



## **Health and Safety Policy**

Management and Resources Committee

Date: Spring 2015

Review: Spring 2017

### **Policy Statement**

**At Brunswick we aim to ensure the health, safety and welfare of all the staff, visitors and children.**

Brunswick Nursery School recognise and accept the responsibility for implementing a Health and Safety Policy as outlined in the Cambridgeshire LA Manual in accordance with the requirements of the Health And Safety at Work Act 1974 and other applicable legislation. We will ensure the Health, Safety and Welfare of our staff, pupils and all visitors to our premises, and will adopt and incorporate the Health and Safety Policies and Procedures of the County Council and of the Local Authority. Responsibility for the day-to-day implementation and monitoring of this Health and Safety Policy rests with the Head teacher, who will work in collaboration with the staff to ensure compliance.

We aim to:

Ensure that the school is maintained in a safe condition

Create an environment that is safe and without risk to health

Prevent accidents and cases of work related ill health

Use, maintain and store equipment safely and without risk to health

Ensure that all staff are competent in the work in which they are engaged by providing information, instruction, training and supervision.

This policy was agreed by the governing body in February 2012 and will be reviewed as necessary to reflect any changes in activity or legislative requirements.

### **Responsibilities of the governors, head and staff**

The Governing Body hold ultimate responsibility and liability for ensuring that Brunswick operates in a safe and hazard-free manner. The Governing body – along with the headteacher – is responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

All staff are responsible for implementing the policy and must report any incidents to the headteacher; ensuring that a line of communication for problems exists; acting promptly on any reported problems; promoting good practice and developing general safety awareness amongst staff.

All staff have day-to-day responsibility for ensuring that safe methods of work exist and are implemented. They should also ensure that Health and Safety rules and procedures are applied effectively.

**The governors and headteacher must:**

Provide adequate resources are provided to meet health and safety responsibilities  
Provide adequate health and safety training  
Ensure that all accidents are reported and recorded  
Review all accidents and dangerous occurrences to enable corrective measures to be implemented  
Carry out termly inspections and ensure reports are logged  
Ensure all staff and volunteers have appropriate CRB checks

**The headteacher must:**

Deal with any action required as quickly as possible  
Distribute any relevant information to relevant staff  
Carry out investigations after any incident or dangerous occurrence  
Identify who needs health and safety training

**All staff must:**

Ensure the health and safety of themselves and that of any other persons who may be affected by their acts or omissions at work  
Use equipment in accordance with the instruction and training provided  
Report any work situation that is considered to pose a serious and imminent danger  
Co-operate with their employers to comply with any statutory requirement placed upon them  
Report any areas where it is considered that the safety arrangements in force fail to reduce the risk to an acceptable level

**Insurance**

Our Employer, Public, Professional Liability Insurance is displayed in the entrance.

**Fire**

All staff must follow the Fire Procedure and have at least one fire drill per term. Please see the Fire Procedures displayed in each room. Exits are not obstructed and fire detection and control and equipment are readily available.  
A Fire Risk Assessment has been completed and kept in the Fire Manual. The list of staff trained to use extinguishers in the case of small fires is displayed in the resource room and handbook.

**Outings**

At Brunswick we follow the county procedures and guidance in the Educational Visits Guidance 2005 on outings and ensure that adequate ratios are in place - one adult to two children. A risk assessment is carried out for each group trip. Children may accompany staff on small outings eg to the post office or shop. These trips have a Generic Risk Assessment.

**Hygiene**

We promote the good health of all children in our care and take positive steps to prevent the spread of infection and appropriate measures if children are ill.  
Premises and equipment are kept clean. Good hygiene practice is in place. Members of staff dealing with food are trained in food handling hygiene procedures.

When handling food all staff must:

Wash hands before and after handling food and drink  
Wash hands after using the toilet  
Encourage children to adopt these same routines  
Cover cuts and abrasions while on the premises  
Keep long hair tied back when preparing food  
Taking any steps that are likely to minimise the spread of infections

Spillages of substances likely to result in the spread of disease will be dealt with rapidly.  
Bodily fluids will be cleaned up immediately and disposed of safely and hygienically. Staff will wear disposable gloves and aprons when dealing with bodily fluids and children will be kept clear of the area.

Staff ensure that children wash their hands after handling animals or digging in the digging area/gardening. The sand pit is covered at night.

### **Sick children**

If a child becomes ill the key adult for the child must be informed who then contacts the parents if the child needs to go home. The child will be comforted, kept safe and kept under close supervision until they are collected. A child should not return for 48 hours after vomiting or diarrhoea.

Parents will be informed of any occurrences of infectious disease or head lice within the school.

We follow the guidance for schools, day nurseries and playgroups on communicable disease matters produced by Department of Health. (See poster)

### **Medicine and First Aid**

We follow the school policy on Medical Needs and ensure that all medication is out of the reach of the children. Please see the medical needs policy.

A first aid box is kept in the Disabled Toilet and resources are regularly checked.

In the event of an accident on site assistance should be sought from a first aider (list in disabled toilet, resource room, handbook and staffroom). After receiving treatment the accident should be recorded in the accident book. Following a serious incident the Headteacher should be informed and an investigation will be undertaken to ensure action is taken to prevent a reoccurrence.

Nursery has, through the Local Authority, Employers Liability Insurance, to provide cover for injury to staff acting within the scope of their employment. Procedures are in place to record and inform the authority of accident or incident involving a child or a member of staff.

The Headteacher is responsible for ensuring that the accident books and safety/first aid equipment are maintained.

### **Smoking, alcohol and drug use**

Brunswick prohibits the use of cigarettes and illegal substances on our premises at anytime. Alcohol should not be consumed while the children are on the premises during the working day. If staff, students or volunteers break this rule it will be treated as a disciplinary matter. If staff suspect that a parent is under the influence of drugs or alcohol they must inform the Headteacher and Child Protection Liaison Officer.

Any person who arrives at Brunswick clearly under the influence of the above will be asked to leave immediately and disciplinary procedures implemented.

If a child is found in possession of any of the above the substance will be removed and kept by the Headteacher. The parent will be informed immediately.

### **Risk assessments**

We understand the importance of ensuring that systems are in place for checking that Brunswick is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incidents taking place. They are the responsibility of all staff as part of their daily duties.

### **Security**

Brunswick is committed to providing care and learning for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all our children.

Children must not be left unsupervised at any time.

All visitors must sign in at the office

Visitors must not be left unsupervised with the children.

Visitors should wear a badge. Staff should approach any visitor not wearing a badge and instruct them to sign in at the office. If the person is not authorised to be on the premises and refuses to leave the police must be called.

The main gate is bolted at all times and staff should be vigilant about visitors coming in and out of the gate. The buzzer on the main gate operates at all times. The switches to activate the buzzer are in the main office and the staff room.

### **Putting up displays/ accessing equipment**

Staff must ensure that if they are putting up displays or accessing equipment that they operate under safe conditions. Ladders must be put on a firm and level surface, placed against a solid surface and preferably have another member of staff ensuring that it is steady. A generic risk assessment for this is attached.

### **Storage of toxic materials**

All cleaning materials are either stored in the locked cleaning cupboard or out of reach of the children. Children should never have access to these chemicals. Staff should use them, without children being present, for the intended use and ensure that they are stored again safely.

### **Contractors**

All contractors must sign in and read the hazards folder. They must read the statement on the first page of the folder concerning tools and the safety of our children.

## Generic Risk Assessments

### **SHORT TRIP TO SHOPS, PARK etc**

#### **Hazards**

Child runs away  
Child/adult gets run over  
Child abducted  
Child/staff injured

#### **Persons at risk**

Member of staff  
Child

#### **Reduction of risk at source**

Adult child ratio of 1:2  
Adult to hold hands with the child  
Adult to take mobile phone  
All staff going off the premises with children must have read the risk assessment and be clear of the potential risks and actions

#### **Safe system of work**

Member of staff to inform head that they are leaving the premises and say where they are going  
Member of staff holds hands with the children at all times  
Green cross code is adhered to at all times  
Member of staff takes mobile phone in case of emergency

### **PUTTING UP DISPLAYS AND ACCESSING EQUIPMENT**

#### **Hazards**

Staff injury  
Falling from ladders  
Falling tools/resources/debris

#### **Persons at risk**

Member of staff and anyone in close proximity  
Children

#### **Reduction of risk at source**

Ensure that children are not present, or at a safe distance  
Ensure use of ladders and step stool when working off the ground

#### **Safe system of work**

Ensure ladders or step stools are used to reach resources or displays that are kept up high  
Do not over-reach. Come off the ladder and move it over if necessary  
Have another member of staff present

## **WOODWORK**

### **Hazards**

Tools

Injury from tools eg puncture wounds from nails

Chopping off limbs

### **Persons at risk**

Child

Staff

### **Reduction of risk at source**

Rule of two children hammering at one time, preferably on the same side of the bench

Member of staff always in the room

Correct use of tools modelled by adult

Any child who purposefully misuses the equipment is removed from the area

Appropriate tools put out for use by children

### **Safe system of work**

Adult always present in the room

Appropriate use of tools modelled to children

Children removed from the activity if they purposefully use tools inappropriately

## **COOKING**

### **Hazards**

Children/adults getting burnt

Food poisoning

Choking

Allergic reactions

cuts

### **Persons at risk**

Children

Adults

### **Reduction of risk at source**

Oven or hot materials kept away from the children

Allergy list to be looked at by all staff handling food

Staff to follow food handling advice

First aider list displayed

Children only to handle knives that are not very sharp ie children's knives used at lunchtime

### **Safe system of work**

Staff to consult food allergy list

Staff to wash hands and ask children to wash hands

Oven not to be left unattended

Children not to be allowed to touch the oven etc

Children to use children's knives when cutting

Food with specific allergies not to touch/eat specific foods

Children to eat at the table or sitting down