

Our Lady Star of the Sea Nursery HEALTH AND SAFETY PROCEDURES

Mission Statement

"You are precious in my eyes" - Isaiah 43

- *Our Lady Star of the Sea Catholic Nursery School is committed to the widest and fullest education of all pupils in a partnership between home, nursery, parish 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 within the Catholic Church inspired by the life of Christ in the Gospels*

Mrs. Barbara Draper is the Health and Safety Designated Person

SAFETY IN NURSERY

- Staff are responsible for the safety of children at all times.
- No child must be left unattended.
- Staff are expected to have and demonstrate high standards of personal hygiene. They are responsible for the practice and teaching of good hygiene and practices to the children.
- Care should be taken to ensure that the nursery has no dangerous or unsafe items of furniture or equipment.
- Hot drinks are not permitted in nursery during nursery opening hours.
- Items that need replacement or repair should be removed and reported to the Nursery Supervisor.
- Care must be taken when displaying work. Only assigned stepladders must be used.
- Staff do not lift or handle children unless it is necessary to do so e.g. if a child is distressed, for medical reasons, or to remove from danger to him/her self or others. Nursery staff will follow the nursery's Care and Control Policy.
- Particular attention should be given belongings and equipment children bring into nursery. If a child has a dangerous item it will be kept by the Nursery Supervisor in the locked nursery office and who will only return items to the parent or guardian.

MEDICINES & ILLNESS IN NURSERY

- We request that a child should be clear of all infections for 48 hours before returning to nursery, e.g. children suffering from highly contagious medical conditions i.e. impetigo, vomiting and diarrhoea etc. **(Administering medicines policy)**
- Children may not bring medicines to nursery for safety reasons. Most medicines can be administered at home, however, if there is a problem please contact the Nursery Supervisor so that the issue can be addressed.
- Children who suffer from asthma attacks must have inhalers in nursery **(see Asthma policy)** Inhalers must be labelled with the child's name and they are kept in a locked medicine cupboard in nursery and administered at in accordance with the administering medicines policy and

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procedures.

- **No other drugs/medicines will be given at nursery (see Administering medicines policy).**
- If a child is taken ill in nursery they should be referred to the Nursery Supervisor/ Deputy supervisor who will contact the parents/carer.

MINOR/MAJOR ACCIDENTS

- B. Draper, M. Wood, F. Ivers, E. Brannick, J. Barrow, and S. Velivela are all designated first aiders.
- Plastic gloves must be worn by all staff when dealing with cut or broken skin or bodily fluids.
- The Accident Book must be completed after any injury and the parents informed. Parents must sign to acknowledge they have been informed of injury and any treatment given also that they have received a bump note to the head information letter.
- A bump note sent home follows up any bangs to the head, no matter how slight.
- Major accidents are dealt with immediately by the first aider who assessed the extent of the injury and deals with the situation appropriately. In the event of serious injury or illness the child's parents or the emergency contact will be informed.
- If necessary the child/ren will be taken to hospital.
- Staff must complete a HS1 form for accidents occurring in the school and then arrange for **(Mrs. Nel)** despatch to the LEA Health and Safety Team. This is required for all accidents considered 'worse than average'. See accident reporting guidance for further information.
- Staff representatives assess risks following accidents and report to the Management Committee.

FIRST AID

- There are at least two designated first aiders available during nursery opening hours.
- The first aid accident book is kept in the locked nursery office
- All recommended first aid equipment/ accident book is easily accessible and regularly checked and replenished by **Mrs. J.Barrow**.

BANGS TO THE HEAD

- All bangs to the head should be reported to the nursery supervisor/deputy supervisor who will make a decision as to whether the child's parents/carers need to be contacted.
- All bangs and injuries to the head should be treated as serious.
- A notification of head injury form should be sent home with the child with a head bump note. Parent/guardian are to sign to acknowledge that they have been informed of the injury.

FIRE PROCEDURE

- Instruction for evacuation are clearly posted by nursery exits and discussed with the children/staff periodically.
- Fire Exit doors are marked with suitable signs.
- Fire drills are held termly, records and written reports are kept in the nursery office.

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- Upon hearing the bell, children stand and are led quietly out of the nursery to their designated assembly area on the playing field.
- The supervisor/deputy being the last to leave, must ensure all children are out of the nursery and toilet area.
- The supervisor/deputy should bring the nursery register/registration folder.
- Once assembled outside, the supervisor/deputy must call the register to ensure that all children are accounted for.
- Red alarm boxes are situated by exits and which may be used in the event of a fire.
- Fire extinguishers are checked annually
- Fire exits are clearly marked
- Escape lighting illuminates fire routes
- An emergency **Lock Down** policy available, and procedures clearly displayed at the nursery exit into the garden. Staff must be fully aware of these procedures.
- Lunchtime fire drills also take place and registers are kept. Once the exercise is completed the designated person will give the all clear but usually the Headteacher or fire officer, if present. The Fire Log is kept in the nursery office and this includes records of inspections and testing of fire fighting equipment. (LEA directed annually).
- The nursery enjoys regular liaison with the local Fire Service who attends fire drills and give talks on fire safety.
- **NB.** PEEP (Personal emergency evacuation plan) forms must be completed on commencement of nursery for children with any disability or additional need which could impair a swift exit from nursery.

Nursery designated Fire Wardens are Barbara Draper and Michelle Wood.

HAZARDS

Staff report serious hazards to the Nursery Supervisor, minor hazards noted by staff or parents are logged on any Health and Safety Concerns sheet in the school Secretary's office. The Nursery Supervisor and Headteacher assess the hazard and notify BECON or the appropriate contractor. Safety in the nursery is not restricted by lack of financial support. The site supervisor deals with very minor problems. The logging procedure is highlighted in the staff handbook. The staff Health and Safety Committee will monitor the accident concerns logs and decide whether a risk assessment should be undertaken.

RISK ASSESSMENTS

- Nursery's Risk Assessment officer is **Mrs. M. Wood**.
- A detailed half termly nursery risk assessment of the shared areas in school is carried out and issues are recorded and brought to the attention of the Nursery Supervisor.
- Sessional risk assessment checklists are completed indoors and outdoors, morning and afternoon.
- The Buildings, Health and Safety Committee undertake an annual inspection of the premises.
- The LEA undertakes three/four yearly Health and Safety Audit, and their report forms the basis for action for the committee.
- "In-house" inspections are taken by Health and Safety staff and Governors Building Health and

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Safety Committee.

- The School also requests a security audit periodically and “buys in” to the LEA Property Services Division who also advises on matters of safety.
- The Diocesan Buildings Officer may also be invited to undertake a specific inspection.

INFORMATION

- Health and Safety is discussed with the children as an ongoing part of their learning. It is important that our children recognise and assess risk to themselves and to others.
- Procedures and issues are regularly discussed at staff meetings and parents are informed and kept up to date via our website.

SUBSTANCES

- The nursery orders cleaning materials either through a LEA recognised supplier or purchased separately locally.
- Information about cleaning materials etc are kept in the COSHH folder situated in the cleaning cupboard in nursery. (**Michelle Wood- Risk assessment officer**)
- Cleaning materials are stored both in a locked site supervisor’s cupboard, or, an out of reach/locked cupboard
- Staff are mindful of directions for their use.

ELECTRICAL SAFETY

- Electrical equipment is annually inspected by an LEA approved contractor and records are kept in the school office.

INFECTIOUS DISEASES

- Parents are informed and advised to seek medical aid.
- Nursery liaises with Community Health Service.

SMOKING POLICY

- The nursery and school operate a No Smoking policy.
- Adults wishing to smoke may do so outside the premises.

SECURITY

- Premises are secured by key pad locks
- All outdoor gates are padlocked. Each padlock is checked daily as part of our risk assessment to ensure they are working properly. (Keys are kept in nursery)
- Visitors on site must report to the nursery office where they are requested to show I.D. They must then sign in the visitor’s book and wear identification badge.

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- Visitors must be accompanied by a member of staff at all times
- Visitors must sign out when they leave the premises

CONTRACTORS

- School/nursery use Beacon approved contractors.
- The Headteacher, **Mrs. N. Gregan** will issue them with 'contracts on site' LEA guidance.

TRAINING

- Nursery staff must hold a current paediatric first aid certificate and access relevant Health and Safety training

EMERGENCY/DISASTER

This may include events, which adversely affect nursery, school, children or adults. In such an event the Headteacher/Nursery Supervisor will contact the appropriate services/authority for advice and possibly counselling facilities. **(See Emergency closure policy/Lockdown policy)**

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. In order to assist the Headteacher/Nursery Supervisor to manage their responsibilities, Health and safety Monitoring takes place on a regular basis and a monitoring report is submitted to the Governing Body, to the LEA, management committee and church authorities annually. Safety Audits will be undertaken by the LEA Health and Safety Officer. The monitoring and safety Audit reports will form part of the arrangements for the development, monitoring and review the health and safety policies, along with information from Safety Inspections, matters raised at the County Health and Safety Committee, Accident Reports and returns and information from any other sources.

Safety inspections will 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 safety of goods and equipment, for example, the annual inspection of all portable electrical equipment.

All inspections will normally be by prior appointment with the Headteacher/Nursery Supervisor well in advance unless there is a matter requiring urgent attention. Governing Bodies may wish to consider having a member of the appropriate Committee present at such inspections.

HEALTH AND SAFETY FOR CONTRACTORS CARRYING OUT WORK OR MAINTENANCE

ARRIVAL ON SITE

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The contractor must report to the Headteacher/Nursery Supervisor before they commence any work, and inform the Headteacher/ nursery supervisor of the nature of the work they intend to carry out. Please read Department of Property Services booklet “Health and Safety Regulations in your building”.

In addition, would contractors please note the following:

- No smoking on the premises
- No radios to be played
- No vehicles to be moved whilst children are at play
- No speaking to children
- Under no circumstances should contractors use steps or ladders belonging to the Nursery.

PLEASE NOTE: These regulations also refer to any firms to which sub-contracts are awarded.

MONITORING

Monitoring is conducted regularly by the staff of the Health and Safety Committee. They draw up targets based on current issues and the school/nursery’s needs. The success of this policy will be evaluated annually as a result of the monitoring process and reported to the governors Health and Safety Committee.

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

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