

# WINGATE COMMUNITY NURSERY SCHOOL

## HEALTH AND SAFETY POLICY



wingate  
community  
nursery  
and outdoor  
nature school

### Policy statement

Wingate Community Nursery School believes that the health and safety of children is of paramount importance. We make our school a safe and healthy place for children, parents, staff and volunteers. We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

### Statement of Intent

The Governing Body of the school recognise their responsibility as employers under the Health and Safety at Work etc Act 1974 to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the premises.

The Governing Body will take all reasonably practicable steps within their power to fulfil this responsibility.

The Governing Body has adopted the Health & Safety Policy of Durham County Council, as detailed in the School Health & Safety Policy and Procedures Manual. In addition, the school will, where reasonably practicable, apply all health and safety instructions and advice issued by the Local Authority and other enforcing bodies. When required the Governing Body and/or Head Teacher will seek competent Health & Safety advice from the Local Authority.

We display the necessary health and safety poster in the staff cloak room.

The school will ensure that risk assessments are conducted, recorded and implemented to guarantee, so far as is reasonably practicable, the provision and maintenance of:

- safe premises, plant and systems of work
- safe methods of using, handling, storing and transporting of articles and substances
- suitable and sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work
- a safe working environment with adequate arrangements for the welfare of employees
- safe access to, and egress from, places of work including procedures for evacuation in an emergency.

Adequate facilities and arrangements will be maintained to consult with employees, trade union representatives and the relevant internal and external safety agencies, to encourage a joint approach to the management of health safety and welfare.

All employees have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to co-operate with the Governing Body and Head Teacher in fulfilling the schools' statutory duties.

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and others.

### Organisation of Health & Safety Responsibilities

## **Governing Body**

The Governing Body has responsibility as an employer for Health & Safety and has chosen to adopt and implement the health and safety management system of the Local Authority as set out in the Schools Health & Safety Procedures Manual. In order to fulfil its responsibilities the Governing Body will, as far as reasonably practicable, ensure that:

- Health & Safety management procedures and systems are incorporated as an integral part of their overall school management system, and are adequately given a level of consideration equal to other school issues
- the School Health & Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the school's control is understood, implemented, maintained and monitored
- pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and Local Authority advice
- where health, safety and welfare duties and responsibilities are delegated to school staff, appropriate and sufficient information, instruction and /or training is identified and organised
- communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and its procedures
- the school cooperates with Local Authority auditing and monitoring of Health & Safety
- a committee of the governing body will be delegated the role of monitoring health & safety performance within the school and that should the Governing Body be unable to meet its duties and responsibilities it will seek competent health & safety advice
- a review of the policy and its implementations are carried out at suitable intervals and any problems or constraints in meeting these duties and responsibilities are brought to the attention of the County Council

## **Headteacher**

The Headteacher will co-operate with their Governing Body to ensure that:

- adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and Procedures Manual, are implemented within the school
- where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised
- systems are in place to monitor the application and effectiveness of the health and safety procedures
- at intervals agreed with the Governing Body, a review of Health & Safety in the school is carried out
- they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare

## **Employees**

All employees have a responsibility to:

- observe the health & safety policy & procedures in school
- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
- observe the school's systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work

- co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with
- use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use
- make use of safety aids, appliances, equipment and protective clothing provided
- report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements
- do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities
- do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation
- familiarise themselves with the action to take in the event of fire or other emergency
- seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or pupils in the school

### **Children**

Our school promotes the spiritual growth and welfare of children, and aims to equip them with the skills, knowledge and understanding to live positive, safe and healthy lives.

Children will be encouraged to participate in helping to create a safe learning environment in school.

### **Health & Safety Procedures**

The following health & safety procedures are detailed in the Durham County Council School Health & Safety Policy and Procedures Manual.

- Accident / incident / ill-health reporting
- Asbestos
- Biological Hazards including infected sharps
- Building Related Projects
- Confined Spaces
- Design & Technology
- Display Screen Equipment/Workstation Equipment
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- Hazardous Substances (COSHH)
- Induction
- Lifting Operations & Lifting Equipment
- Lone Working
- Moving & Handling (Objects)
- Moving & Handling (Pupils)
- New & Expectant Mothers
- Noise at Work
- Outdoor Play Equipment
- Personal Protective Equipment (PPE)
- Risk Register and Top Level Assessment
- Science Teaching
- Swimming Pool Operation

- Traffic Management
- Violence and Aggression
- Work Equipment
- Work at Height
- Workplace (Health, Safety & Welfare)
- Young Employees

The school will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health & Safety at Work etc Act 1974 and other regulations.

The school will keep up to date with additions and changes to the School Health & Safety Policy & Procedures Manual where it related to the work of the school.

## **Other school arrangements**

### **The School curriculum**

We teach children about:

- health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, we teach children how to handle equipment safely and the importance of staying safe.
- respect for their bodies, and how to look after themselves.
- care for the environment and awareness of the dangers of litter.
- the spiritual growth and welfare through the PSED curriculum, through special events and through group conversations.
- overcoming any fears and worries that they may have. Key people handle these concerns with sensitivity.

### **Breakfast/Lunch/Snacks**

Our school promotes a healthy lifestyle and provides the opportunity for children to access breakfast, snacks and lunch. Care is taken to ensure pupils with food allergies are given snacks that are safe and of nutritional value.

We provide a suitable place to eat breakfast and lunch, and we supervise them during this time.

### **Child protection**

There is a named person responsible for child protection in the school. This is the headteacher, but this may be delegated in some circumstances. See safeguarding and child protection policy for details. We require all adults employed or having contact with pupils in school (eg staff, volunteers, contractors etc) to have been DBS checked before being allowed access to pupils.

### **Visitors in school**

The entrance to the school is kept locked to prevent unauthorised access.

All visitors sign in on entering the school and wear a visitor's badge at all times. Staff should report any potentially unauthorised visitors to the Headteacher as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure pupils are moved to a place of safety.

### **Seat belts**

Our school only uses coaches and mini-buses that have seat belts provided. We instruct pupils to wear seat belts at all times when the vehicle is moving.

When staff cars are used to transport pupils the law regarding child restraints is always followed without exception.

### **Educational visits and Off-Site Activities**

Our school recognises the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum.

The school will follow the Local Authority guidance on Educational Visits and seek Local Authority approval for all visits where LA approval is required.

Governors delegate the Headteacher authority to approve all visits on behalf of the school with the exception of overseas visits and those involving adventurous activities requiring an AALA licence. Approval for such visits will be made by the governing body but are not expected to be necessary for our very young children.

Educational Visits for the previous term will be included in the headteachers termly report.

## **PROCEDURES**

### **First Aid**

A First Aid Box is located in the children's bathroom and stocked in accordance with LA guidelines. Our named First Aider is Mrs Glynis Riseley, who is responsible for ensuring the contents of the first aid box are kept at the prescribed level. Accidents are dealt with by the member of staff on duty and/or Mrs. Riseley and/or the Headteacher. However, all staff are paediatric first aid trained.

When administering first aid, staff must wear plastic gloves and soiled dressings placed in a plastic bag. All staff are aware of and follow the LA procedures re. HIV

### **Reporting of accidents to staff, children and members of the public**

All accidents to staff, children and members of the public must be recorded in the accident file and on an Accident Report Form. All accidents must be brought to the attention of the Headteacher.

In the event of a major injury being sustained, where medical advice has been sought, this is reported online to DCC H& S Team, who then make the decision whether or not to report to RIDDOR.

### **Reporting of Accidents to Children**

All accidents must be entered in the accident file and an accident form completed as soon as possible by a member of staff who has witnessed the accident. The form will be shared with the Headteacher and the parents, who are asked to sign it.

If an injury is thought to require hospital treatment, every effort will be made to contact the child's parents or an emergency contact person. This information will be requested from parents when children are admitted to school and periodically updated. This information is kept in the school office. In the event of no "home contact" being made, an ambulance will be called to school and as much relevant information as possible given to hospital staff. Efforts to contact the child's parents or emergency contacts will continue. They will be informed of the circumstances relating to the child's admission to hospital as soon as possible.

### **Investigation of Accidents**

On being informed that an accident has occurred, the Headteacher will consider the circumstances of the accident and will take appropriate steps to prevent the re-occurrence of a similar accident. A report of any required action that is beyond the scope of the Headteacher will be forwarded to the Health and Safety Executive at County Hall as soon as possible.

### **Administering Medicine**

If at all possible, medication should not be administered in school. However, if prescribed medication is required during the school session, parents are asked to complete an administration of medication form, giving details of the medicine, dosage and frequency. No "parent prescribed" medication will be administered to a child, as this is not authorised by the LA.

### **Children with Special Educational Needs**

There may be occasions when children with SEND may require the administration of medication for a specific condition, in which case the Headteacher and SEN Support Staff will act as responsible people for this.

### **Inhalers**

Children may administer their inhalers in Nursery with adult supervision. A list of all children suffering from asthma is kept in the school office together with instructions from parents on how and when the children administer their inhalers. Inhalers must be marked with the user's name and stored in the Utility Room.

### **Fire Safety Procedures**

The Headteacher will ensure that all staff are instructed in fire emergency procedures. This will be done through staff meetings and the Staff Handbook. Also, fire notices will be displayed around the school building. Fire practice will take place twice a year.

In the event of a fire, the alarm bell will be sounded. The alarm bell is activated by breaking glass with a sharp instrument.

When the alarm bell sounds, staff (including other adults in school) should ensure that the children are guided through the nearest available safe exit.

Back door exit – walking through the garden, out of the garden gate, along New Cross Row and assemble in the car park outside the Family Centre.

Front door exit – through the building and out via the safest door to the assembly point in the car park.

Once outside, the children will line up and the Headteacher will call the register to ensure that all children and adults are accounted for.

The Headteacher, or in her absence, the teacher will be responsible for ensuring that the building is empty. Once the building is empty, no-one should re-enter it until instructed to do so by the Fire Officer.

### **Security Procedures**

#### **On arrival:**

Children and families enter the building through the automatic doors leading into Reception. The locked doors leading up to the building are opened at 8.30 and remain unlocked until 8.45

A registration system is in place to record the arrival of every child. Each child has a wooden tag with their name on and ribbon, colour-coded to their group, which they collect from the reception desk in the nursery entrance and give to their key person on arrival. We ask parents to bring their child 'right into Nursery' to greet their key person – this ensures a safe handover. Arrival time is 8.30 – 8.45am and 12.30 – 12.45pm.

A member of the Nursery staff (usually the Headteacher or receptionist) will be "on duty" in Nursery entrance, during arrival times to welcome everyone and ensure children's safety.

### **On departure:**

At the end of every session we ensure that all children are collected by a parent, carer or designated adult. Children are collected from their family group, where a member of staff waits to hand over the child. We ensure that no child leaves the premises with any person who is not authorised to take the child. A member of staff stands beside the locked door in Reception to say goodbye and ensure no child leaves without a familiar adult. During this time, The Receptionist stands on the main automatic doors, controlling the doors, as parents and children leave together, pressing 'the green button.'

As part of the admission process, parents are asked to list any people that they wish to pick up their child. We ensure that we keep a record of the names, addresses and telephone numbers of all parents, carers or other persons authorised to collect a child.

If the person collecting a child is different from the people who the nursery already have listed, parents must inform staff beforehand, ensuring that the child's secret password is given upon collection of the child. Should a child not be collected we will proceed in accordance with the Uncollected Child policy.

These procedures are to be followed to ensure the safety of all our children at all times.

### **During the session:**

The snug door and rear compound gate will be kept locked at all times during Nursery sessions. No child is to be taken from school without prior arrangement with the Headteacher.

### **Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in reception.

### **Awareness raising;**

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the school.

- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

#### **Safety of adults:**

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.

#### **Windows:**

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

#### **Doors:**

- We take precautions to prevent children's fingers from being trapped in doors – using finger traps on all doors.

#### **Floors:**

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

#### **Electrical/gas equipment:**

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

#### **Storage:**

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

#### **Outdoor area:**

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.

- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Our ponds (2 shallow, sunken Belfast sinks) are covered with mesh guards.
- Our outdoor sand pit is checked daily before the children go out and access it.
- All outdoor activities are supervised at all times.

### **Hygiene:**

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the school which includes play room(s), kitchen, quiet room, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities
  - cleaning toilets regularly
  - wearing protective clothing - such as disposable gloves - as appropriate
  - providing sets of clean clothes
  - providing tissues and wipes
  - ensuring individual use of hand towels

### **Activities and resources:**

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the school.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the Headteacher and Chair of Governors.

### **Legal Framework**

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations(COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992

**Further guidance**

- *Health and Safety Law: What you Should Know (HSE 1999)*  
[www.hse.gov.uk/pubns/law.pdf](http://www.hse.gov.uk/pubns/law.pdf)
- *Health and Safety Regulation...a Short Guide (HSE 2003)*  
[www.hse.gov.uk/pubns/hsc13.pdf](http://www.hse.gov.uk/pubns/hsc13.pdf)
- *Electrical Safety and You (HSE 1998)*  
[www.hse.gov.uk/pubns/indg231.pdf](http://www.hse.gov.uk/pubns/indg231.pdf)
- *COSHH: A Brief Guide to the Regulations (HSE 2005)*  
[www.hse.gov.uk/pubns/indg136.pdf](http://www.hse.gov.uk/pubns/indg136.pdf)
- *Manual Handling – Frequently Asked Questions (HSE)*  
[www.hse.gov.uk/contact/faqs/manualhandling.htm](http://www.hse.gov.uk/contact/faqs/manualhandling.htm)

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