



St. Paul's
Nursery
School

Health and Safety Policy

The Governing Body of St. Paul's Nursery School endeavours to write and adopt policies that are fully inclusive for all children / staff / parents / carers / governors and members of the wider community.

Policy approved by Governors:

Signature of Chair of Governors:

Date for renewal:



STATEMENT OF INTENT

School Management at St. Paul's Nursery School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Reducing accidents and work related ill health as far as reasonably practicable
- Ensuring compliance with statutory requirements as a minimum standard
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe and healthy working and learning environment for staff and pupils
- Ensuring safe working methods and providing safe work equipment
- Providing effective information, instruction and training
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our systems and prevention measures to ensure that they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the school
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- Learning from our own health and safety experiences and share learning opportunities with other schools

To ensure the above commitments can be met the City of York Council Safety Management System has been adopted. All Governors, staff and pupils will play their part in its implementation.

Name _____ **Signature** _____ **Date:** _____
(Head Teacher)

Name _____ **Signature** _____ **Date:** _____
(Chair of Governors)

ORGANISATION

In order to achieve compliance with the Statement of Intent specified roles within the school's management structure will have additional responsibilities assigned to them as detailed below.

THE HEADTEACHER

The Head teacher has the following health and safety management responsibilities

To ensure:

- Sufficient resources are made available in respect of financial, time, equipment and people
- Detailed responsibilities and accountabilities of staff are in place
- Systems are in place for the provision of suitable staff health & safety training
- Systems are in place for undertaking specific requirements set out in the Arrangements within the SMS
- The need for continuing improvement in local health & safety performance is promoted within their school and also for sharing experiences with peers across CYC
- To ensure that Educational visits/off site learning is managed in line with the Evolve system adopted by CYC

THE GOVERNING BODY

The Governing Body has the following responsibilities:

To monitor to ensure:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff, pupils and contractors
- Persons have sufficient experience, knowledge and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Sufficient funds are set aside with which to operate safe systems of work
- Health and safety performance is measured both actively and reactively

- The school's health and safety policy and performance is reviewed as a minimum annually or when there is a change of Head teacher or Chair of Governors.

ROLES AND RESPONSIBILITIES

The Head teacher must delegate responsibilities as outlined in the SMS specifically:

- Co-ordinate and manage the annual risk assessment process for the school in line with the CYC Safety Management System (SMS)
- Co-ordinate the workplace inspections and active monitoring process in line with CYC SMS
- Make provision for the inspection and maintenance of work equipment throughout the school, including the statutory testing of specific equipment
- Manage the keeping of records of all health and safety activities
- Ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally
- To co-ordinate the control of contractors on site when work is being undertaken in line with CYC SMS.

The following roles are delegated where appropriate (If not delegated the Head teacher assumes responsibility)

| | |
|--------------------------------------|--|
| Site Asbestos Liaison Officer (SALO) | Claire Rigden |
| Site Legionella Representative (SLR) | Claire Rigden |
| Fire Warden | Claire Rigden, Sarah Lomas, Debbie Clark |
| First Aid | Sarah Lomas, Debbie Clark, Amanda Willoughby |
| Educational Visits Coordinator | Claire Rigden |

All staff have a responsibility to advise the Head teacher of situations or activities that are potentially hazardous to the health and safety of staff, pupils and visitors.

Other staff will have tasks allocated to them relevant to their curriculum roles and responsibilities.

ARRANGEMENTS

The school will adopt the arrangements and compliance notes described in the CYC Health and Safety Management System Manual which can be found on Web store and the Intranet

| | |
|------------------------------------|----------------|
| Slips, Trips & Falls | Section 4(A1) |
| Incident Reporting & Investigation | Section 4(A2) |
| Risk Assessment (General) | Section 4(A3) |
| Joint Consultation | Section 4(A4) |
| Manual Handling | Section 4(A5) |
| Working at Height | Section 4(A6) |
| Training and Instruction | Section 4(A7) |
| Contractors | Section 4(A8) |
| Display Screen Equipment (DSE) | Section 4(A9) |
| Workplace Inspections | Section 4(A10) |
| New and Expectant Mothers | Section 4(A11) |
| Lone Working | Section 4(A12) |
| Violence & Aggression | Section 4(A13) |
| Fire Prevention and Control | Section 4(A14) |
| Asbestos | Section 4(A15) |
| First Aid | Section 4(A16) |

| | |
|---|----------------|
| Electricity at Work | Section 4(A17) |
| Personal Protective Equipment (PPE) | Section 4(A18) |
| Vibration | Section 4(A19) |
| Noise | Section 4(A20) |
| Hazardous Substances | Section 4(A21) |
| Stress | Section 4(A22) |
| Water Systems | Section 4(A23) |
| Infection Control | Section 4(A24) |
| Gas | Section 4(A25) |
| Work Equipment | Section 4(A26) |
| Flammable Liquids | Section 4(A27) |
| Suspicious Packages and Bomb Threats | Section 4(A28) |
| Pressure Systems | Section 4(A29) |
| Workplace Transport | Section 4(A30) |
| Children and Young Persons in the Workplace | Section 4(A31) |
| Food Safety | Section 4(A32) |

Web store Link

http://editorial.webstore-ed.net/~browse/target_browse.asp?org=hr&browsefp=/hs/revised_policy_docs/SA_FETY_MANAGEMENT_SYSTEM/Health_Safety_Management_Manual

Appendix attachments

- Health and Safety weekly indoor checklist
- St. Paul's Nursery School - Health and safety Policy - Procedures and Arrangements – Updated September 2014
- St. Paul's Nursery School – Health and Safety schedule
- Daily outdoor equipment and safety check

St. Paul's Nursery School - Health and safety Policy **Procedures and Arrangements – Updated September 2016**

This policy statement encompasses:-

All children on the register

All staff and all visitors

Although every effort is made to ensure that these procedures are maintained, we recognise that accidents cannot always be prevented. Every reasonable effort is made to carry out risk assessments on potential hazards.

General

A weekly check will be carried out by the Headteacher and in her absence by the teacher in charge. A dated record of these checks will be kept.

A termly check will be carried out by the Headteacher and the Health & Safety governor and any outstanding issues will be dealt with promptly. A dated record of these checks will be kept.

There must be adequate staff supervision in all areas at all times and not less than a ratio of 1 to 13.

Wet floors must be mopped and dried immediately. The indoor water area needs supervision to ensure water is not taken out of the immediate area.

Floor toys need to be kept to safe spaces and staff should move any object that causes an obstruction. Staff should encourage children to tidy away after themselves.

Inappropriate behaviour which could result in an injury, such as running inside the nursery school, playing with doors and mats must be discouraged. Careful use of scissors is encouraged. Staff take time to give children explanations for these rules. Door hooks must be used to fasten doors open during session times in order to prevent finger trap hazards.

Medicine will not normally be administered in the nursery school except for children with a chronic condition. Any medicine must be personally handed to a member of staff and a consent form/ health care plan filled in.

Staff need to ensure that all low electric sockets have safety covers when not in use.

All dangerous substances must be kept out of the reach of children.

The outside sandpit, flower beds and digging areas must be checked before use for pet excreta and rubbish.

Outside equipment needs to be checked regularly by all staff to ensure that it is safe to use. Climbing equipment will be checked professionally on a yearly basis. An outside safety checklist is used on a daily basis. All staff must report any defective equipment or other issues to the Headteacher.

A comments box is available for parents to write any suggestions for improving the nursery school, including the environment and / or regarding health and safety issues.

Staff equipment (eg staple gun, sharp scissors etc) must be kept out of the reach of children.

Hot drinks are not allowed where children are present.

All electrical equipment is checked professionally once a year.

The staff kitchen is kept locked when not in use.

Children are accompanied up and down the stairs by staff and are encouraged to hold on to the bannister.

Staff are permitted to wear simple small pieces of jewellery/wedding rings but must be aware this is done so at their own risk.

There will be a full sweep and risk assessment of St Paul's Square prior to Forest School sessions beginning carried out by two members of staff.

Children with SEN will have personal safety plans or personal risk assessments if this is required.

Staff are all aware of children with SEN, what their needs are and their preferred routines and communication preferences.

First aid

At least two members of staff will be named first aiders and will have suitable and regular paediatric first aid training.

The First Aid coordinator will ensure that the first aid boxes are replenished and new stock is bought as necessary with dates for expiry recorded when necessary.

Minor accidents will be dealt with appropriately by the nearest member of staff and recorded in the accident books. Parents/carers are notified.

Children who bump their heads will be given a sticker so they can be monitored by all staff and a note will be sent home to parents/carers.

All serious accidents and injuries to children and staff need to be recorded in **official LA accident book** (kept in 1st aid room) and reported electronically on the LA portal.

Major accidents - apply emergency first aid as appropriate. Notify Headteacher who will inform parents, arrange transport to hospital or call ambulance (2 adults need to travel with child in car) **Accident must** be recorded in LA accident book and reported electronically on the LA portal.

Security

The safety of the children is our first concern. At Nursery we prevent unwanted visitors entering by keeping the outside door and back gates locked, using a security code, door alarm and intercom.

Staff need to be vigilant in Room 1 especially when the front door is being used.

Visitors must sign in and wear a badge.

Visitors are encouraged to leave bags/mobile phones in the office or in spare lockers.

The use of phones is prohibited in the school during times when the children are in session.

All children are handed over to their parent/ carer at the end of a session by a member of staff.

Parents/ carers are made aware of the arrival and collection procedures when their child starts at the nursery school. They are requested to inform the nursery if another adult is picking up their child and, if possible, to introduce that person to their child's group leader. A password system is used when the child is due to be collected by someone who is not known to staff at the nursery school.

Parents/ carers need to ensure they pick up children promptly. If parents/ carers are delayed they must ring the nursery school as soon as possible so that a

member of staff can be on hand to look after the child until the parent arrives. If no message is received then staff will ring all available contact numbers. All staff will be made aware of any child who can only be collected by specified people.

Children are not allowed in the staff kitchen, cellar, attic, at any time, secretary's and head's office and any of the upstairs rooms unless member of staff is present.

Fire Safety

All adults must be aware of fire safety procedures which are displayed in all rooms. Fire control equipment is checked and serviced regularly. The alarm is checked by caretaker and records of checks and drills are kept in the fire log book (yellow room cupboard).

No smoking is allowed on the nursery school premises.

Fire exits must be kept clear and accessible at all times.

Full fire drills will be held on a termly basis.

Disaster plan

A separate plan is available for a major disaster. There is an emergency pack of contact details for staff and children kept in the Headteacher's office and in the reception area. This should be taken offsite in the event of a disaster.

St. Paul's Nursery School – Health and Safety schedule

Daily

Check of outside area – completed by member of staff on outside rota – recorded on checklist sheet

Visual check of inside spaces – completed by all classroom staff

Caretaker checks paper towels, toilet roll, external exits, rubbish levels, cleanliness

Staff meeting for teachers and TAs with Headteacher – any H&S issues discussed and actions identified

Weekly

Headteacher completes inside checklist (includes water temperatures)

Staff meetings where any issues can be discussed

Fire alarm tested by caretaker

Monthly

Fire risk check – carried out by Headteacher and caretaker

Emergency lighting tested by caretaker

Water hygiene – Hertel - organised by CYC as part of care plan

Termly

Workplace inspection – carried out by Headteacher and H&S Governor

Outside equipment check – carried out by outside play worker

Fire alarms and emergency lighting – Protec - organised by CYC as part of care plan

Annually

PAT testing – arranged by the school

Review of all risk assessments – Headteacher

Gas service - organised by CYC as part of care plan

Fire extinguishers and fire equipment– Chubb – organised by CYC as part of care plan

Intruder alarm monitoring – Mayfair – organised by CYC as part of care plan

Intruder alarm maintenance – Mayfair - – organised by CYC as part of care plan

Evac chair maintenance – organised by CYC as part of care plan

Hydraulic changing bench – organised by CYC as part of care plan

As and when necessary

Monitoring of cleaning – undertaken by Dawn Kirrane – report sent to Headteacher

DBS undertaken for new staff and regular volunteers / students and disqualification by association – Admin and Jane Hunter

Other

5 yearly electrical testing - organised by CYC as part of care plan

Asbestos audit – every other year - organised by CYC as part of care plan

Water risk assessment review– every other year - organised by CYC as part of care plan.

Daily outdoor equipment and safety check

Check to be completed daily by member of staff on outside duty / rota.

Record any issues and report to Headteacher (or member of SLT in absence of HT). If no issues arise, please date and sign the record.

Daily checks should include:

Fixed equipment has not been tampered with overnight and is safe for use

Sandpit is clean and safe

Portable equipment is in a good state of repair and safe

Playground surfaces are not damaged or broken

Area free from dangerous insects

Playground surfaces free from ice, stagnant water, or other dangerous substances

Area free from litter, animal faeces, broken glass etc

External exits are locked

Appropriate safety clothing is available for children to use as necessary
Plants, trees and bushes free from thorns and poisonous berries.

| Mon | Tues | Weds | Thurs | Fri | Which problems reported? |
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