reported to the Head. All reasonable precautions must be taken to ensure the safety of all persons within their charge.

### **3. Arrangements**

#### Fire Precautions

The Head teacher shall be responsible for establishing and regularly checking the fire-drill and ensure that all employees are fully aware of the evacuation procedures as follows:

- On the discovery of a fire the fire alarm should be sounded.
- On hearing the alarm immediate evacuation takes place.
- Each person in a designated area should check that evacuation is complete in that area.

There will be 3 fire drills, three times a year; covering all sessions, morning, lunch and afternoon sessions

Notices detailing the procedures for fire drill should be clearly displayed at all points of entry/exit.

#### Fire Extinguishers

All employees should be familiar with the location, types and use of fire extinguishers within the building.

#### First Aid

Staff are paediatric First Aid trained. Two members of staff also have Emergency at work First Aid training. The **First Aid Box** should be clearly marked with a white cross on a green background in accordance with the Safety Signs Regulations 1981

We have 3 First Aid Boxes- 1 in Nursery (Red Room), 1 in Playgroup and 1 in Reception.

The First Aid Box should contain:-

- A leaflet giving general guidance on first aid
- A protective face shield for performing CPR
- Individually wrapped sterile adhesive plasters (assorted sizes) -hypoallergenic plasters are most suitable for children
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Medium and large wound dressings, individually wrapped and sterile
- Gauze swabs
- Roll of hypoallergenic adhesive tape
- Sterile eye wash

Disposable plastic gloves should be provided near the First Aid materials and they should be properly stored and checked regularly.

Plastic disposable bags should be available for waste disposal and soiled dressings etc. Plastic disposable gloves should be kept available in the event of any accident involving body fluids and all skin contact must be avoided when dealing with such accidents. Children must be discouraged from spitting, biting and from touching open wounds and sores.

All accidents will be recorded with accuracy in each settings' accident books. The member of staff who witnessed and dealt with the accident will complete the accident book and be responsible for sharing the information with the parent/carer of the child or the family worker so they can rely this information. The record will be shared with the parent/carer and they will sign as an acknowledgment of the accident and actions taken.

#### Administration of medicines

Current legal guidance says it is acceptable for staff to give medication that is recommended by a pharmacist or nurse without written prescription, as well as any medication prescribed by a doctor or dentist, as long as written permission is obtained from the parents/carers beforehand.

All staff should ensure a medication form is completed by the parent/carer before any medication is administered.

The form clearly states:

- Child's name
- Parent/carer's name
- Instructions
- Name of medication
- Dosage
- Frequency
- Any other details
- Parent/carer to sign and print their name
- Date

Also on the reverse of this form is where the staff members record when the medication is administered.

- Date
- Time
- Dosage
- 2 signatures are required 1 staff member administers and the other is a witness
- Signature required for parent/carer daily for them to monitor administration

All medical forms can be found near the first aid box and locked medicine cabinet in nursery, as well as in playgroup.

All medicines are clearly labelled with the child's name on and are locked in the medicine cabinet or kept in the nursery and playgroup fridge if required.

#### **4. Monitoring and Evaluating**

A designated member of staff is responsible for reporting any hazards, safety concerns to the Head teacher, who will take appropriate action. The Pedagogical Lead, Family Support Lead, Playgroup Manager, Cleaner-in-Charge are responsible for regular Health and Safety checks and report to the Head teacher.

The Head teacher shall make an annual report to the Governing Body in September.

The Head teacher, a Governor, the Business officer and Cleaner-in-Charge will monitor and evaluate the premises twice a year.

#### **Health and Safety Committee (part of Finance, Premises and Personnel committee)**

Under Section 2 (7) of the Health and Safety at Work Act 1974, the Safety Committee have the function, in consultation with the staff and pupils and centre users they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

Specific functions will include:

- The study of accident and notifiable disease statistics and trends, so that reports can be made to the Board of Governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- Examination of safety audit reports on a similar basis
- Consideration of reports and factual information provided by inspectors of the enforcing authority.
- Consideration of reports which safety representatives may wish to submit.
- Assistance in risk assessment and the development of school safety procedures and safe systems of work.
- Monitoring the effectiveness of safety procedures and safe systems of work.
- Monitoring the effectiveness of the safety content of employee training.
- Monitoring the adequacy of safety and health communication and publicity in the school.

**The Governors Health and Safety Representatives:** The main functions of the representatives are to:

- To assist with the implementation of the nursery school and playgroup's Health and Safety Policy.
- To advise on monitoring procedures.
- To establish a timetable and methodology for the audit.
- To carry out the audit.
- To advise on health and safety policy revisions.
- To help in investigations.

**Employees – General Responsibilities:** All employees within the nursery school and playgroup have an obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, the protection of those under their supervision and others who may be affected by their actions.
- Reporting any incident to the Head or Line Manager that has led, or could lead to damage or injury.
- Assisting in any investigation with regard to accidents, dangerous occurrences or near misses.
- Taking reasonable care to ensure that their actions do not cause injury to themselves and to others.
- Observing special rules and safe methods that apply to their own work and to report hazards discovered by them.
- Not interfering with, or misusing equipment that had been provided in the interests of Health and Safety.

**Employees – Specific Responsibilities:**

**Head Teacher:** The Head teacher is responsible for the effective implementation of the Health and Safety Policy and encouraging staff to implement health and safety arrangements. The main functions of the Head teacher are:-

- Day to day management of all health and safety matters in the nursery school and playgroup in accordance with the Health and Safety Policy.
- Ensuring regular inspections are carried out and recorded.
- Submit inspection reports to the Governors.
- Ensuring corrective action is taken.
- Pass on information received on health and safety to appropriate people.
- Carry out investigations
- Identify staff training needs.

- Liaise with the Governors through the Governors' Health and Safety Representative and the LA on policy issues and any problem implementing the health and safety policy.
- Co-operate with and provide necessary facilities for Trades Union Safety Representatives and HSE Officers.

**The Safety Advisor:** is advisor to the Head teacher on Health, Safety and Welfare within the nursery school and playgroup. She/He is also to advise all personnel in meeting their individual responsibilities with regard to Health and Safety at Work.

**Other Staff:** The main functions of all staff are:

- The day to day management of all health and safety matters in the nursery school and playgroup in accordance with the health and safety policy.
- To check rooms and work areas are safe.
- To check equipment is safe before use.
- To ensure safe procedures are followed.
- To ensure protective equipment is used, when needed.
- To participate in inspections and health and safety visits by representatives from outside nursery and playgroup
- To bring problems to the attention of the Head teacher.
- To investigate all accidents in accordance with current procedures so that the cause of any accident can be identified and remedial action taken as appropriate.
- To ensure that all new members of staff and pupils under their control are instructed as to their own individual responsibility with regard to the Health and Safety at Work Act 1974.
- To frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.
- To ensure that the day to day requirements regarding Health and Safety at Work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility they are to liaise with the safety advisor so that the associated risks are assessed and any precautions deemed necessary are implemented.

**Employees, Personnel and Pupils:** Employees and pupils have a responsibility to:

- Ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, playgroup, contractors, and members of the public.
- Co-operate with the Safety Advisor and adhere to safety guidance given, in helping to maintain standards of health and safety within the school and playgroup.

**Contractors:** It is the responsibility of contractors and their employees to read and comply with the School Health and Safety Policy.

**The Local Authority:** The main functions of the Local Authority are to:

- Monitor the School Health and Safety Policy.
- Confirm and advise on priorities and Special Needs.
- Arrange and consider audits.
- Review the Health and Safety Policy regularly.

- Arrange and agree Health and Safety requirements for all building contractors employed by NCC at Parklands Nursery School and Playgroup.

**Other Information Available**

Further details on the above legal requirements and responsibilities are set out in full detail copies held in the office. The contents of these are listed below.

Full details are kept in the school office on:

- a. Instructions for Fire Prevention
- b. Fire Procedures
- c. Security Procedures

Copies of all the Government and County documents on Health and Safety are kept in the school office and are available for reference.

Details of all routine inspections and reports are contained in the Fire Log.

Forms for auditing and Risk Assessment are kept in the school office.

## Parklands Nursery School Accident report

Ofsted number: 121788 DFE number: 9281009

<b>Date of incident:</b>	<b>Time:</b>
<b>Name of child:</b>	<b>DOB:</b>
<b>Staff numbers and qualifications present:</b> _____ key adults and _____ SEND: _____ Teacher present _____ Early Years Practitioners (level 3) _____ Early Year Assistants (level 2) _____ EYA supporting SEND _____ Qualified First Aid	<b>Number of children present:</b> <b>Number of SEND:</b>
<b>Where incident took place:</b>	<b>Policies and procedures to be followed:</b>
<b>Reference for accident book</b>	
<b>Description of incident</b>	
<b>Actions taken on the day:</b>	
<b>Next steps:</b>	
<b>Any Further actions :</b>	
<b>References to policies and procedures</b>	

Date:

Signed

## Parklands Playgroup

Ofsted number: RP 545693

<b>Date of incident:</b>	<b>Time:</b>
<b>Name of child:</b>	<b>DOB:</b>
<b>Staff numbers and qualifications present:</b> _____ key adults and ___ SEND: _____ Teacher present _____ Early Years Practitioners (level 3) _____ Early Year Assistants (level 2) _____ EYA supporting SEND _____ Qualified First Aid	<b>Number of children present:</b> <b>Number of SEND:</b>
<b>Where incident took place:</b>	<b>Policies and procedures to be followed:</b>
<b>Reference for accident book</b>	
<b>Description of incident</b>	
<b>Actions taken on the day:</b>	
<b>Next steps:</b>	
<b>Any Further actions :</b>	
<b>References to policies and procedures</b>	

Date

Signed