



## **Seaham Harbour Nursery School Health and Safety Policy**

### **Introduction**

The health, safety and welfare of all the people that work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone where people are supported to fulfil their potential. The governing body, along with the Local Authority, takes responsibility for the health & safety of all our pupils, members of staff and others who visit our premises.

### **Section 1 – Statement of intent.**

The Governing Body of the school recognise their corporate responsibility 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 will operate within the structure and framework of Durham County Council, as detailed in the School Health & Safety Policy and Procedures Manual, and will where reasonably practicable apply all health and safety instructions and advice issued by the Local Authority and other enforcing bodies.

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 and;
- 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.

## **Section 2 - Organisation of Health & Safety Responsibilities**

### **Governing Body**

The Governing Body has the delegated responsibility for the adoption and implementation of the health and safety management systems that comply with the principles set out in the Corporate Health & Safety Policy and Schools Health & Safety Procedures Manual. In order to fulfil this responsibility, 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 schools control is understood, implemented, maintained and monitored;
- pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and County Council requirements;
- 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;
- when requested the County Council is provided with information on the operation of the health & safety management system sufficient to fulfil its responsibilities,
- a review of the policy and its implementation is carried out at suitable intervals; and that,
- any problems or constraints in meeting these duties and responsibilities are brought, without delay, to the attention of the County Council.

### **Headteacher**

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

1. adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and Procedures Manual, are implemented within the school;
2. where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
3. systems are in place to monitor the application and effectiveness of the health and safety procedures;
4. at intervals agreed with the Governing Body, a review of Health & Safety in the school is carried out; and,
5. 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 -

- 1 observe the health & safety policy & procedures in school;
- 2 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;
- 3 observe the schools systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- 4 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;

- 5 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;
- 6 make use of safety aids, appliances, equipment and protective clothing provided;
- 7 report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;
- 8 do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- 9 notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;
- 10 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;
- 11 familiarise themselves with the action to take in the event of fire or other emergency;
- 12 seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or pupils in the school.

### **Pupils**

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

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

### **Section 3 – 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
- 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.

#### **Section 4 - School arrangements**

Health and safety in all areas of the nursery, both inside and outside, is a prime concern for all members of the nursery staff.

Staff must be aware of the safety of the children at all times, take appropriate measures to ensure safety and ensure they are familiar with the following safety procedures.

<h3><b><u>No child is ever to be left in an area unsupervised.</u></b></h3>
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- CCTV is installed in both buildings.
- Fire doors must be unlocked while pupils and adults are present in nursery.
- The outer kitchen door must remain locked whilst children are in nursery, as this area is not monitored all the time.

- All internal doors have finger guards fitted.
- The outer doors are hooked back when exits are opened and being used by the children.
- All visitors to the nursery must sign in the visitors book and wear a visitors badge.
- A member of staff must be at the front door when children are entering and leaving nursery.
- When children enter the garden staff must ensure the gates are locked and no palings are missing from the fence.
- All equipment, including fixed apparatus, should be checked carefully every time it is used and faulty equipment taken out of use immediately.
- All the equipment in the nursery is clean and in good working order. Any equipment not is reported and removed from use.
- Daily, termly and annual risk assessments of premises and equipment are completed.
- Staff must ensure socket covers are in place on any socket not in use.
- No cables should be stretched across floor areas.
- Children are not allowed in the kitchen or utility room unsupervised.
- When using the cooker, pans should not be left unattended and handles must be turned inwards. Children must not add or remove items from the oven.
- Prescribed medicines will only be given to pupils with the written consent of parents/guardians as detailed in the school's policy on "Administration of Prescribed Medicines".
- It is not permissible to give paracetamol, aspirin or any un-prescribed medication to any pupil.
- Prescribed medicines are stored in the first aid cupboard in the utility room. All medication is labelled with the child's name and required dosage.
- A fire drill will be held each term and the findings are recorded and reported to the Governing Body.
- All dangerous materials e.g. bleach, floor cleaner etc. should be stored in the caretaker's cupboards, and only small amounts may be kept in the bathroom, utility and kitchen out of reach of pupils.
- Water or and spillages should be cleared as soon as possible to prevent accidents, 'wet signs' must be displayed in area.
- All serious accidents to pupils, staff and visitors must be reported to the head teacher immediately, or in her absence the deputy.
- Details should be recorded on standard forms and forwarded as required electronically to the Health and Safety Department at County Hall.
- Minor accidents must always be recorded in the accident book, located in the first aid cupboard in the utility room.

- Parents should be notified of children's accidents recorded in the accident book.
- Any injuries to children's heads must be reported on leaving nursery and the relevant slip must be issued.
- All staff on a rota basis are responsible for thoroughly cleaning the children's toilets and the kitchen area daily to minimize the spread of infection.
- In the event of "an accident" during a session, any member of staff will clean the toilet area, whilst another member of staff assists the child.
- Temporary staff and students must be aware of these health and safety regulations and made aware of the fire evacuation policy.
- Staff must report all potential health and safety risks to the headteacher immediately.
- An audit of areas and rooms will be carried out on a termly basis.

## **The EYFS**

- 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 health lives. All staff take every opportunity to educate children in this regard within the holistic approach of EYFS
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children and we reinforce these points as part of our healthy schools programme, where children learn about eating and hygiene. We also show them how to move and play safely indoors and out.
- Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter.
- Our school promotes the spiritual growth and welfare of the children through the whole curriculum and through special events and festival celebrations.
- Children have the opportunity to discuss problems or issues of concern with their teacher. Teachers use group and keyworker time to help children to discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

## **School meals**

- Children have a snack at nursery and water is available through a water cooler system for children to access. Allergy advice and guidance is displayed on the entrance tables for parents to see

- Children who attend all day, bring a packed lunch from home. Children are supervised during these times by staff. Parents are asked to follow Packed Lunch guidelines.
- We work closely with parents and other agencies to promote a healthy lifestyle .

### **Child protection**

- The named persons responsible for child protection in the school are Mrs Carole Scott and Mrs Sue Wilson both have completed the relevant training. All other staff and some governors have completed level 1 child protection training. The training is renewed as and when required. (See Child Protection Policy)
- We require all adults employed or having contact with pupils in school (eg staff, students, volunteers, contractors etc) to have been CRB checked before being allowed access to pupils.
- A Single Central Record is held and updated regularly as required.

### **Visitors in school**

- The entrance to the school is kept locked to prevent unauthorised access.
- Both classrooms have a coded entry system only operational by staff.
- All visitors will sign the visitors' book on entering and leaving the school.
- Staff should report any potentially unauthorised visitors to the Head Teacher as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure pupils are moved to a place of safety. (See Safeguarding Policy)

### **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.

Risk assessments will be undertaken by the EV coordinator (Head teacher), before visits are made.

Governors delegate the Head teacher 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.

Educational Visits for the previous term will be included in the head teacher's termly report.

Policy adopted by Governing Body