



Nottingham Nursery School & Training Centre

Health & Safety Policy

May 2017

Admissions Overview

This policy includes Health + Safety and Risk Assessment Procedures

Our School takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiar with the provisions contained within this Policy as part of their induction and be expected to act in accordance with them at all times.

The School aims to ensure the health and safety of all staff, children, visitors and other individuals who may be affected by the School's activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. The Head and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The steps below will be actioned as a matter of course:

- An environment that is safe and without risk to health is maintained
- Accidents and cases of work-related ill health are monitored and prevented whenever possible
- Equipment is used, maintained and stored safely
- Children's use of tools and materials is checked, supervised and children are taught how to handle, use and store such equipment safely
- Risk assessments will be carried out for all predicted risk areas and activities
- Finger traps will be fitted to all doors where children pass through and will be checked regularly
- Medicines will be administered by staff only with parents written authorisation and only prescribed medicines (EYFS Managing medicines policy)
- Parents will be advised to bring sun cream and hats for their child and will give staff permission to apply cream in hot conditions. Extra hats are provided by school
- Sufficient numbers of paediatric first aiders are always available when children are present
- Any reactions to plants, animals and vegetation in the nursery will be monitored and appropriate remedial action taken where required

- Gloves and aprons are provided for staff when changing children's nappies or dealing with First Aid or bodily fluid spills. Nappy bins are provided in changing areas which are emptied twice weekly
- Outdoor play equipment is regularly checked for safety, and the climbing frame checked by a competent person at least annually
- Fire evacuation practices will be held at least 3 times a year and will cover all sessions children are present
- The Head will ensure that all staff are competent in the work in which they are engaged

Responsibilities of the Governors, the Head and Staff

The identification, assessment and control of hazards within the School is vital in reducing accidents and incidents. The Head, Deputy and Site manager are responsible for assessing risks to health and safety arising out of the School's activities and introducing suitable steps to eliminate or control any such risk identified. All staff are responsible for ensuring areas where children play are kept clear, clean and safe. Staff are also responsible for the cleanliness and hygiene requirements where food is prepared or eaten, and where children use toilets and tissues.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the School's activities. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedure.

The Governors hold ultimate responsibility and liability for ensuring that the school operates in a safe and hazard free manner. The Head is responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

The Head will ensure that adequate arrangements exist for the following:

- Monitoring the effectiveness of the Policy and authorising any necessary revisions to its provisions
- Providing adequate resources, including financial, as is necessary to meet the School's health and safety responsibilities
- Providing adequate health and safety training for all staff, adequate furniture and computer facilities to prevent RSIs
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, and OFSTED, where appropriate)
- Reviewing all reported accidents, incidents and dangerous occurrences,

and the School's response, to enable corrective measures to be implemented

- Ensuring that all staff, students, volunteers and any other adult who come into contact with children at the School have appropriate and up to date Criminal Record Bureau checks. Ensuring that Head and a Governor attend Safer Recruitment Training
- Regular safety inspections are carried out and the reports accurately logged
- Any action required as a result of a health and safety inspection is taken as rapidly as possible
- Information received on health and safety matters is distributed to the Chair of Governors and all members of staff
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences

The Children Act 1989 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the School. Therefore, the School has insurance cover appropriate to its duties under this legislation, including Employer' Liability Insurance. Responsibility will, in most cases, rest with the School, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the School is held responsible for any incident that may occur, public liability insurance will cover compensation. The school also has cover for children and staff while on off-site visits.

Under provisions contained in the Occupiers Liability Act 1957, the School has a duty to ensure that both children and any visitors are kept reasonably safe.

Internet Safety

The children will have no access the internet. Classroom pcs will not have accessibility unless staff log on as themselves. Staff will then take responsibility for ensuring they have logged off securely.

Staff will have internet access in the offices and staffroom, and the training room separately. The staff handbook has cautions about the use of social networks, and all sites are enabled or restricted according to the City's access policy.

Risk Assessment Procedures

We understand the importance of ensuring that systems are in place for checking that our School is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their daily duties.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, the School is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety Policy and elsewhere.

The Head is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the School's premises, or when the particular needs of a child or other visitor necessitates this.

The Site Manager is responsible for Risk assessments to site and premises.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. This will, ordinarily, be carried out by a designated member of staff on arrival at the School and will be completed before any children arrive.

During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- the School's environment, both indoors and outdoors
- all surfaces, both indoors and outdoors
- all equipment used by children or staff

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Head who is then responsible for ensuring that any necessary action is taken.

A full set of risk assessments is available in school.

This policy will be reviewed every 3 years.