



Health and Safety Policy

Reviewed October 2020

(Consulted with Senior Leadership from Monday 12th October

Consulted with Governors from Tue 13th October

Consulted with the rest of the staff from Wednesday 14th October)

Last reviewed Autumn 2019

Due for next review Autumn term 2021

(Aspects highlighted in yellow indicate are updates / more detail or changes for this year)

AIMS OF THIS POLICY

The Governing Body takes the Health and Safety of children, their families, staff, students and visitors very seriously. Everyone has a right to work, play and visit places where risks to their health and safety are properly controlled. The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work regulations 1999 establish standards of care to be maintained by and for all employees. Other regulations also exist to cover activities that carry specific risks, for example lifting and carrying, computer work and electricity.

The Headteacher is responsible for the day to day management of health and safety for all and in her absence the Deputy Headteacher will deputise as appropriate. All staff aim to create an environment which is safe and healthy for the benefit of all. The Headteacher and Governing Board will ensure all staff have regular training as necessary.

This policy brings together a range of authority policies to provide a total approach to enable everyone to be healthy and safe. The

policy is split into the general environment for all and then gives information relating to specific aspects of health and safety practice. At the end are appendices which include forms to complete, roles and responsibilities and changes this year.

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Ensuring and maintaining a healthy and safe environment to work, play and learn in-

The legislation

In **The Provision and Use of Work Equipment Regulations 1998** it specifies choosing and maintaining appropriate equipment and keeping it in good working order for staff to use. It also requires a good working space to be provided for staff. It is our aim to provide a totally separate staff room which is kept as a place to relax as well as work in a quiet place away from the children.

The Workplace, (Health, Safety and Welfare) Regulations 1992 also deals with physical conditions in the workplace and require employers to meet minimum standards in relation to a wide range of matters, which include:

- maintenance of buildings and equipment
- lighting
- provision of drinking water
- temperature
- rest facilities
- ventilation
- toilet facilities
- first aid.

Responding to a Pandemic

We are currently facing a covid-19 pandemic and the priority has become to ensure the whole school community is kept safe. In this circumstance our Covid-19 risk assessment is crucially important. It will be kept under review in light of guidance from the Dfe, Public Health England and other bodies. Individual risk assessments have been carried out with staff who are at an increased risk and their duties have been amended as a result.

An approach to ensure health and safety is taken seriously by all

We are always reflecting on the environment we offer and thinking how to improve it for staff, children, their families and other visitors. Staff and Governing Board Meetings are a regular opportunity to raise any concerns and find solutions.

- All staff are alert to potential hazards in the environment e.g. sand and water spillages and encourage the children when appropriate to be involved in tidying them away to ensure the safety of others. All staff are responsible for removing / reporting and damaged equipment.
- Damaged equipment or furniture is removed immediately.

The caretaker

- She carries out a twice daily cleaning of the Nursery to ensure a healthy environment to work and learn. The time for this cleaning is split between before the children arrive at Nursery and at the end of the day when they have gone home. The caretaker completed a Level 2 Health and Safety Online Course Autumn 2019.

Core staff

- All staff support to provide ongoing hygiene in the Nursery and ensure surfaces are free of hazards e.g. objects such as children's equipment or water which may cause slips or trips.

Midday staff

- The Nursery is swept and mopped, after each lunchtime in preparation for the afternoon session. If the floor is wet all staff are expected to make a judgement to put out the wet floor sign at any time of day or to take action to dry it.
 - All staff ensure they are wearing suitable clothing and footwear and families are reminded of the same for the children through letters and texts. We ask everyone to think about if their footwear is appropriate for a nursery where water and food is often spilt on the floor.

Risk Assessments

Risk assessment is simply a process by which you think about activities or situations to consider if they have the potential to cause harm. If they do, the next step is to identify and consider precautions which are being or should be taken to prevent or minimise the likelihood and severity of harm.

We understand the importance of risk assessment because of the contribution it makes to the overall management of health and safety. A **hazard** is something with the *potential* to cause harm, e.g. a slippery floor, a corrosive liquid or an inadequately guarded electric fire.

A **risk** is a combination of a) how *likely* it is that harm will occur because of a hazard and b) how *serious* the resulting injury could be

We will work to :

- 1) Identify hazards
- 2) Determine who might be harmed and how, for example staff, children, visitors
- 3) Determine the likelihood of harm occurring
- 4) Identify appropriate measures necessary to control or eliminate the risk
- 5) Record findings
- 6) Arrange for monitoring and review

Each year the risk assessments for the Nursery are reviewed with staff and also considered by the Head, Deputy Head Teacher and at our Committee Meeting of the Governing Board. The finalised risk assessments are then shared with the rest of the staff to make any further adjustments to practice.

Risk Benefit Assessments

We believe our 2, 3 and 4 year olds are capable learners and believe offering challenge and an element of age appropriate risk is important to support learning. In forming this approach we have paid regard to the Health and Safety Executive Statement "Children's play and leisure – promoting a balanced approach" (July 2012) In this statement they outline,

Key message: 'Play is great for children's well-being and development. When planning and providing play opportunities, the goal is not to eliminate risk, but to weigh up the risks and benefits. No child will learn about risk if they are wrapped in cotton wool'.

The Head of OfSTED Amanda Spielman, also said in November 2017.

She was concerned about the creation of "overly risk-free environments" and that young children need to be able to discover the world and "run around until they are exhausted".

We carry out Risk-benefit assessments for activities such as using the scramble rocks, the climbing log and rope swing.

Children

Administering of Medicines

If a child needs regular, long term medication we ask the families to complete a permission form and we also keep a record of when we have administered the medication. We ask families to let us know what dose a child has had before Nursery. Another staff member would always witness and sign when medicine is given to a child. Asthma Inhalers are kept labelled in the locked drawers in our First Aid Area and when they are able to the children are encouraged to use them for themselves. We last had

asthma update training for all of the staff as part an INSET day in Dec 2018.

Illness

We include in our handbook information about the time off Nursery children will need to have if they catch particular illnesses such as chicken pox. We also report any significant outbreaks or reportable diseases to the Control of Infection unit at Stepping Hill Hospital. We refer to their guidance for exclusion periods to advise families.

Provision for first aid

(Informed by the Health and Safety (First Aid) Regulations 1981)

We keep first aid equipment in a cupboard in the main room which contains basic equipment. The accident forms are kept in the staff room and during the current restrictions are added to Tapestry rather than families needing to share a pen with us or come too close. All core staff have had paediatric first aid training and are on a rolling programme of being updated over a three year period. Miss Jo O'Raw is the named First Aider who checks the equipment and is responsible for ordering supplies and monitoring the pattern of accidents with the Deputy and School Business Manager and identifying if there are any recurring concerns. Students are asked to refer an accident to a member of staff. All accidents are written in the H.S.E. produced accident book, the parent is informed when appropriate, sign the form and it is then kept in a confidential file in a locked cupboard. Adult accidents are recorded in the adult version which is kept in the office. It is the responsibility of any adult who is injured to ensure their accident is recorded. We report all relevant accidents / incidents/ near misses to the Health and Safety Team at Stockport Council (and all incidents which concern members of staff.)

Ringling families, seeking medical advice and calling an ambulance

If we think a child may need medical attention we will ring their families immediately.

If a child is having an asthma attack or is unconscious we would ring for an ambulance immediately.

We have been advised by Millie's Trust that if a child can breathe and is conscious and can walk or with some guidance get to a vehicle then we would not ring an ambulance and would contact the family as the child will be able to receive medical attention more quickly.

If we are unable to reach a family member after 10 minutes we may have to call an ambulance. (We remind families each term to make sure they give us their up to date contact details).

If we are unsure what medical attention may be needed we would ring 111 for advice.

Vomiting and diarrhoea protocol

Vomiting and diarrhoea are infections which are very easily spread amongst young children. After any incident the family must be notified and the child collected from Nursery. We will thoroughly clean any contaminated area as the area can be highly contagious. We ask families to keep children at home for 48 hours after their last incidence of sickness / diarrhoea and to have been eating normally again to minimise the risk of infecting others.

Staff

Display screen equipment / i-pad use

We carry out assessments for all staff that regularly use a computer (our Headteacher and School Business Manager). We have completed a Display Screen Equipment Checklist from the Health and Safety Executive for both of these staff. Staff are

recommended to take regular breaks whether using computers or handheld devices such as i-pads to stretch hands, arms and shoulders and to refocus their eyes on distant objects. The key points for staff to think about are wrist position, using a light touch, avoiding glare by keeping the screen clean, enlarging the text if necessary and placing the tablet on a surface rather than holding it for prolonged periods. We recommend staff download eyeleo for their laptops which gives reminders about taking breaks.

Ensuring a work/life balance

The Key workers have non contact time with children to complete records. The Deputy Headteacher is given time to complete her records for her key group, leadership time and SENCO time. The Governors are responsible for ensuring the Head also has Dedicated Headship Time. The definition of what "Dedicated Headship time" is has not been defined. Due to the introduction of bubbles of children and staff to minimise contacts and the risk of infection the HT and DHT will work from home when they are not with their key worker group. All meetings this year will take place online and not face to face.

We take the well-being of our children, families and staff seriously and see this as an on-going project to enhance what we already do. We have completed the Stockport Well-Being Audit in Summer 2019 and continue to reflect on all of our practices to support our school community.

Managing Stress

The Headteacher and Governing Body recognise that workplace stress is a health and safety issue and the importance of identifying and reducing workplace stressors.

The Head is sensitive to times when members of staff are under additional stress e.g. family circumstances

The Health and Safety Executive define stress as

“the adverse reaction people have to excessive pressure or other types of demand placed on them”

This makes an important distinction between pressure, which can be a positive state if managed correctly and stress, which can be detrimental to health.

The Governing Board is committed to protecting the health, safety and welfare of its employees. It recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. The Headteacher is expected to recognise the fact that from time to time, employees may have experiences in their personal lives that may make them vulnerable to pressures at work or have a temporary influence on their work performance.

The Governing Body will ensure :

- They are happy with the routines in place to support all staff with coping with the pressures of their jobs (including the Headteacher)
- A positive and understanding style of management exists that supports employees who feel under pressure in the workplace.

The Governing Body will also ensure that the Headteacher of the school:

- Identifies all workplace stressors and controls the risks from stress
- Consults with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress
- Offers and accesses training for all in good practices

The Headteacher will ensure:

- She attends training in good Health and Safety Management
- Good communication between staff particularly where there are organisational and procedural changes

- Staff have meaningful development opportunities to be able to fulfil their role
- She promotes a reasonable work-life balance for all and monitors work-loads to ensure this happens
- Staff support each other and are sensitive to the needs of each other
- Be vigilant and offer additional support to an employee who is experiencing stress outside work e.g. bereavement or separation
- Bullying and harassment are not tolerated
- Conduct and implement recommendations of risk assessments where appropriate
- Access specialist HR advice and referrals to Occupational Health and Physiotherapy and make employees aware of the confidential Counselling service as appropriate
- At least every 3 months discussions take place with the Well-being Governor to explore environmental stressors and how to overcome them

Staff will ensure :

- They raise concerns with the Headteacher / Deputy Headteacher
- Cooperate with stress reduction measures including attending any training and highlighting potential work related stress issues, including those where personal stress may affect their work
- Accept opportunities for counselling when recommended

New work equipment

We only purchase equipment from reputable suppliers. We seek advice from professionals if installation is complex. We store equipment in a suitable location. Each year we have electrical testing and maintenance contracts for specific equipment e.g air conditioning unit. We provide staff training for any equipment as appropriate

Personal, protective clothing

We provide free of charge, disposable gloves, masks, shields and aprons for use during changing of the children. We use latex free gloves to protect staff who have allergies. The aprons are stored in a dispenser located near the first aid cupboard. The gloves are available from a purpose built box which is stored with the baby wipes and nappy sacks. Staff are strongly advised to use this clothing when they change a child or deal with a first aid incident as appropriate to avoid contact with bodily fluids.

Routines, equipment and looking after the building

Cleaning schedule of resources

Twice daily

Spray of regularly touched surfaces, small tables and chairs, door handles, basins and toilets by HT, DHT and Nursery Practitioners who are not identified as being at increased risk of contracting covid-19

Weekly wash using warm water and neutral detergent e.g. washing up liquid, rinse and dry thoroughly and where appropriate put in the dishwasher

Controlling hazardous substances

All cleaning materials are kept in the Caretaker's Room. We keep C.O.S.H.H. forms (Control of Substances Hazardous to Health) in each area of the Nursery to ensure we know what to do if some of the chemicals are spilt on skin for instance.

When we introduce the use of new substances into the Nursery we will put a note informing staff in our message book and update the C.O.S.H.H. forms accordingly.

Electrical Safety

All of our electrical equipment is subject to annual (PAT) electrical tests. We dispose of any equipment we consider to be unsafe. We have also in 2017 had the 5 year fixed wire safety check so it will be due to be done again in 2022.

Fire Drill Policy

Calmly.....Raise the alarm

- Immediately evacuate the building under the guidance of the Head / Deputy
- Head / Deputy Head to check all rooms, toilets, corners etc,
- Using the nearest exit lead the children out,
- Close all doors behind you,
- The Head / Deputy/ SBM to pick up the register (whoever is nearest to the office)
- Telephone the Emergency Services,
- Dial 999 and ask for the Fire Service,
- In a safe place clear of the building,
- Check the children against the register,
- Account for all adults,
- Do not try to collect personal belongings on evacuating the building

- Do not attempt to go back in and fight the fire.
- SBM to check the panel to identify the source of the fire
- Fire doors can prop open and close during a drill
- The thumb lock on the small room will be unlocked

Fire Safety

(Informed by The Regulatory Reform (Fire Safety) Order 2005)

Each week the Headteacher checks the means of escape and records that they have been checked. She is also responsible for ensuring all signs and equipment are maintained and in good order. All staff are responsible for keeping all fire exits clear, all of the time.

The Caretaker carries out weekly Fire alarm Tests on a Monday. Each term there are fire drills to demonstrate to children, students and visitors the fire exit procedures. The procedures are displayed around the Nursery and the children are made aware of exiting calmly to their assembly points. We had a full fire risk assessment completed during July 2017 and have acted on any recommendations.

Hot drinks

We recognise that hot drinks if spilt on children's skin can cause severe burns. Staff consume their hot drinks in the staff room.

Sun Safety

We educate children about protecting their skin during sunshine. We encourage children to wear appropriate clothing e.g. sunhats, sunglasses and to seek shade. We ask families to send their child wearing sun cream. At the moment we inform families that we will not be able to apply top up suncream for children so advise families to send their child with clothing which covers arms and heads and if possible suncream which lasts for a day.

Water hygiene

We take the safety of the water very seriously.

It is a legal requirement to have regular checks of all cold and hot water systems to prevent any outbreaks of legionella. The checks are recorded in a water safety file kept in the locked tambour cupboard in the staff room. The Headteacher and Deputy Headteacher had updated Legionella Risk Assessment Training in May 2016. We buy back from Stockport Homes

Controls and checks

Whistle-blowing policy

This Governing Body is committed to the highest possible standards of openness and accountability. Any parent/ carer, governor or member of staff who have serious concerns about the school are expected to come forward and voice those concerns. They will be able to do so in confidence and without fear of reprisal. Any concerns can be raised with the Headteacher, Chair of Governors, Advisor or the Director of Education, the Children and Young People Directorate. The process is outlined on the school website

Monitoring and reviewing

The Head, Deputy Head and School Business Manager will consider all aspects of the policy each term e.g. by looking at patterns of accidents to review the environment or our procedures at their Meetings. The Governors will have an annual review and a termly update via the Headteacher's report and Authority reports. Changes may be considered in response to new legislation and or incidents which lead to a review of procedures and policies.

Appendices

- Changes to work practices this year which have had an impact on our Health and Safety practice and procedures
- Action taken after a significant accident / incident /change in practice form
 - Checklist of additional topics for risk assessment
 - Near miss form
 - Parental agreement for Nursery to administer medicines
 - Record of medicines administered to all children
 - Risk Assessment Form Headings
- Roles and responsibilities of staff for Health and Safety at Lark Hill Nursery School

Changes to work practices this year which have had an impact on our Health and Safety practice and procedures

The Coronavirus Pandemic led to our closure between end March and mid June.

We developed a risk assessment to offer 16 places for children in the Summer Term 2020 from our small room and garden due to concerns about the ventilation in our main room.

From September 2020 we fully reopened with the children and staff organised into two bubbles (2 year olds in small room and small garden), (older children in large room and garden. We updated our risk assessment and it is under review in light of new guidance. Every window and door (where safety allows) will be kept open to ensure good ventilation. The provision has been reduced and is wipeable or washable. For the older children the equipment is swapped for the Beginning of week and End of week bubble.

Families are not allowed on the premises. Contractors must wear a mask and sign a form giving their contact details. It is anticipated these measures will be in place until Summer 2021.

Action taken after a significant accident / incident
/change in practice

Date	Description of incident	Who was involved ?	Action taken as a result



Near miss form

(A near miss is an event not causing harm, but has the potential to cause injury or ill health)

Place incident happened	Date
Description of incident and why you consider it to be dangerous	
Immediate action you have taken	
Person reporting this near miss	
Further action needed (this last section to be completed by HT, DHT or SBM)	

Parental agreement for Nursery to administer medicines

Name of child	
Date of birth	
Type of medicine	
Date dispensed	
Expiry date	
When to be given ?	
How much to give ?	
Any special precautions ?	
<p>I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the Nursery of any change in requirements</p> <p>Date _____</p> <p>Signature _____</p>	

Record of medicine administered to a child

<u>Tick if medicine given at home this morning/ time / dose</u>	<u>Date</u>	<u>Time</u>	<u>Name of medicine</u>	<u>Dose given</u>	<u>Any reactions</u>	<u>Member of staff who gave medicine</u>	<u>Member of staff who witnessed administration</u>	<u>Signed by adult who picked child up</u>

Risk Assessment Form Headings

What are the hazards ?	Who might be harmed and how ?	What controls exist to reduce risk ?	What action can be taken to further reduce risk ?	By when ? Who ?

Roles and responsibilities of staff for Health and Safety at Lark Hill Nursery School

Senior Leadership Team Members of staff and their role at Lark Hill Nursery School	Key responsibility
<p style="text-align: center;">Jo O'Raw Headteacher</p>	<p>Jo has overall responsibility to ensure we have a healthy and safe environment for children, their families, staff and visitors. This includes the working and learning environment for all, the conditions staff work in and the balance of work and life for staff as well. With our Well-being Governor Emma Harris she has also completed an action plan to support the well-being of children, families, staff and others.</p> <p>She is responsible for leading staff to develop their policies and procedures and ensures they are responsive and shared by all staff and students who are on placement with us.</p> <p>Jo does an annual review of the competency requirements and identifies any training needs which arise from new guidance, incidents or our developments as a Nursery. This includes aspects such as first aid, food handling and manual handling.</p> <p>Jo is the first point of contact for staff to share any concerns they may have regarding the wide area of health and safety.</p> <p>Jo updates the staff handbook each year and includes any changes in our working practices and advice for staff.</p> <p>In light of Covid-19 additional cleaning is carried out twice daily and Jo or Cath carry this out alongside Nursery Practitioners who have not been</p>

	identified at higher levels of risk.
Cath Evans Deputy Headteacher	Cath supports Jo in all of the responsibilities above and contributes to our thinking about how to develop our procedures. In Jo's absence Cath is the first point of contact to advise on any health and safety matters
Karen Fairweather School Business Manager	Karen devises a schedule of maintenance and repair to ensure our building and grounds are well looked after. She will arrange for repairs to be carried out and follows up work if it not completed to a satisfactory standard. Karen arranges for staff to attend courses such as First Aid and Food Handling.
Governing Board	Each term the Governing Board will consider any Health and Safety matters arising and contribute to our thinking about future developments and policy and practice. They are proactively involved in offering their ideas in the development of our risk assessments, for example.

Other members of staff and their roles at Lark Hill Nursery School	Key responsibility
Lynne Witter, Caretaker	<p>Lynne is responsible for giving the Nursery a twice daily clean. She checks the safety of all surfaces, equipment and the indoor and outdoor environment each day. On a rota every two weeks (the other week is carried out by the caretaker next door) she carries out a fire alarm and emergency lighting check. She aims to ensure we keep free of infection and if there seems to be a particular outbreak of sickness for example she will use more intensive cleaning liquids for the floors and give extra attention to surfaces. Lynne is a key holder and is the first point of contact if there is a problem with the building at night or a weekends. She is responsible for locking up the building each night.</p>
Nursery Nurses and Nursery Practitioners	<p>Our Nursery Nurses and Nursery Practitioners spend the majority of their time interacting with the children in the environment we have created for them inside and outside. They all have a responsibility to respond immediately if they see that something is not safe. This may include drying floors, wiping up spills or removing broken equipment. This also includes bringing to the attention of Jo or Karen if something needs to be repaired or if it seems to be presenting a danger. Staff would section of an area or close a toilet, for example if it was deemed to be unsafe.</p> <p>Staff also have a responsibility to keep themselves safe by wearing appropriate clothing and footwear for their roles. Everyone is expected to familiarise themselves with the Health and Safety</p>

	Act Poster and the staff handbook.
Midday Assistants	<p>Our Midday Assistants help serve food and support the children to follow healthy hygiene practices including washing their hands. The Middays supervise the children's play in the garden each day and encourage the children to challenge themselves and keep themselves safe. They would also alert Karen or Jo to any dangerous equipment or surfaces. They would also be expected to remove anything immediately if they felt it posed a health and safety risk or take appropriate action. After the children have eaten each day one of the Midday staff cleans the Nursery at the same time each day. Just before the floor is mopped the wet floor signs are put out.</p>
Students	We issue all of our students with a copy of our Health and Safety Policy so they can follow our approaches.

