

Our Lady Star of the Sea Nursery Health and Safety Policy

MISSION STATEMENT

"You are precious in my eyes" - Isaiah 43

- *Our Lady Star of the Sea Nursery is committed to the widest and fullest education of all pupils in a partnership between home, school, and community.*
- *Our nursery aims to create a happy, ordered environment where all members feel secure, valued and respect each other.*
- *Our nursery aims to be a positive force inspired by the life of Christ in the Gospels.*

GENERAL STATEMENT OF HEALTH AND SAFETY DUTIES

Statutory Duties

1. The Health and Safety at Work etc. Act 1974 places duties on EMPLOYERS to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees (Section 2) and the health and safety of persons not employed such as children and visitors but who may be affected by work activities (Section 3). Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations.

In the nursery, the employer is the Management Committee. Any reference to the employer in this document is a reference to the Management Committee and not the Local Education Authority.

2. Persons who have CONTROL OF PREMISES have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, e.g. children, visitors and those using premises on a letting's basis (Section 4).
3. EMPLOYEES have duties to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff, children and visitors. They must also co-operate so that employers can comply with their statutory duties (Section 7).
4. It is the responsibility of the Health and Safety Officer, **Mrs B. Draper**, within nursery to report any accidents to the Management Committee/Our Lady Star of the Sea School if necessary.
5. The nominated school governors for Health and Safety conduct internal inspections on a regular basis, at least annually.

To meet these responsibilities the Management Committee will pay particular attention to:

- (i) The safety of equipment, buildings and safe systems of work.
- (ii) Safe arrangements for the use, handling, storage and transport of articles and substances.
- (iii) Appropriate information, instruction, training and supervision to assist all staff, children and visitors to avoid hazards and contribute positively to their own health and safety whilst on nursery/school premises

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- (iv) A safe workplace and safe access and egress
- (v) A healthy working environment
- (vi) Procedures for fire evacuation, first aid cover and other emergency situations

The Management Committee will ensure that:

- ⇒ A nursery health & safety policy is produced and that the policy is regularly reviewed.
- ⇒ The Safety Policies will be brought to the notice of all employees.
- ⇒ Their health and safety obligations are properly considered and provision made for meeting those obligations.
- ⇒ The nursery's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- ⇒ Health and safety issues concerning the nursery are identified and appropriate action taken.
- ⇒ Safety reports are sometimes requested by the Management Committee so that safety arrangements can be monitored and evaluated.
- ⇒ All reasonable facilities and information are provided to officers of the Social Services, Ofsted and Church Authorities, Inspectors of the Health and Safety Executive and any other health and safety official if necessary.

ORGANISATION FOR MANAGING HEALTH AND SAFETY WITHIN THE NURSERY

- The Nursery Supervisor (Deputy Supervisor in absence of Supervisor) is responsible for the day-to-day implementation and management of health, safety and welfare within the nursery.
- All nursery staff have a general responsibility for the application of the nursery's safety policies within their own area of work and are directly responsible to the Nursery Supervisor for the application of all health, safety and welfare measures and procedures within the nursery.
- All nursery staff have responsibilities for the safety of all the children when they are in their charge.
- All employees have a responsibility to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions while at work. They also have a responsibility to co-operate so that employers can comply with their statutory duties.

The Nursery Supervisor may wish to delegate some functions to other staff or to re-allocate duties to match the staffing structure of the setting, but this will not affect the Nursery Supervisor's overall responsibility for health, safety and welfare within the nursery.

Nursery Supervisor will ensure that:

- Policies and procedures with regard to health, safety and welfare matters within the nursery are established in writing, and approved by the Management Committee, and that the policies and

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procedures are known, understood and followed by all members of staff, including temporary/supply staff;

- Any health and safety matters raised, are brought to the attention of the Management Committee
- Regular reviews of the safe performance in the nursery are undertaken with appropriate action when necessary and are reported to the Management Committee.
- Accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Also, that reports and returns are submitted to the relevant authorities e.g. LEA, Ofsted, C.O.S.H.H or R.I.D.D.O.R.
- Adequate first aid provision is made for staff and children and other persons, whilst on nursery premises and when working away from the nursery, in accordance with EYFS Statutory Framework for the Early Years Foundation Stage (2023).
- Training needs are identified and then appropriate training arranged to ensure those needs are met.
- All parts of the premises, and equipment for which the Nursery Management Committee have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order
- Goods purchased comply with necessary safety standards and that all equipment purchased are safely installed.
- Any unsafe items which are the school responsibility are reported. Any item which constitutes a health and safety hazard is taken out of use.
- Staff and volunteer helpers taking part in visits, journeys and holiday excursions have the necessary knowledge, experience, skills or training so that they are fully equipped to deal with any risks.
- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, children or other persons working on the premises
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

Nursery staff holding posts of responsibility

Staff holding posts of special responsibility, are responsible to the Nursery Supervisor for the implementation of the HEALTH AND SAFETY POLICY within their area of work. To fulfil their responsibilities they will assist the Nursery Supervisor:

- ⇒ -In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and children, and for making any necessary changes in practices and procedures;
- ⇒ -By informing of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety;
- ⇒ -By ensuring that staff and children are aware of emergency procedures, which should be regularly reviewed
- ⇒ -By ensuring that adequate supervision is maintained at all times
- ⇒ -By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

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The school Site Supervisor will assist the Nursery Supervisor to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

Nursery Staff

Staff in the nursery have the following responsibility to assist the Nursery Supervisor:

- ⇒ To ensure the safety of children in the nursery and other areas of the nursery whilst in their charge;
- ⇒ To be aware of and adopt safety measures within their own *all* areas of the continuous provision both indoors and outdoors
- ⇒ To follow safe working procedures personally
- ⇒ To make recommendations to the Nursery Supervisor regarding the safety of equipment or tools, in particular any equipment which is dangerous or potentially so
- ⇒ To be aware of emergency procedures in respect of fire, bomb alert, first aid, accident etc and to carry them out.
- ⇒ **Michelle Wood** is the nursery Risk Assessment Officer. She conducts termly risk assessments of nursery and all shared areas; logs any issues and reports to the nursery supervisor.
- ⇒ **Michelle Wood** has responsibly to ensure the COSHH folder is kept up to date, reporting any issues to the nursery supervisor
- ⇒ Each session both indoor and outdoor learning environments are checked for hazards and a checklist completed

Employees General Responsibilities

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- ⇒ Take reasonable care of their own safety and that of other persons.
- ⇒ Co-operate with the employer on health and safety matters to enable the employer to carry out its responsibilities successfully.
- ⇒ To use correctly any equipment provided for his/her safety.
- ⇒ Report any defective equipment to his/her supervisor or other appropriate person, i.e. Safety Representative.
- ⇒ Report accidents or dangerous occurrences at the earliest possible opportunity.
- ⇒ Be familiar with and observe at all times all safety policies and procedures.
- ⇒ Take reasonable precautions to ensure the safety of all persons in their charge.

SCHOOL SAFETY COMMITTEE

The School Safety Committee comprises of:

The site supervisor, **Mrs. Natalie Gregan** (Headteacher), and **Mr. Don Smith** and **Mr. Gregg Omerod** as the nominated governors responsible for Health and Safety. This committee is supported by LCC Property Services.

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The terms of reference of the Committee are:

- ⇒ To monitor the implementation of Health and Safety Policies and safety procedures throughout the nursery
- ⇒ To review safety measures and to advise the Nursery Supervisor and Nursery Management Committee of any necessary changes to those measures
- ⇒ To advise on arrangements for the dissemination of information on health and safety matters to all staff and children
- ⇒ To receive reports of accidents and dangerous occurrences and to draw the attention of the Nursery Supervisor and Nursery Management Committee to any necessary preventative/remedial action
- ⇒ To receive reports from the LEA, safety representatives and external health and safety agencies
- ⇒ To advise on arrangements to protect the health, safety and welfare of staff, children and visitors to the nursery/school, and to review these as necessary
- ⇒ To receive auditing and monitoring reports and advise the Nursery Management Committee and Nursery Supervisor of any necessary preventative and/or remedial action arising from those reports
- ⇒ To assist in the regular reviews of the School Safety Policy.

ARRANGEMENTS FOR HEALTH AND SAFETY

Under the Health and Safety Procedures the arrangements for dealing with the following have been agreed:

- First Aid - First Aiders, the Location of First Aid Boxes, etc
- Emergency procedures, to include Fire and Bomb Alerts, Lock Down, who to contact, arrangements for evacuation of buildings, assembly points, use of fire extinguishers.
- Reporting of Accidents/Procedures
- Smoking policy
- Car parking
- School visits and holidays
- Security of premises
- Contractors on site
- Control of substances hazardous to health

MONITORING ARRANGEMENTS

The Management Committee has primary responsibilities as employer in respect of Sections 2 and 3 of the Health and Safety at Work Act 1974 and will seek to implement health and safety instructions and advice issued by the LEA.

The school Monitoring and Safety Audit reports will form part of the arrangements for the development, monitoring and review of health and safety policies, along with information from Safety Inspections, matters

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raised at the County Health and Safety Committee, Accident Reports, and returns and information from any other sources.

Safety inspections are normally be carried out by Officers of the Education Department, and Church Authorities where appropriate, Department of Property Services, the Central COSHH Unit, and Safety Representatives. Other County Council Departments or outside agencies such as the Fire Service or the Health and Safety Executive Factory Inspector may also visit from time to time.

Part of the monitoring process will be inspections by contractors to ensure the safety of goods or equipment, for example, the annual inspection of all portable electrical equipment or Local Exhaust Ventilation Systems.

All inspections will normally be by prior appointment with the Nursery Supervisor well in advance unless there is a matter requiring urgent attention. The management committee may wish to consider having a member of the committee present at such inspections.

Signature of Chair of Committee members: _____ **Date:** _____

Signature of Nursery Supervisor: _____ **Date:** _____