

Health and Safety Policy

Autumn 2016

We have adopted Surrey Education Services' (SCC's) policy on Health and Safety as set out in their manual.

We will conform to their policy and will comply with all applicable Health and Safety legislation imposed by our Local Authority.

We aim to ensure that the Wharf Nursery School is a safe, secure and stimulating environment for all those who use it, so that the children can follow their natural instinct to explore and experiment and can develop their independence without unnecessary restriction or risk.

We acknowledge the vulnerability of the children in our care who, because of their inexperience and lack of perception of dangers around them, are dependent on us to ensure their safety.

Our Health and Safety Governor, under their terms of reference, will

- check regular inspections of the site are carried out, to ensure that potential and actual hazards are identified and dealt with promptly
- provide support and guidance regarding security, safety, premises, grounds, equipment and health

The Headteacher or representative will make regular checks to the environment and ensure that staff are aware of the policy and ensure that any issues made are dealt with appropriately.

This Policy is a supplement to Surrey's policy and is intended to clarify and ensure that everyone understands our own arrangements for safe practice in the following categories

Fire - and fire prevention

Health - including first aid, sickness, accidents, administration of medicine

Security - including outings, road safety

Workplace - including people, equipment

Fire

We will aim to ensure that

- all possible steps are taken to minimise the risk of a fire occurring
- in the event of a fire **everyone** - staff, children, parents, other site users including Stay and Play, students and visitors are aware of the action to be taken (**see Action in case of fire**)

Prevention of fire

- the school's non smoking policy will be strictly observed
- the Head teacher will ensure that a Fire Risk Assessment has been carried out and acted upon,
- evacuation procedures will be regularly checked through fire drills involving everyone on the premises including visitors
- visitors using parts of the premises and those using the building out of school hours will be made aware of fire exits and procedures
- escape routes will be clearly labelled and unobstructed
- Fire alarms will be checked regularly by the Caretaker and checks recorded
- fire routine record book will be read/signed by all staff
- emergency instructions will be clearly displayed by telephones
- staff will know how to use fire alarm, fire bells and extinguishers which will be regularly tested/serviced
- staff will notify the Head teacher if a fire extinguisher has been used/discharged
- rubbish/combustible material will be safely stored
- all electrical equipment will be regularly serviced/tested
- non essential electrical equipment will be turned off and doors and windows closed when building not in use

Health

We aim to encourage everyone in school to develop their personal well-being and that of others through their awareness of good hygiene and a healthy lifestyle.

All staff will be informed of particular health problems/allergies of individual children.

First Aid

We will ensure that we provide equipment and facilities which are adequate and appropriate to ensure that first aid is administered to staff, children and visitors if they have accidents or become ill while on the premises.

Staff will undergo regular first aid training and be aware of correct procedures.

Staff will undertake to wear protective gloves when dealing with bodily fluids. These will be disposed of safely.

The First aid cupboard will always be adequately stocked and will not contain any kind of medication.

Accidents/sickness

Staff will observe the school's accident and sickness procedure as set out in policy document

Any accident requiring first aid will be recorded on the accident form and stored in a locked drawer in a file. It will include:

- name of casualty
- date, time and place of accident
- description of injury and how it occurred
- treatment given

This accident form (in duplicate) will be signed by staff member/first aider and parent/guardian on behalf of the child. The file is monitored regularly by the Headteacher and the H&S Governor.

In the case of major accidents we will follow the LEA's accident reporting procedure, recording the incident in the approved **Accident Book BI 510** and informing the relevant authorities where appropriate.

On admission parents will be asked to sign a consent form for urgent medical treatment should it be necessary. The school will always make every effort to contact parents should this be the case.

Administration of medicine

Staff will only undertake to administer medicine in exceptional circumstances when they will follow the procedure as set out in our policy document. All medicines administered will be recorded on the appropriate record form and may also be recorded in a child's own home - school book, if appropriate.

All medicines clearly labelled, will be stored safely in the school's office, or where appropriate in the fridge, together with the relevant form, Administration of Medicine.

Asthma

Inhalers/medicines will be clearly labelled and stored safely in the school's office or classroom (if appropriate), out of reach of the children, together with the relevant Administration of Medicine form

The procedure outlined in the school's asthma policy will be followed.

Security

We aim to ensure that the school is a secure environment where only authorised personnel and known adults are admitted

- staff will ensure that children are always collected by designated/known adults
- if in any doubt no child will be released without the authorisation of a parent/carer which is acceptable to the staff member
- no unaccompanied child will be permitted outside the front door.
- all persons entering the school are aware of the correct methods of entering and exiting the site.

- all visitors will be required to report to school office, complete details in visitors book and if visiting classrooms wear identity badge
- staff will challenge any visitor entering the classroom without a badge
- parents and visitors will be told that they are responsible for any children in their charge who are not pupils of the school
- when any part of the premises is vacated for the day the responsible staff member will ensure that equipment is put away (unless needed for the following day) and that windows and doors are locked

School outings

Our Outings procedure takes account of Surrey's guidelines for Educational Visits and Outdoor Activities. We believe that appropriate educational outings make a valuable contribution to the development of each child and to the life of the school. No child will be precluded from going on an outing because of a parent's refusal/inability to pay. On each child's admission the parent/carer will be given an explanatory letter and a consent form for Local Visits which they will be required to sign.

When children are taken out of school on trips or visits staff will ensure that

- children are **not** taken out unless the relevant consent form has been completed, including consent for emergency medical treatment if needed
- there is an appropriate adult: child ratio
- all vehicles used have seat/lap belts which will always be worn
- the outing has been planned in sufficient detail and a risk assessment completed or updated as required
- the school has contingency plans for possible emergencies and first aid equipment will be carried

Workplace

We aim to make the school a well organised, stimulating and safe place to work. In this way staff take a pride in their workplace; are alert to possible dangers to health and safety and are prepared to eliminate them.

We will ensure that

- the work area is clean and tidy
- the building is maintained in good condition and repairs are dealt with promptly
- everyone understands the necessity of maintaining all equipment in good condition
- faulty equipment will be withdrawn immediately and the Headteacher notified
- the layout permits unobstructed movement and that hazards that might lead to trips and falls are eliminated
- potentially hazardous equipment is stored correctly
- hazardous substances are stored/disposed of safely
- all electrical equipment is regularly serviced/tested (portable appliances yearly, fixed appliances five yearly)
- a staff member assumes responsibility for students on placement for work experience

Children

We aim to ensure that the children have the freedom to exercise their growing independence within the safety of a familiar structure and routine.

We will ensure that

- the children are always appropriately supervised
- we establish consistent expectations of the children's behaviour through the implementation of our behaviour policy, so that they interact in a safe manner
- the children playing outside wear clothing which is appropriate to the range of activities available and to the weather
- the children wear protective clothing where necessary
- the children are encouraged to use toys, tools and equipment safely.

The concept of risk is difficult to put across to a child. However we will aim to identify and eliminate these hazards:

- cluttered floors/protruding furniture
- changes in floor level/falls from height on outdoor equipment
- access to hot surfaces, heaters/electrical appliances and electricity sockets

Nappy changing

(The procedure is the same for all children with soiled/wet clothing)

All children are shown respect and handled in a sensitive manner, in the private changing area when necessary. Staff wear protective gloves and aprons as appropriate, and parents are expected to dispose of nappies, as there is no system for disposal on site. See also Intimate Care policy.

This policy was agreed by Governors: December 2015

Review date: December 2017