

HINDLEY NURSERY SCHOOL HEALTH & SAFETY POLICY



General Statement of Policy and Intent

At Hindley Nursery School we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our school and community is of paramount importance to us and this policy reflects our dedication to creating a safe environment.

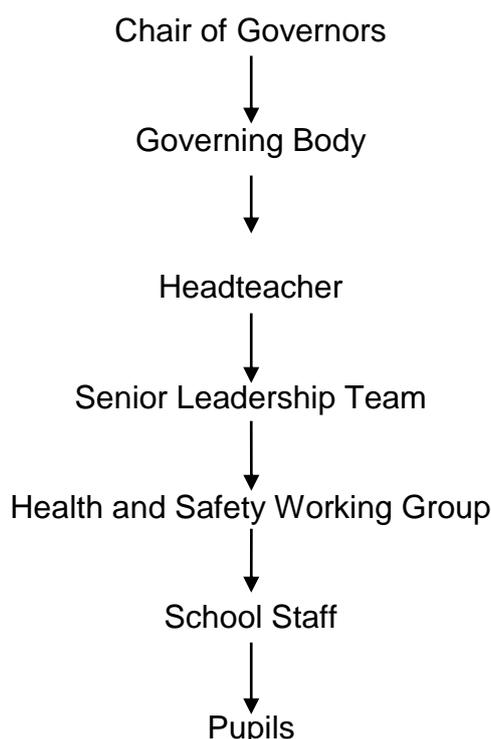
This policy is written in accordance with the LA Health and Safety Policy. The planning and implementation of the policy is the direct responsibility of the Headteacher, ensuring that all staff at all levels fulfil their duties to co-operate with it.

It is the aim of this policy to take all steps as reasonably practicable to prevent personal injury, health hazards and damage to property to all people, staff, parents, visitors, contractors and children who use the school.

We are committed to:

- Providing a productive and safe learning environment
- Preventing accidents and any work related illness.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.

Hindley Nursery School Health and Safety Structure



Duties of the Governing Body.

The Governing Body, in consultation with the Headteacher will:

- Ensure familiarity with requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school and centre.
- Ensure there is a detailed and enforceable policy for health and safety and that the policy is implemented by all.
- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible adjustments to prevent them occurring.

The Governing Body endeavours to provide the following:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, code of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- When necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction.

Duties of the Headteacher

- The headteacher has the general responsibility for the day to day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- The headteacher will take necessary practicable steps to ensure the Health and Safety Policy is implemented by all members of staff.
- The headteacher will designate a health and safety officer (School Business Manager) to be responsible for the day to day implementation of the Health and Safety Policy. This person will also be the designated contact with the local authority (LA) and the Health and Safety Executive (HSE) where necessary.

Duties of the Health and Safety Working Group.

- The working group will be familiar with the requirements of health and safety legislation.
- In addition to general duties, the working group will be responsible for the implementation and operation of the school Health and Safety Policy.
- The working group will take a keen interest in the school's Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

Duties of all members of staff.

- All staff will familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Staff will avoid any conduct which puts themselves or others at risk.
- Staff will be familiar with all requirements laid down by the governing body.
- Staff members have a duty to ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.

- Staff will ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Staff will use the correct equipment and tools for the job and any protective clothing supplied.
- All staff members will ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate.
- All staff will report any defects in equipment or facilities to the designated health and safety representative.
- All staff will take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Staff will make suggestions as to how the school can reduce the risk of injuries, illness and accidents.
- They will exercise good standards of housekeeping and cleanliness.

Management of Door opening procedure

- A member of staff must remain on the door at all specified drop off and collection times, morning and afternoon sessions:

Nursery				
9.00am	12.00pm	12.45pm	3.00pm	3.45pm
Pre-Nursery				
9.15am	12.15pm	1.00pm	4.00pm	
- Arrival or collection of a child during session, parents must be accompanied by a member of staff at all times
- Arrangements to collect children early should be made in advance by telephoning the nursery admin office.

Obligations of contractors.

- Contractors working on the school premises are required to identify and control risks arising from their activities.
- Contractors will inform the headteacher of all potential risks to staff, pupils and visitors.

Pupils

- Pupils are taught to respond to the instruction of staff given in an emergency.
- Pupils are taught not to misuse, neglect or interfere with items supplied for their health and safety.

First Aid Provision

First Aid Boxes are available in clearly displayed areas throughout the school. They are monitored termly by the designated first aider. All accidents will be monitored by the designated first aider. All accidents will be recorded using the first aid forms and kept in the child's or staffs personal file or in the case of an adult, visitor or visiting child in the accident file. If a child receives a bump to the head, no matter how slight, besides filling out an accident form, a head bump form must go home.

When treating minor injuries that involve blood or sick disposable, gloves and aprons should be worn. All open cuts wherever possible should be covered with gauze and tape.

Where blood has been spilt the area should be cleaned with 'Emergency Spillage Compound', and all waste materials should be disposed off in a yellow clinical waste bag and disposed off in the clinical waste bin.

More serious accidents should be referred to the parent or local hospital. The Engagement and Wellbeing or Schools Operational HR team (01942 827857) must be informed if any child attends a hospital and a RIDDOR form must be completed by a member of the Senior Leadership Team. (www.hse.gov.uk/riddor or 0845 300 99 23)

Emergency Inhalers

At Hindley Nursery School we will be holding Emergency Salbutamol Inhalers in Nursery and we will ensure that these inhalers will only be given to children, from whom consent for the use of the emergency inhalers has been granted and the child has a prescribed inhaler (see guidance on '*The Use of Emergency Salbutamol Inhalers in schools*'). The emergency inhaler will only be used if a child's own inhaler is missing, broken or empty and they are displaying Asthma symptoms outlined below

- Cough and wheeze when exercising
- Shortness of breath when exercising
- Intermittent coughing

Or Asthma attack (see how to recognise an asthma attack, attached)

Written confirmation of the use the emergency inhaler will be kept with the children's information and the inhaler will be placed in a cupboard out of reach of the children with a list of those children with consent. All relevant documentation is attached to this policy document.

Adrenaline Auto-Injectors (AAI)

At Hindley Nursery School we will be holding Emergency Adrenaline Auto-Injectors in Nursery and we will ensure that these AAI will only be given to children, from whom consent for the use of has been granted for staff to administer an emergency Adrenaline Auto-Injector to a child who has been assessed as being at risk of anaphylaxis.

The school's spare AAI can be administered to a child whose own prescribed AAI cannot be administered correctly without delay.

AAI's can be used through clothes and should be injected into the upper outer thigh in line with the instructions provided by the manufacturer.

If someone appears to be having a severe allergic reaction (anaphylaxis) you MUST call 999 without delay, even if their own AAI device or a spare AAI has been used.

In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

Please see further guidance from The Department of Health on Guidance on the Use of Adrenaline Auto-Injectors in Schools.

Contacting the emergency services.

- Following an accident/injury the first-aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the victim.
- If there is no first-aider immediately available a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services?

Fire Safety

- Procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.

- The school will test evacuation procedures each term.
- The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- Fire fighting equipment will be checked on an annual basis by an approved contractor.
- Fire alarms will be tested weekly from different 'break glass' fire points around the school and records will be maintained and held in the centre reception office.
- Following the sounding of the fire alarm, once an emergency situation has been determined, the responsible person will ring emergency services (999). The Fire and Rescue Service no longer attend automatically in the event of the fire activating, 999 must be dialled in the event of an emergency.
- Emergency lighting will be tested on a monthly basis and records will be maintained and held in the centre reception office.

Accident Reporting

- All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible to the headteacher.
- The headteacher will inform the senior leadership team and the health and safety working group and reported to the appropriate bodies.

Reporting procedure.

- Should an incident require reporting to the Incident Control Centre (part of the HSE) the health and safety officer or a person appointed on their behalf, will file a report as soon as possible as is reasonably possible.
- The person will complete the reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) form 2508 online at : <https://extranet.hse.gov.uk/> or,
- The person will complete the RIDDOR form 2508 and send off to the ICC to:
 ICC
 Caerphilly Business Park
 Caerphilly
 CF83 3GG
- Alternatively, the person will complete the RIDDOR form 2508 and report the incident via telephone on 0845 300 9923 (open Monday to Friday 8.30am to 5.00pm)

Notification to the Health and Safety Executive

Significant accidents as defined in the RIDDOR Regulations 2013 must be reported to the HSE as soon as possible by email or telephone. In the event of identified serious, imminent risk, the corporate health, safety and wellbeing team will assist and advise as appropriate. See Wigan Council Health and Safety Policy for further details.

Reporting hazards

- Staff, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- In the main, reporting should be verbal to the Caretaker as soon as possible who will inform the school business manager or headteacher as appropriate.
- Serious hazards will be reported using the health and safety query form located on the health and safety notice board in the staff room.

Accident investigation

- All accidents, however small, will be investigated by an appointed party and the outcomes recorded.
- The length of time dedicated to each investigation will vary on the seriousness of the accident.
- After investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- The health and safety working group will undertake regular evaluations of all reported incidents both injuries and ill health. They will identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

Our active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place. This involves regularly checking compliance procedure. Our procedure for actively monitoring our system includes:

- Regularly examining documents to ensure compliance to standards.
- Regularly inspecting premises, plants and equipment.
- Annual audits including fire risk assessments and health and safety audits.
- Regular reports and updates to the headteacher.
- External measures such as surveys by contractors and service providers organised through NPS.

Visitors to the school.

- All visitors must sign in to reception.
- Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the school concerned.
- No contractor will execute work on the school site without the express permission of the headteacher other than in an emergency or to make safe following theft or vandalism.
- Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- Anyone hiring the school premises will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- Temporary staff will inform reception of their presence by reporting and signing the visitor's log.
- Students and volunteers will have ID badges made for them and must wear them at all times.
- Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- Uncooperative visitors threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call.

Hazardous materials

- All equipment, materials and chemicals must be held in appropriate containers and areas conforming to health and safety regulations.
- Hazardous substances must be labelled with the correct hazard sign and contents label.
- Storage life must be considered. All control of substances hazardous to health (COSHH) and ionising radiations regulations must be adhered to.
- The Caretaker is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.

- No hazardous substances will be used without the permission of the headteacher.

Working/playing in hot environments

Hindley Nursery School understands and acknowledges the health and safety risks to staff and pupils associated with over-exposure to the sun. All staff should remain vigilant to the risks of UV exposure. Our school has adopted the following steps to minimise these risks:

- Encourage staff and pupils to keep covered up during the summer months. A long-sleeved shirt, hat with brim or flap to protect ears and neck.
- Encourage staff and parents of pupils to use sunscreen of at least sun protection (SPF) 15 on any part of the body they cannot cover up in accordance with the product's instructions.
- Encourage breaks in the shade, if possible, rather than staying out in the sun.
- Situate water points and rest areas in the shade.
- Encourage staff and pupils to drink plenty of water to avoid dehydration.

Smoking

The LA operates a no smoking policy and therefore smoking is prohibited on the premises and in the grounds.

Housekeeping and cleanliness

- The caretaker will be responsible for the standard of cleanliness on the site.
- Staff will encourage good hygiene at all times especially when working with young children.
- Children will be encouraged to develop their self help skills whenever possible.
- Children will be encouraged to wash and dry their hands before snack and meal times and after using the toilet.
- Equipment will be deep cleaned on an annual basis and all furniture and equipment will be wiped down and kept clean on an on-going basis

Risk assessment

- The headteacher has overall responsibility for ensuring potential hazards are identified and ensuring risk assessments are completed for all areas of risk in the school and centre.
- Annual risk assessments will be conducted.
- Risk assessments will identify all defects and potential risks with the necessary solutions or control measures.

Severe weather

- The headteacher, in liaison with the governing body, makes a decision on school closure on the grounds of health and safety. If a closure takes place the governing body must be informed.

Sickness

- Parents of a child who is ill should be contacted and asked to collect their child from the School.
- Staff, adults or children suffering from any infectious condition should refrain from attending until infection has cleared. The infection control guidelines should be referred to. All reportable

diseases should be reported to Mike McCarthy the Health Safety and Wellbeing Officer (01942 827857).

- When dealing with sick, staff should wear disposable gloves and aprons. Sick should be cleaned up using the 'Emergency Spillage Compound', waste materials should be disposed of in a yellow clinical waste bag and then in the clinical waste bin.
- Medicines should not be administered unless they are prescribed by a doctor. Please refer to the Administration of Medication Policy for further details.

Staff Pregnancy

- All staff who are aware that they are pregnant must report this to the Headteacher who will ensure a risk assessment is completed to ensure safe practices are carried out during this period. The risk assessment will be sent to Mike McCarthy. (LA Health Safety and Wellbeing Officer)

Emergency / Disaster Business Continuity Plan

In any circumstances regarding unexpected crises at the School the Headteacher and senior leadership team must be informed. In exceptional circumstances the school may need to be closed, evacuation procedures may need to be followed or a lockdown procedure implemented. Please refer to the Emergency / Disaster Business Continuity Plan for more details.

Manual Handling

Risk assessments have been carried out for the following:

Lifting children
Lifting equipment
Moving furniture

Training is available for staff through the LA.

Hot Drinks

During activities, groups and early years provision which involves children hot drinks will not be permitted.

Changing a child / Changing a nappy

All areas should be wiped clean with antibacterial spray and fresh paper towel roll used to cover the changing area. Staff will wear the plastic gloves and aprons provided.

Security

- It is the responsibility of the caretaker to unlock and lock the School building in the morning and evening.

- The caretaker will check all the rooms and grounds to ensure that windows and doors are locked.
- The alarms will be set and the gates padlocked.
- In the event of the intruder alarm sounding the Custodian Monitoring Services will be automatically notified and the appropriate services will respond. CCTV cameras are in operation throughout the School.

Building Security has been upgraded during the summer 2017 to install a fob and buzzer system. All staff have been allocated a fob for entrance through external doors into the building. All visitors, children and families must buzz and identify themselves before entrance is permitted.

Legionella.

Legionellosis is the term used for infections caused by Legionella Pneumophila and other bacteria from the family Legionellaceae.

Identify and assess sources of risk.

- All water outlets including: taps, showers, water drinking machines.

Preventives

Service Level Agreement with NPS Property Services for the management of water treatment services.

NPS Group
First Floor
1 Smithy Court
Pemberton Business Park
Smithy Brook Road
Wigan WN3 6PS
Telephone: 01942 610699
Email: Jayne.mitchinson@nps.co.uk

Communication.

- Health and Safety item on all staff meetings.
- All staff aware of the designated person.

The water services log book contains a detailed Organisational Policy of water hygiene at the school. A schedule of maintenance, monitoring and inspection can be found in the log book.

Reports of fatal and major injury, accidents, disease and dangerous occurrences have to be sent direct to:

CYPS Health Safety and Wellbeing Team - 01942 827857

In some cases events must be reported to RIDDOR, the Government Health and Safety Executive. More details can be found on www.hse.gov.uk/riddor or 0845 300 99 23.

See Control of Legionella Policy for full details.

Appendix A



Nursery

Fire Plan

On hearing the fire alarm staff responsibilities are as follows:

Responsible person to determine if an emergency situation and ring 999.

All teaching staff to guide children and visitors to the nearest fire exit and meet at the assembly point - back of the outside nursery play area, and to undertake a roll call of all children with the class registers. For those nursery children and staff in the pagoda area, to assemble at the nursery gates of the nursery school entrance.

Admin staff to do a check of all toilet areas and evacuate the premises with the visitor's book, staff signing in sheets and class children's emergency contact file.

Community Park

All visitors to the community park must exit the park area and assemble at the nursery entrance gates.

PLEASE DO NOT COME BACK THROUGH THE BUILDING

Appendix A



Upper Floor

Fire Plan

On hearing the fire alarm staff responsibilities are as follows:

Responsible person to determine if an emergency situation and ring 999.

Receptionist to check all toilet areas and reception and assist with the evacuation of all meeting rooms – leading all to the outside assembly point on the community car park. Receptionist to undertake a roll call using signing in book.

Project Workers to evacuate rooms with their clients at nearest fire exit taking attendance register with them for roll call.

Visitors to Sunset Valley and Red Berry should vacate the building via the closet emergency exit to the right of them, down the stairwell, exit onto the nursery outside provision and left up the slope onto the community car park.

Pre-nursery are responsible for the evacuation of the children from their room via external door, taking register outside to assembly point near the porta-cabin for the roll call.

Business Manager and Headteacher to do a check of all the building to ensure all are out and meet at the assembly point on the community car park.

PLEASE DO NOT COME BACK THROUGH THE BUILDING



Organisations Section

The School Emergency Management Team consists of:

Rachel Lewis	Headteacher
Christine Emmett	Deputy Headteacher
Karen Molyneux	School Business Manager
Sam Pemberton	Senior HLTA

The above Management Team agree to be responsible and will co-ordinate all emergency situations.

Reviewed April 2014
April 2015
October 2015
April 2016
April 2017
June 2017
October 2017
February 2018
April 2019

Arrangements.

Please see separate Risk Assessments file for all Risk Assessments.

Nursery floor Alarm Zones

A1-1 DT Adj lift room door
A1-2 Spare
A1-3 360 Dining Area
A1-4 DT Store room
A1-5 360 Outside Store room
A1-6 360 Staff room
A1-7 DT Staff room
A1-8 Spare

A2-1 360 Admin Office
A2-2 DT Admin Office
A2-3 DT Entrance Area
A2-4 Kitchen DT
A2-5 360 Kitchen
A2-6 DT Foyer
A2-7 DT Heads Room
A2-8 PA Button Office

A3-1 Firedoor 1
A3-2 Firedoor 2
A3-3 DT Adj Firedoor 2
A3-4 DT Staff Toilet
A3-5 360 Adj Firedoor 1
A3-6 DT Store cupboard Adj Firedoor 1
A3-7 Spare
A3-8 Spare

A4-1 Double doors to outside play area
A4-2 360 Adj Firedoor 2
A4-3 360 Entrance Area
A4-4 DT Adj Double doors
A4-5 DT Entrance Area
A4-6 Spare
A4-7 Spare
A4-8 Spare

A5-1 Sensory Room door
A5-2 DT Adj Sensory room
A5-3 DT Sensory Room
A5-4 DT Plant Room
A5-5 Plant Room Door
A5-6 Spare
A5-7 Spare
A5-8 Spare

Upper Floor Alarm Zones

A1-1 Pit front stairwell
A1-2 Cleaner store door (top of stairwell)
A1-3 DT Reception
A1-4 Pre-Nursery Door
A1-5 360 Leafy Lawn
A1-6 DT Leafy Lawn
A1-7 360 Pre-Nursery
A1-8 DT Pre-Nursery

A2-1 Door front stairwell
A2-2 360 Reception Office
A2-3 DT Office Corridor
A2-4 DT Pre-Nursery
A2-5 DT Entrance Foyer
A2-6 DT Reception Office
A2-7 Spare
A2-8 Spare

A3-1 DT Rear stairwell landing
A3-2 360 SBM Office
A3-3 360 Foxes Hideaway
A3-4 DT Adj toilets and rear stairwell
A3-5 DT SBM Office
A3-6 DT Office corridor
A3-7 DT Foxes Hideaway
A3-8 PA Button

A4-1 DT Kitchen
A4-2 DT Red Berry Room
A4-3 DT Sunset Valley
A4-4 DT Early Years Office
A4-5 360 Early Years Office
A4-6 DT Adj toilets
A4-7 DT Rear stairs near bottom
A4-8 Door rear stairs