

Health and Safety Policy

It is the aim of the setting to ensure that the setting is a safe workplace for all. This applies to both the indoor and outdoor environment. Health & Safety measures should help children to experience a wide range of activities; not stop them.

General Statement of Health and Safety

All employees, will so far as is reasonably practicable, ensure that all activities under their control are carried out in accordance with the Health and Safety at Work Act 1974, relevant regulations, approved codes of practice and guidance notes.

We therefore, will do what is reasonably practicable to exceed the minimum requirements within the resources that are available. The employees will also ensure that systems are in place, which will allow us to maintain, monitor and, where necessary, carry out risk assessments, which will allow us to improve our safety performance.

In return, the Area Manager expects all employees to exceed their minimum legal duties, which are stipulated later in the Health and Safety Policy. Included in this is the co-operation of all employees to assist in carrying out their obligations as required.

This policy will be reviewed annually or when necessary in order to meet changes in circumstances.

Any necessary changes will be brought to the attention of all employees to assist in improving safety performance.

The Area Manager and Nursery Manager will ensure that:

1. The Health and Safety Policy and Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis.
2. The Safety Policies will be brought to the notice of all employees.
3. The setting has considered its Health and Safety obligations and has made provision for meeting those obligations.
4. The establishment/service's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
5. Health and Safety issues concerning the school are identified and appropriate action taken.
6. Arrange for risk assessments to be completed, as required by relevant statutory provisions; safe systems of work produced and arrangements made for their implementation including training, resource, auditing and monitoring.

7. Provide adequate resources for implementation of the policy.
8. The nominated person provides safety reports as necessary so that safety arrangements can be monitored and evaluated.
9. Appropriate facilities and information for accredited bodies are provided to enable them to fulfil their duties.
10. All reasonable facilities and information are provided to Fire Safety officers, Ofsted and inspectors of the Health and Safety Executive and any other health and safety official as appropriate.
11. Any identified problems regarding pupils or buildings will be reported to the 'nominated person (Caretaker)'. The 'nominated' person will report to the Area Manager or Nursery Manager who will then take appropriate action.
12. Contractors and visitors to the setting, on receiving their visitor tag, are reminded that they are subject to the Health and Safety policy. They will be requested to read the Safeguarding, Fire Procedures when signing in to the building.
13. An electrical appliance check (PAT) is carried out annually. Fire extinguishers and PE equipment is also checked annually.
14. All visitors are required to sign in and show photo identification, staff members must check this identification. All visitors will be requested to read the fire drill and safeguarding/child protection document. Visitors will not be permitted to be unsupervised.
15. The appropriate contractors are responsible for the checking of electrical equipment.
16. Caretaker/Maintenance employee to carry out outdoor checks each day.
17. All cleaning materials and any other dangerous substances are used and safely stored away.
18. A daily cleaning schedule is in place and implemented.
19. All regulations in regard to the nursery kitchens are implemented by the Supervisor including: COSHH, Food Hygiene Regulations and School Food Standards Agency.
20. The correct proportion of staff has a suitable first aid certificate and training.

Accident procedures

Accident (pupil) -

Teachers/assistants in charge assess and if necessary send for 'known' First-Aider. Area/Nursery Manager is to be informed before contacting emergency centre or arranging with the parents to send pupil to emergency centre. Relevant paper work is completed, with information recorded, dated appropriately. Ofsted and Riddor are to be informed as necessary in the event of serious injury.

Accidents (staff)

Teachers/assistants will self-assess (if possible) send for or go to 'known' First-Aider who will advise and arrange for appropriate treatment. Record of the incident is to be made and given to office manager who will then file appropriately. Riddor will be informed in the event of a serious injury.

Fire Drills

Fire Drills are to be held at least once every term and organised by the nominated person to include risk assessment

Any difficulties arising from the fire drill should be reported to the Principal who will take the appropriate action. All departments on school site will take part in the drill.

Unforeseen emergency

Unforeseen emergencies, such as i.e. poor weather conditions, structural or energy damage to be assessed by Area Manager and appropriate action taken.

- Area/Nursery Manager would make the decision if the nursery needs to be closed.
- Staff to be available for duty and to assist Area Manager where and when necessary.
- In the case of the nursery closing, the Area Manager, Main Office will inform parents via, e-mail, text, phoning and phoning local radio for information to be broadcast)
- Inform OFSTED

Risk Assessments

All risk assessments are carried out annually and amended as required should a particular risk be brought to light.

The Health & Safety Officer will carry out daily risk assessment sheets around the outside of the building and visual inspections internally each day.

Staff/children

Where specific assessments are required for staff or children, these are to be completed by the Area/Nursery Manager/class teacher (as appropriate). These are to be reviewed as directed by the individual circumstances.

Trips

Trip risk assessments are carried out each time a trip is organised by the class teacher and the class teacher is responsible for completing the relevant paper work.

Animals in the setting

Risk assessments are carried out for the animals in the settings care and reviewed annually or as the risk changes.

Procedures and responsibilities

Deputies and assistants – reports all problems to Class/nursery teacher.

Class/nursery Teacher - reports to Nursery Manager

Maintenance, kitchen staff, cleaning staff- report to Area Manager

Administration staff - reports to Area Manager

Nursery Manager and Accountant -report to Area Manager

Parents - report to office.

Area Manager takes appropriate action.

The Health and Safety Policy was prepared using the guidelines from:

- The Health and Safety at Work etc Act 1974
- Guidance to National Standards
- Dfe
- EYFS Statutory Framework

