



Hope Spring Nursery
2 Mexborough Avenue
(Just off Chapeltown Rd)
Leeds, LS7 3EF

Issued and Approved by :
Hope Spring Nursery
Committee

Date of Next Review:
July 2022

Date of Last Review:
July 2021

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HEALTH AND SAFETY POLICY

At Hope Spring nursery, we recognise the importance of establishing a safe and healthy environment and that it is a statutory requirement.

The purpose of this policy is to fulfil our obligations, both statutory and help further our aim to provide a secure, safe, healthy and stimulating environment for all children, staff, visitors and other users of the premises.

We want to assure parents that every measure is taken to keep children safe. We believe that achieving and maintaining high standards of safety and prevention of accidents and hazards requires every member of the nursery community to contribute, be aware of and accept their respective responsibilities.

Our policy deals with those aspects over which the Nursery Manager and CM (Committee Members) have control and covers safety associated with the building structure, plant and fixed equipment.

Aim

The nursery will take all reasonable practicable steps to ensure the health and safety at work of its employees, children and other users of the nursery premises. The aim of the policy is to:

- Provide a safe working/teaching environment;
- Ensure that there are safe systems of work;
- Ensure all equipment is safe;
- Provide adequate information, instruction, training and supervision to ensure health and safety at work;
- Ensure that there are adequate first aid facilities;
- Ensure safe storage of all inherently dangerous materials and substances;
- Have in place effective procedures for the evacuation of the building in an event of an emergency.

Responsibilities

The maintenance of a healthy and safe nursery is the shared responsibility of the whole nursery community. More specifically the **Committee Members and Nursery Manager** will:

- Decide policy;
- Give strategic guidance;
- Monitor and review health and safety issues at the premises;
- Ensure adequate resources for health and safety are available;
- Be responsible for the day-to-day implementation of nursery safety organisation;
- Develop a culture of safety throughout the nursery;



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- Report pertinent issues to all Committee Members;
- Report accidents and incidents of violence;
- Liaise with outside agencies able to offer expert advice;
- Ensure that all staff fulfil their duties to co-operate with the policy;
- Formulate and co-ordinate safety procedures;
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the CM;
- Ensure relevant staff has access to appropriate training;
- Report to the CM and Nursery Manager any defects and hazards that are brought to their notice;
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
 - a) Provide plant, equipment and systems of work, which are safe and without risks to health.
 - b) Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - c) Develop safety awareness and provide adequate training, information, instruction and supervision to enable all staff employed in the nursery and children to perform their work safely and efficiently.
 - d) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and from the premises.
 - e) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, children and other supervising adults.
 - f) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the nursery, for the safe use of machinery, equipment and substances.
 - g) Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the nursery.

All Staff will:

- Ensure that they have read the Health and Safety Policy;
- Fully support all health and safety arrangements;
- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Ensure, as far as is reasonably practicable, that their work area or office is safe;
- Use equipment safely;
- Ensure, as far as is reasonably practicable, that children use equipment safely;
- Report situations which may present a serious or imminent danger to the CM or Nursery Manager;

- Report any defects and hazards through recording in the file in the Nursery Office;



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- Complete an 'Accident / Injury form, available from in the Nursery Office, in the event of a significant accident or incident of violence;
- Complete the Inclusion Folder in the staffroom to inform all staff of any pupils with medical needs or who may need specific handling;
- Ensure the health and safety of children or staff; Supply staff are asked to familiarise themselves with this.

The Staff will:

- Ensure that s/he is familiar with the nursery's Health and Safety Policy;
- Conduct a termly health and safety survey with the Manager and CM;
- Conduct a half-termly site check with the CM;
- Meet with the staff on a weekly basis to manage site issues;
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the CM and Nursery Manager any defects and hazards that are brought to his notice;
- Ensure that everything received from suppliers (for direct nursery use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use;
- Test and record the fire bells and fire doors weekly;
- Inform the CM whenever contractors are due to enter the nursery to undertake maintenance, service or works contracts;
- Maintain a record of hazardous substances used for cleaning and similar purposes.

Parents are expected to:

- Support the nursery in any health and safety matters reported to them on newsletters.

ARRANGEMENTS

Accidents and Injury Reporting

- Any child complaining of illness or who has been injured is reported to the Nursery Manager for the qualified First Aiders to inspect and, where appropriate, treat;
- All incidents, ailments and treatment are reported in the accident book;
- More serious accidents or incidents of violence are recorded on 'Record of concern' forms obtainable from the nursery office;
- Parents are contacted if there are any doubts over the health or welfare of a child;
- In the event of a serious incident an ambulance is called and a member of staff shall accompany the child to hospital;



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- Parents shall be informed and asked to go immediately to the hospital. It may be appropriate to transport a child to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company;
- If a staff member is concerned about the welfare of a child they should contact the Nursery Manager immediately. If an injury has been sustained, the child should not be moved;
- Staff shall complete the accident book for employees if they sustain an injury at work. The book can be obtained from the nursery office. An injured member of staff or other supervising adult shall not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned shall seek medical advice without delay.

Administration of Medicines

- Our trained First Aiders administer medicines for chronic or long-term conditions;
- Medicines are stored in a locked cupboard. Staff record the time medication is given and sign the record sheet;
- Parents give written consent to authorise First Aiders to administer prescribed medication;
- Medication for asthma is stored in an unlocked cupboard in the Nursery Office. Children are supervised by a First Aider when taking their asthma medication.

First Aid Provision

- The Manager is responsible for ensuring that there is an adequate number of qualified First Aiders;
- Their names are displayed in all classrooms, passages, and nursery office;
- First Aid is administered in the nursery office;
- First Aid boxes are located in the office, and nursery rooms;
- Portable First Aid kits are taken on educational visits and are available from the Nursery Office.
- A qualified First Aider always attends any educational visit;
- An appointed staff member shall ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff are trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epi pen.

Head Injuries

- Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for;
- First Aiders contact parents by phone if they have concerns about the injury.

Head Lice



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- If eggs are noticed in a child's hair a letter is sent home informing the child's parents;
- A general letter is sent to the parents of all children in a class if there is a case of head lice in the class;
- If live lice are noticed in a child's hair the parents are contacted by telephone and asked to collect him/her from class.

HIV

- No person must treat a child who is bleeding, without protective gloves;
- Protective gloves are stored in the Nursery Office and Staffroom;
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.

Control of Hazardous Substances

- The Site Manager completes a COSHH assessment sheet for substances in nursery, compiling and maintaining a list giving details of these substances.

Electrical Testing

- All items of portable electrical apparatus and equipment in use at the nursery are inspected and checked annually or as otherwise agreed and will be marked to show the date of the test.

Evacuation of the Building

- Fire exits are clearly labelled;
- Plans showing exit routes are displayed by the door of each classroom;
- Fire bells and fire doors are tested weekly by the Manager;
- A fire drill is practised once a term and reported by the Manager to the Committee Members;
- Fire extinguishers and smoke alarms are checked regularly and serviced annually.

Manual Handling

- Children, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

Movement around Nursery

- Children will be supervised accordingly and encouraged to use equipment safely both indoors and outdoors encouraging respect of other children and resources.

On Site Vehicle Movements

- Car parking is separate to the nursery grounds on street;



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- Contractors come onto the premises when loading/unloading equipment and park outside the main entrance. They can only gain access by contacting a member of staff to open the gate for them;
- If the vehicle is present during playtime, it is supervised by a member of staff and remains stationary until all children are clear of the playground.

Playground

- Staff actively encourage children to play safely and discourage fighting or other rough games;
- Two members of staff supervise playground during playtime;

Pregnant Workers and Nursing Mothers

- The SMT shall carry out a risk assessment and appropriate action shall be taken to ensure that exposure to significant risks are managed.

Safe Stacking and Storage

- Equipment shall be stored at an appropriate level and position relative to its height, weight and bulk.

Security

- All Staff shall ensure that the main gate is shut at all times except for when it is manned at the beginning and the end of the day;
- Visitors and Parents must ring the bell on the main gate to request entry;
- Staff shall view before allowing access to the premises.

Site Inspections/Risk Assessments

- The Manager inspects the site as part of his / her daily routine; to identify hazards/risks.
- Urgent matters are referred to the CM and actioned ASAP;
- The CM carry out an inspection of the site on a half-termly basis;
- The CM conduct a termly health and safety survey and report back to the Manager;
- The CM conducts Risk Assessments on an annual basis or as and when necessary;
- All significant matters are reported to the CM.

Slips, Trips and Falls

- It is unrealistic to expect children never to fall, especially at playtime. However, staff or other supervising adults report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the CM;
- The classroom is equipped with cable mats on overhead projector cables to prevent trips.



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Supervision of Children

- Staff and other supervising adults shall maintain good order and discipline, safeguarding their health and safety at all times;
- No children shall be left unsupervised;
- Staff shall be in class when children come into class in the morning;
- Staff shall be punctual in collecting children from the playground;
- If a member of staff knows that s/he is unable to undertake a duty s/he shall organise cover;
- Other staff on duty shall inform cover staff of their duties regarding supervision;
- If a parent fails to collect a child after nursery staff shall make every effort to contact the parent. If a parent or emergency contact person cannot be contacted, the Child Protection officer will need to be notified.

Transporting Children

- Parental consent is taken before transporting any children to any nursery visits or off site activity.

Working at Height

- Staff and other supervising adults shall use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose;
- Stepladders are located in the office.

Working during the evening

- Staff sometimes stay late at nursery. Staff shall alert the CM / Manager that they are staying late (after 6pm) and are not allowed to stay on the premises on their own.

RISK ASSESSMENT PROCEDURE

- Think of possible hazards. A hazard is anything that has the potential to cause harm e.g. a physical condition which can make the nursery unsafe, such as a slippery floor; unsafe acts e.g. rushing, horseplay, taking shortcuts. Unsafe omissions such as the failure to follow safe systems or wear protective equipment can also be termed hazards;
- Decide who might be affected and how;
- Evaluate the level of risk and consider preventive measures. Risk is the likelihood, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be;
- Discuss with nursery staff/parents/carers/and child as appropriate;
- Formulate into a written plan;



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- Put measures into practice;
- Review and revise as necessary.

Risk Control:

Decide what controls are necessary to reduce the risk to individuals. The steps to controlling the risks are as follows: -

- Avoid the hazard - can the hazard be avoided or altered to reduce the likelihood or risk?
- Substitute or replace the hazard;
- Procedural controls – can the procedure be altered to avoid or reduce the risk?
- Can the individual be removed / distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- Child management – make sure you and your staff are aware of each child's needs;
- Setting management – such as the monitoring of exits and entrances;
- Additional staff – can an additional person be utilised to avoid or reduce the risk?
- Personal Protective Equipment - consider the value of using such things as gloves, over garments or a hat;
- Emergency procedures – have contingencies in the event of things going wrong such as an accident, incident or fire;
- Health surveillance – are your staff or children physically able or sufficiently fit to engage in the planned activity.

Recording the Findings:

- Record the significant hazards and conclusions using the appropriate risk assessment form.

Assessment Review:

The assessment must be reviewed periodically to ensure it remains relevant and effective. In addition, the assessment must be reviewed if there are any significant changes to the activity such as different children or staff, new procedures, substances or equipment.

Nursery Visits:

The nursery has a policy on nursery visits which is read by all members of staff.