



Parklands Nursery School and Playgroup

Policy for Health & Safety- Reviewed November 2016

1. Governing Body's Statement of Intent

The Governing Body of Parklands Nursery School has a high regard for the Health & 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:-

1. Having an organisation for managing health and safety within the school premises, where school premises it encourages areas used by Nursery School and Playgroup.
2. Ensuring that there are appropriate arrangements for providing a safe and healthy working and learning environment.
3. 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

- a) Ensure that a policy is established
- b) Take steps to promote the correct attitudes towards safety in both staff & pupils.
- c) Ensure that policies for fire precaution and first aid are formulated and documents are adhered to
- d) 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 safety 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.

2. 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 nine fire drills, three times a year to 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

All staff are paediatric First Aid trained. Two members of staff have First Aid training for the workplace.

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 (Kitchen) and 1 in Reception.

The First Aid Box should contain:-

- a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work);
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work environment (hypoallergenic plasters can be provided if necessary);
- sterile eye pads;
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile individually wrapped unmedicated wound dressings;
- medium-sized sterile individually wrapped unmedicated wound dressings;
- disposable gloves

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., should be disposed of in sealed bags. Plastic disposable gloves should be kept **instantly** 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.

4. MONITORING AND EVALUATION

A designated member of staff shall be 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 shall be 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, Governor, Bursar and Cleaner-in-Charge will monitor and evaluate the premises twice a year.

HEALTH & 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.

- a. Consideration of reports and factual information provided by inspectors of the enforcing authority.
- b. Consideration of reports which safety representatives may wish to submit.
- c. Assistance in risk assessment and the development of school safety procedures and safe systems of work.
- d. Monitoring the effectiveness of safety procedures and safe systems of work.
- e. Monitoring the effectiveness of the safety content of employee training.
- f. 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:-

- a. To assist with the implementation of the nursery school and playgroup's Health and Safety Policy.
- b. To advise on monitoring procedures.
- c. To establish a timetable and methodology for the audit.
- d. To carry out the audit.
- e. To advise on health and safety policy revisions.
- f. 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:

- a. 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.
- b. Reporting any incident to the Head or line manager that has led, or could lead to damage or injury.
- c. Assisting in any investigation with regard to accidents, dangerous occurrences or near misses.
- d. Taking reasonable care to ensure that their actions do not cause injury to themselves and to others.
- e. Observing special rules and safe methods that apply to their own work and to report hazards discovered by them.
- f. 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:-

- a. Day to day management of all health and safety matters in the nursery school and playgroup in accordance with the Health and Safety Policy.
- b. Ensuring regular inspections are carried out and recorded.
- c. Submit inspection reports to the Governors.

- d. Ensuring corrective action is taken.
- e. Pass on information received on health and safety to appropriate people.
- f. Carry out investigations
- g. Identify staff training needs.
- h. 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.
- i. 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:

- a. 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.
- b. To check rooms and work areas are safe.
- c. To check equipment is safe before use.
- d. To ensure safe procedures are followed.
- e. To ensure protective equipment is used, when needed.
- f. To participate in inspections and health and safety visits by representatives from outside nursery and playgroup
- g. To bring problems to the attention of the Head teacher.
- h. 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.
- i. 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, etc Act 1974.
- j. To frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.
- k. 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:

- a. Monitor the School Health and Safety Policy.
- b. Confirm and advise on priorities and Special Needs.
- c. Arrange and consider audits.
- d. Review the Health and Safety Policy regularly.
- e. Arrange and agree Health and Safety requirements for all building contractors employed by the education authority at Parklands Nursery School and Playgroup.

Other Information Available

Further details on the above legal requirements and responsibilities are set out in full detail in Appendices ii and iii (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.

APPENDIX I

SUMMARY OF HEALTH AND SAFETY FUNCTIONS AND RESPONSIBILITIES

The Governors: The ultimate responsibility for all aspects of Health and Safety at Work within Parklands Nursery School and Playgroup rests with the Governing Body. The main functions of the Governors are to:

- a. Ratify and annually review the nursery and playgroup's Health and Safety Policy.
- b. Appoint one of the Governors to be their Health and Safety Representative.
- c. Monitor performance and review inspection reports.
- d. Ensure actions are being taken.
- e. Include Health and Safety on full governors' meeting agenda.
- f. Report annually on health and safety.

Combined Governors' and Staff Health and Safety Committee: The Health and Safety Committee as a whole or through individual members, should monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.

Membership of the Health and Safety Committee is as follows:

- Headteacher
- Nominated Governor
- Other Governors
- Cleaner-in-Charge
- Safety Advisors (Head teacher, Governor and Cleaner in Charge)

The Committee will meet as deemed necessary but not less than three times annually.