



## **WALLACE ROAD NURSERY SCHOOL**

### **HEALTH & SAFETY POLICY**

#### **Governing Body's Statement of Intent**

The Governing Body of Wallace Road Nursery School has a high regard for the Health & Safety of all **pupils, 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: -

- Having a member responsible for overseeing health and safety within the school.
- There being appropriate arrangements for ensuring a safe and healthy working and learning environment is provided.
- That there is a monitoring and evaluation system to ensure the policy is being met.

#### **ORGANISATION and RESPONSIBILITIES**

**The Governing Body** has the responsibility to:

Should ensure that all Health & Safety matters are adhered to.

That policies for fire precautions and first aid are documented.

And that they receive routine and regular health and safety reports from the Headteacher so that they can monitor and evaluate health and safety policies.

All employees and visitors to the school should be familiar with the policy and implement it. They should fully understand and accept their responsibilities for safe and healthy working conditions and the systems of work within their areas of responsibility.

**The Headteacher** is the designated Health & Safety Officer and should ensure that all accident reporting procedures established by the Education Department are followed, that where appropriate the establishments' 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 persons within the establishment.

Health and Safety Coordinator is Beccy Merritt.

**Employees** should carry their duties in accordance with the safety policy, co-operate with management on matters of a health and safety nature and do 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 or grounds. All serious accidents should be reported to the Head. All reasonable precaution must be taken to ensure the safety of all persons within their charge.

### **School security**

- It is the responsibility of all staff to ensure that the main entrance door is closed at all times. Access can only be granted from inside by a staff member.
- If at any point staff are concerned about a person inside the building, they must ensure the doors to the learning areas are closed and inform the Headteacher of their concerns. If appropriate the Headteacher will contact the police.
- The doors to the main learning areas must not be kept on the latch
- If staff become aware of any suspicious persons outside the school grounds, they must bring all children inside and inform the Headteacher/Admin office.

### **Fire**

The Headteacher shall be responsible for establishing and regularly checking the fire drill and ensure that all employees and children are fully aware of the evacuation procedures as follows: -

#### **FIRE DRILL –**

- **When a fire is discovered, alert others by breaking the glass of the nearest fire call point to raise the alarm.**
- **Adults inside to alert staff and children in garden that the alarm has been raised**
- **Adults in teaching areas ensure all children are evacuated safely through the nearest fire door.**
- **Admin team to take:**
  - **Children's register**
  - **Visitors book**
  - **Late drop off/early collection register**
- **Headteacher:**
- **Take the main set of keys**
- **Check adult toilets, kitchen, staff room and children's toilets if safe to do so.**
- **Once the Headteacher is satisfied all adults and children are out of the building safely they are to join all children and staff at the assembly point at the top of the garden by the gate.**

- Phone emergency services once all adults and children are safely at assembly point.
- If it is necessary to completely move away from nursery school building and outside area, proceed to Kingsley Primary School car park.

**Fire drill for visitors in the main reception area:**

- When a fire is discovered, alert others by breaking the glass of the nearest fire call point to raise the alarm.
- Evacuate the building via the main door, ensuring it is safe.
- Meet other children and adults by the gate at the top of the garden on Wallace Road.
- If main door is unsafe, please follow admin staff who will take you through nursery to the assembly point at the top of the garden.

## **THE PRIORITY IS TO GET EVERYONE OUT SAFELY**

**IF IT CAN BE DONE WITHOUT ENDANGERING LIFE**, appropriate fire extinguisher should be used.

The **Headteacher** or responsible person is responsible for checking all areas, such as toilets and staff room, roll call at the point of assembly, summoning the Fire Brigade and ensuring no-one re-enters the premises prior to the all clear.

**There will be six fire drills three times a year, (morning and afternoon sessions). These are recorded in the fire logbook and checked during the fire service inspection.**

Notices detailing the procedures for fire drill should be clearly displayed at all points of entry and exit.

### **Fire Extinguishers**

All employees should be familiar with the location, types and dispensation of fire extinguishers in the building. However, these are only to be used if training has been given by an authorized person.

### **First Aid**

***Please also read First Aid Policy***

### **Medication for identified children is kept in the office First Aid Cupboard**

The First Aid cupboard for children is located in the cloakroom. Inhalers and first Aid equipment for the children is kept in this cupboard. Any medication that needs to be kept chilled will be placed in a bag with the child's name and put in the fridge in the adult kitchen. Adult medication, including paracetamol to be kept in the First Aid cupboard in the office. This is only accessible by staff. There is a further First Aid cupboard in the cloakroom area which is only accessible for adults.

The school currently has two members of staff qualified in First Aid; certificates are displayed in the office.

The First Aid Cupboard is clearly marked with a white cross on a green background in accordance with the Safety Signs Regulations 1980.

Disposable plastic gloves will be provided near the First Aid materials.

Plastic disposable bags should be available for waste disposal and soiled dressings etc. should be disposed of in sealed bags in the yellow bin located in the carpark.

A staff member has been assigned to check and replenish first aid equipment: **Anna Willis**

All staff will be informed of individual children's medical needs and any medication in school will be clearly labelled, safely stored and accompanied by a letter from the parent e.g. inhalers for asthmatic children. Photographs and relevant information of children with allergies or dietary requirements are displayed in the nursery next to the snack area and staff kitchen. Children with medical conditions will have their photograph displayed with necessary information displayed in the staff room to ensure all staff, volunteers and students are aware them.

### **Testing fire alarm**

The fire alarm will be tested weekly by the Headteacher and recorded.

### **Testing emergency lighting**

Emergency lighting will be tested monthly by the Headteacher and recorded

### **Reporting and recording accidents**

#### **Procedure in case of minor/major injury**

Most minor injuries can be dealt with at school. Please wear gloves and fill in the school's accident reporting form.

Not all accidents need to be recorded on an accident form, staff will use their professional judgement to decide when an accident form needs to be completed. Parents to be informed of any injuries sustained by their children. Contact in these situations will be via ClassDojo and/or a telephone call to parents. In cases when information has not been relayed, the key person should contact the parents via telephone to inform them of the accident/injury.

Give a 'head injury' leaflet to all parents of children who bump their head. If a particularly bad head injury/bump, call parents to inform them their child has bumped their head to suggest they can take the child to doctor/A&E if deemed necessary.

Major Injuries

- Call for the First Aider
- Make a decision to call 999 if necessary
- Inform parents
- If appropriate staff to transport child to hospital and arrange to meet parents at A&E
- Complete accident form for pupils and staff.

Any significant accidents resulting in hospital treatment or death will be reported via the RIDDOR system.

## **Medicines and medical conditions**

### **Staff**

Although not compulsory it is considered good practice if staff members have a medical condition, they share this with the Head/First Aider, who will then be able to take appropriate action if an incident occurs. Staff must keep medication in the office First Aid Cupboard or locked in your own locker.

Should staff take any medication that will potentially cause them to feel dizzy, sleepy or generally unable to effectively manage and care for children safely, they must inform the Headteacher that they have taken the medication. Should that individual be fit to continue work, staff to supervise that staff member in the event the medication begins to produce any side effects. In the event a practitioner experiences adverse effects due to medication, they will be taken home by a member of staff to ensure they get home safely.

### **Medicine**

#### ***Please also read Administering Medicine Policy***

Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition (medicines containing aspirin will only be given if prescribed by a doctor). The medication must be in the original box where the specified administration dosage and for how long can be clearly seen and followed.

ANY medication administered by a practitioner as directed by a parent/carer must have written consent.

## **Curriculum Safety**

The member of staff on rota for outside is responsible for checking the environment, all equipment and climbing apparatus before use. Gates must be checked to ensure they are properly locked. The children will be encouraged to use all nursery equipment responsibly. Staff to be very aware of teaching the safe use of woodwork tools and scissors (refer to risk assessment).

## **School Trips**

### **All school outings must be risk assessed.**

The Head and teacher are responsible for organising first aid equipment and other nursery articles. There is to be one set of equipment for each coach.

Coaches booked for school trips will comply with current seat belt regulations.

Trips that require travel in staff vehicles must have an up to date MOT certificate. Any car used for transporting children must have business insurance. The correct safety seating must be used when transporting children.

A first aid kit must be taken on all trips out of nursery.

Any necessary prescribed medication, such as inhalers must also be taken on any trips outside of nursery.

### **Children**

It is the responsibility of all school employees to ensure that children conduct themselves in a calm and safe manner

- Only stud earrings are allowed
- No food, sweets or drinks to be eaten without adequate adult supervision
- Staff are encouraged to discuss issues with parents if inappropriate jewellery, food, drink or dress is seen as a health and safety issue.

### **Preparation of food - basic food hygiene**

Information will be provided to all persons involved in the preparation of food within the school. This information will be displayed in all food preparation areas.

### **Heating equipment and Electrical safety.**

**If you see a problem report it.**

The boiler and heating units are checked annually and recorded in the engineer's inspection reports. All small/portable electrical equipment are inspected annually, marked with identification labels on individual appliances and recorded on an inspection report.

### **Water testing**

SafeWater check water once a month.

### **Guidelines for students**

Students visiting the school or on placement will be expected to read, understand and follow the Health and Safety Policy.

### **MONITORING and EVALUATION**

All staff shall be responsible for reporting any hazards or safety concerns to the Headteacher who will take appropriate action.

A COSHH assessment file is maintained to ensure that hazardous substances are identified and stored safely away from all children.

Cleaning products to be kept in the cleaning cupboard and locked when not in use and when children are on site.

Antibacterial spray to be kept out of reach of children.

Washing liquid/powder and dishwasher tablets to be kept out of reach of children

Staff are not permitted to bring in their own cleaning products, unless discussed and agreed by the Headteacher.

Headteacher will carry out periodic checks to ensure potential hazardous cleaning products are not in reach of children.

All staff to adhere to the colour coding cleaning guide for mops, cloths and gloves.



Suitable for  
GENERAL LOW  
RISK AREAS



Suitable for  
GENERAL FOOD  
& BAR USE



Suitable for  
SANITARY FITTINGS  
& WASHROOM  
FLOORS



Suitable for  
WASH BASINS  
& WASHROOM  
SURFACES

The Governing Body has appointed a Governor to ensure the monitoring and evaluation of the Health & Safety Policy, there will be regular health & safety monitoring visits to school and any concerns will be reported to the Governing body and Headteacher.

*Reviewed September 2023*

To be read in conjunction with:

- Medicine Policy
- Fire Safety Policy
- Educational Visits Policy