

# Health and Safety policy

Holy Cross Pre School believes that the prevention of incidents, accidents, injury or loss is essential to the efficient organisation of the nursery and takes all such steps as are reasonably practicable to meet its responsibility for providing a safe & healthy working & learning environment for staff, pupils and visitors.

**Health & Safety is everybody's responsibility** and we must all be continuously aware of our own safety and the safety of others in everything we do. It is the responsibility of all the staff to notify the manager of any health & safety issues and to remain vigilant while on the premises.

Health & Safety standards should enhance the potential range of activities and not curtail them. This policy is to provide all staff, and visitors with the necessary guidance to ensure Holy Cross Pre School remain a safe and healthy working & learning environment.

All staff have a personal responsibility to ensure their own health and safety at work and the health and safety of others who may be affected by their acts or omissions including pupils, visitors and contractors. We recognise and accept the responsibilities placed on us by the Health and Safety at work Act 1974 and any subsequent legislation, in establishing a minimum standard and will therefore endeavour to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and children attending Holy Cross Pre School and contractors, and provide such information, induction training and supervision as is necessary to achieve this standard.

It is important that all unnecessary risks are avoided and that reasonable measures should always be taken to minimise risks.

All staff will be responsible for ensuring that all accidents, injuries and instances of violence are reported and recorded. All staff shall familiarize themselves with the contents of this policy and any associated documentation pertaining to their activities and at all times comply with requirements contained therein. They shall comply with any safety instructions from their line manager. They must wear protective clothing and other equipment or devices supplied, not willfully misuse or abuse such equipment or devices and report any defects or other safety hazards encountered. All staff, volunteers and students who use equipment must receive adequate training as appropriate.

Holy Cross pre school staff do not use their own vehicles to carry children, as to do so would require the appropriate license and insurance, have suitable car restraints and their authorization to drive must be approved by the manager.

## 1. Organisation & Persons responsible

The manager will ensure identification of all risks relating to:

The premises

Nursery activities

Nursery events

Nominate a member of staff responsible for Health & Safety

Receive & review an annual health & safety audit

Ensure that the H & S Policy is implemented and updated, as required

Through risk assessment and the self-evaluation processes, select the most appropriate means of minimising risk to staff, children and others.

**The Manager** has responsibility for day-to-day maintenance and development of safe working practices and conditions for all staff, children and visitors and will ensure the safe working practices and procedures throughout the nursery and that all risks are assessed and controlled.

Effective systems of risk assessment will ensure prompt identification of potential hazards and appropriate action taken.

The manager will collate accident and incident information and where necessary, carry out further investigation with the support of other staff as she deems appropriate.

### Day-to-day responsibilities

The Manager will ensure :

- Safe methods of working exist and are implemented throughout the nursery
- All staff are aware of this policy and safe working practices.
- Regular safety inspections of premises and equipment are made
- Prompt identification of potential hazards, followed by risk assessments where necessary and positive corrective action taken
- Accident and incident information is collated and where necessary carry out further investigations.
- Appropriate First Aid facilities & trained staff, protective clothing & equipment and fire appliances are provided and readily available.
- Hazardous & highly flammable substances are correctly stored and labelled and exposure is minimised.
- Appropriate arrangements are made to evacuate the school in an emergency and that regular fire drills are held

**All Staff** are expected to familiarise themselves with the health & safety aspects of their work. All staff have a responsibility to:

- Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work
- Follow agreed working practices and safety procedures
- Report any accident, near miss or incidents of violence (See behaviour policy)
- Ensure health & safety equipment is not misused or interfered with.  
Instruct pupils, as appropriate, in the safe working practices and risks associated with their particular task at the outset, such as those involving tools, machinery or hazardous substances  
Supervise pupil groups whilst they are away from school on external visits, and ensure, as appropriate,
- That children are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment following agreed risk assessments & site or venues risk assessment.
- Check that work areas and equipment is safe and properly maintained before and after use.
- A staff to ensure that all visitors have information for visitors and contractors or if Manual Handling is needed.

**Appointed First Aid will:**

- Take charge of the situation and summon medical assistance if necessary.
- Assist casualties when requested
- Keep a record of treatment or advice given and ensure that an accident form has been completed, where appropriate.
- Ensure First Aid boxes are correctly stocked at all times by named First Aider.

**COSHH Co-ordinator will:**

- Maintain an inventory of substances covered by the regulations
- Carry out risk assessments, determine control measures required and review, as appropriate.

**2. Accident / First Aid**

All accidents must be reported to the Manager and a named First Aider.

Minor cuts, bumps and grazes may be treated by staff on duty or in their absence, by a member of the nursery staff. If first aid is applied it must be recorded by a member of staff.

First Aid boxes are located in both nursery rooms.

If there is any doubt as to the full extent of the injury, or any cause for concern the manager must be contacted and a decision will be made to contact parents, or in case of an emergency an ambulance called.

The first aider or member of staff involved should complete the appropriate accident book/ form. Every effort must be taken to ensure that appropriate communication with a child's parents concerning an accident takes place.

### **3. Arrival & Departure of Nursery children**

Arrival – Children should not enter the building before 9.00 am.

Departure – This is a particularly busy time of the day and to ensure the safety of all children, staff are responsible for the handing over of pupils to parents/ carers.

If there is a problem regarding a child being collected please refer to Collection Procedure policy.

### **4. Computers/ Display Screen Equipment**

All Staff who are classified as “Users” of Display Screen Equipment (DSE) will be given information and training on its correct use if needed. Users should be encouraged to take a 5- 10 minute break from intensive keyboard work every 50-60 minutes.

Work stations should be reviewed to ensure correct seating and lighting. Work station assessments should be completed by staff using work stations and any concerns drawn to the manager’s attention.

### **5. Curriculum**

Information on the safe delivery of potentially hazardous parts of the curriculum will be described in the relevant subject policies.

### **6. Electrical Equipment**

All electrical equipment and services are regularly checked by competent electrical contractors. Electrical items from home may only be used in school following specific approval of the manager. Staff should report any concerns regarding the condition of leads, plugs, sockets etc. to the manager immediately. If there is any doubt as to the condition of a piece of electrical equipment, it should be taken out of use immediately and clearly marked.

Particular care should be taken to minimize the use of trailing wires and cables. Power sockets must not be overloaded.

There is some evidence of a relationship between VDU screens and the onset of epilepsy in some persons and this should be kept in mind with those children who may be vulnerable. Similarly, the use of ‘multi-sensory’ and ‘light’ stimulation equipment & areas should be monitored carefully with regard to responses of individual children.

### **7. Emergency Procedures**

#### **Fire**

In the event of an emergency the alarm must be raised using the nearest call point. There are fire notices in each of the rooms at the nursery. It is important that all staff familiarize themselves with the fire notices and designated areas to assemble.

There is a fire safety logbook in the office where records are kept of alarm tests, fire drills and risk assessments.

Fire drills – Every Term are logged(see folder in the office)

Fire equipment is regularly checked and serviced by a contractor.

#### **Other emergency**

A gas leak or bomb alert – the fire alarm will be sounded by a senior member of staff. Staff should follow the fire drill and position as instructed.

#### **People with physical disabilities**

Individual arrangements for the safety and safe evacuation of children will be

determined before their entry to the nursery and made known to staff. These should be reviewed regularly. For staff with disabilities, there will be a meeting with the manager & Education Safety Officer, as appropriate as soon as possible after their appointment.

### **8. Emergency Procedures for Vulnerable children**

Any member of staff concerned about the condition of any child should alert a first aider and the manager.

The child should be placed in the recovery position to maintain an airway. Any major concerns by staff who know the child well should be actioned by calling immediately for an ambulance. Parents must be contacted straight away.

### **9. Hazardous Substances**

Every precaution must be taken to avoid the use of hazardous substances. Cleaning materials must be kept in a locked cupboards and appropriate storage regulations followed. All substances must be kept in appropriate and clearly marked containers.

### **10. Hygiene and Safety**

Staff should follow all regulations to ensure hygiene in the preparation of food and food handling areas. All staff should have completed training on Health & Safety regulations in the preparation of food.

### **11. Infectious Diseases.**

See Health Authority Handbook in the office.

### **12. Intruders**

If an intruder is seen on the premises staff should challenge them for identification if appropriate. If the intruder appears threatening in any way the manager must be contacted immediately. The manager will make a decision on what procedure to follow. This decision will depend on where the intruder is and what the threat may be.

### **13. Lettings**

For safety arrangements for the use of the premises outside normal working hours refer to school's Lettings Policy.

### **14. Medication**

See Medicines Policy

### **15. New & Expectant Mothers**

On notification of pregnancy, return to work after giving birth or continued breast feeding appropriate risk assessments must be carried out and appropriate action taken to protect the mother and baby whilst at work.

### **16. Repairs & Maintenance**

Buildings, services and plant will be inspected termly by the manager and the director. Staff should report any defects or problems promptly informing the Manager.

## **17. Risk Assessments**

Many aspects of nursery life may have implications for Health & Safety so it is important for all staff to regularly carry out risk assessments. In many situations visual risk assessments and staff discussions may be sufficient, in other situations a completed formal risk assessment should be carried out. All visits outside the nursery environment must have a completed formal risk assessment created by the visit leader and signed by the Manager before the visit can take place.

## **18. Smoking at Work**

The nursery is situated on a non-smoking site.

## **19. Stress**

Refer to Stress Policy and Guidance to Parents and Visitors Relating to Conduct on Nursery and Kids' Club Premises.

## **20. Violence**

All violent or potentially violent incidents should be reported to the manager and the appropriate incident form completed & sent to the LA Education Safety Officer. Where injury occurs this should be done, in addition to completing the Accident form. Refer to Stress Policy and Guidance to Parents and Visitors Relating to Conduct on Nursery and Kids' Club Premises

## **21. Sun Protection**

Skin cancer is the most common form of cancer. Exposure to ultraviolet radiation from either sun or sunbeds is very harmful. The majority of skin cancers can be avoided by adopting good sun protection practices and avoiding the use of sunbeds.

### **Protective clothing**

Children should be encouraged to wear hats outside the sun. Spare hats will be kept in nursery for those pupils who do not have a hat.

Staff should ensure that children cover exposed skin areas when out in the sun for longer periods of time e.g. playtimes, school trips.

Staff should set a good example by wearing hats and protective clothing outside in the sun.

### **Sunscreen**

Parents will be requested to send sunscreen in school with their child, clearly marked with their name. The staff will keep sunscreen in nursery to apply to children who have not brought their own in with parents' permission. Dates will be checked on sunscreens.

### **Shade**

Children should be encouraged in to sit/play in areas of shade. Where this is not possible in our play areas awnings will be put up.

Any child who will not stay in a shaded area should be monitored and taken in if the risks are too high for that child e.g. a child that is not running around but just lying in the sun.