



HEALTH & SAFETY POLICY

The Health and Safety of all children, employees and all other persons who use the premises is a major concern for the Nursery and Out of School Club. The registered Person and the Manager recognises that achieving and maintaining high standards of safety requires that the management, staff, parents, children, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff, including cover staff and contractors working on the premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, children, parents and visitors to the Nursery and/or Club.

Little Stars and Shooting Stars Health and Safety Policy must also comply with the Environmental Act 1990 and the associated Code of Practice.

Aim

"Children learn best when they are healthy, safe and secure; and when their individual needs are being met". (EYFS, 2017)

We aim to make children, parents, staff and volunteers aware of health and safety issues and procedures in order to minimise the hazards and risks enabling children to thrive within a healthy and safe environment.

Method and General Guidelines

At Little and Shooting Stars it is our policy to: -

- Establish and maintain a clean, safe and healthy environment throughout the premises
- Establish and maintain safe working procedures among staff and children
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of dangerous materials and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and children to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
- Maintain all areas in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk
- Formulate effective procedures for use in case of fire and for evacuating the premises
- Lay down procedures to be followed in case of accident
- Teach safety as part of children's duties where appropriate
- Provide safe storage and equipment
- Provide adequate statutory first aid facilities
- Carry out detailed investigation of all accidents and dangerous occurrences to persons and/ or property to prevent recurrence
- Liaise with the LA with the aim of improving all aspects of health and safety at work

Responsibility of the Registered Person and Manager

The Registered Person and the Manager are responsible for implementing this policy within the Nursery and Out of School Club. In particular they will:

- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis
- Prepare an emergency evacuation procedure and arrange for periodic evacuation drills (normally at least once a term) to take place and for the results of these to be recorded
- Make arrangements to draw the attention of all staff employed at the Nursery and Out of School Club to the safety policies and procedures and of any relevant safety guidelines and information
- Make arrangements for the implementation of Ofsted's accident reporting procedure and draw this to the attention of all staff as necessary
- Make arrangements for informing staff and children of relevant safety procedures. Other users will be appropriately informed
- Ensure that regular safety inspections are undertaken. (The whole staff will report any concerns to the Health and Safety Co-ordinator, who will bring them to the attention of the Managers. The Health and Safety Co-ordinator will undertake a full 'Health and Safety Inspection tour of the building and outdoor area once a term, but daily checks will be made by the staff in each room)
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety Co-ordinator, Manager or any member of staff.
- Report to the owner any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed
- The Registered Person will deal with all aspects of maintenance, which are under her control.
- Monitor, within the limits of their expertise, the activities of contractor and other organisations present on site, as far as is reasonably practicable
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Registered Person in the management of health and safety at the Nursery and Club. Such delegated responsibility must be defined as appropriate.

ORGANISATION FOR IMPLEMENTING THE POLICY

The Registered Person, Mrs Jayne Manso, is responsible for the implementation of the Health and Safety Policy. Alice Smith, the Nursery manager and Leanne Walker, the Deputy Manager is the Health and Safety Co-ordinator and they are responsible for carrying out risk assessments on behalf of Jayne Manso with the support of Lead Practitioners within the nursery.

Alice Smith is responsible for carrying out and recording the regular fire alarm tests. Alice Smith is the First Aid Co-ordinator. Jessica Kent is responsible for maintaining and resourcing the First Aid Boxes and Outdoor First Aid packs.

Jayne Manso is responsible for ensuring that all hazardous substances are used correctly and stored safely in a locked cupboard. She is also responsible for ensuring that any hazards that she notices during her cleaning and caretaking duties are reported and dealt with appropriately.

The Nursery building, out of school club building and outdoor areas are non-smoking areas.

Mrs Manso will be responsible for:-

- Carrying out an annual Health and Safety Audit with the Health and Safety Co-ordinators
- Ensuring that the fire drill procedures are carried out and completed satisfactorily and recording these events
- Ensuring that all safety checks are carried out including the testing of the Fire Alarms
- Maintaining the Nursery and Club's Health and Safety Policy (this document)

Responsibilities of the Health and Safety Co-ordinator

The delegated person(s), Alice Smith and Leanne Walker, shall:

- Assist Mrs Manso in the implementation, monitoring and development of this policy within the Nursery and Club
- Monitor general advice on safety matters given by Ofsted, the Local Authority and any other relevant bodies and advise on its application

N.B. The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable representation of staff interests in health and safety matters.

The Health and Safety Co-ordinators are responsible for the day to day co-ordination of the Nursery's and Out of School Club's Health and Safety Scheme to include:

- The continuous identification of hazards and risks on a daily basis.
- Initiating action on reported hazards and accidents.
- Assessment of any new activity or procedure introduced into the school.
- Organising the annual testing of electrical equipment.
- Monitoring all fire drills and emergency procedures.
- Maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the agreed policy prior to the commencement of their duties.

Responsibilities of the First Aid Co-ordinator

Alice Smith & Leanne Walker are the present co-ordinators. They will:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is called when necessary, informing the Registered Person of this decision
- Look after first aid equipment (Jessica Kent)
- Maintain stock level of designated items in first aid boxes
- Discard expired stock and replace as appropriate

First Aiders

Unless specifically included in their Contract of Employment, members of staff who become First Aiders do so on a voluntary basis. First Aiders should be able to handle stressful and physically demanding emergency procedures and must be able to leave normal duties to attend emergencies.

First Aiders must hold a valid certificate of competence issued by an organisation approved by the HSE. Recognised First Aid certificates are valid for three years and First Aiders should attend refresher training at up to 3 months before the expiry of their certificate in order to receive its renewal.

A record is kept of each First Aider's name, date of qualification and date of expiry and renewal of their certificate in the Nursery office. Presently Alice Smith and Leanne Walker are fully trained as well as all permanent staff members. Any newly appointed practitioners will be assigned Paediatric First Aid within the first 3 months of their employment.

First Aid Treatment in the Nursery or Out of School Club

In the event of injury or medical emergency, if possible Jayne Manso/Alice Smith/Leanne Walker should be contacted as soon as possible. If the situation is life threatening then an ambulance should be called at the earliest opportunity without waiting for the First Aider to arrive on the scene. If not life threatening the First Aider will advise whether a doctor or ambulance should be called and whether a child's parent needs to be notified. Mrs Manso must be notified as soon as possible.

All staff involved in First Aid should follow basic hygiene procedures and take necessary precautions to avoid infection. Single use disposable gloves and hand washing facilities should be readily accessible and care should be taken in dealing with blood etc., the cleaning of equipment and the disposal of dressings.

First Aid Treatment Out of the Nursery or Out of School Club

Staff should take a mobile telephone on trips out of the premises. The arrangements for First Aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff. On returning to the Nursery or Club the staff member responsible must ensure that any items used from the First Aid Kit are replenished and also record any incident in the Accident Report Book.

If the situation is life threatening then an ambulance should be called at the earliest opportunity and the Nursery informed immediately. The Nursery will then inform the parents and keep them informed of the on-going situation.

First Aid Treatment Book

The First Aid Treatment book should be filled in for each case when medical treatment has been given and parents must sign this book as they collect their child on that day. If possible the parents should be notified by telephone of the nature of any significant injury and if necessary asked to collect the child from the Nursery or Club. Where a child has had a bump on the head a 'bump note' will accompany the child home to alert their parents. The Key Person will explain the incident to the parent/carer wherever possible.

If the injury is the result of an accident then the First Aider should complete an accident report form available from the office and record it in the accident book, which is situated in the office.

The record in the First Aid treatment book should include:

- The date, time and place of the incident
- The name of the person requiring attention
- Details of the nature of the injury/illness and the first aid treatment given
- The name and signature of the First Aider or person dealing with the incident
- If and when parents were informed

If there is any doubt over this, contact the Health and Safety Co-ordinator or the Registered Person.

Administering Medicines – See separate policy

Informing Ofsted or the LA

Certain types of injuries, diseases and dangerous occurrences must be reported to the LEA, who will report them to The Health and Safety Executive in Leeds if necessary. These include: any injury resulting in absence of work/school for more than three (3) days. Any injury requiring admittance to hospital for more than twenty-four (24) hours. Road traffic accidents related to a work/school activity.

The definition of accident includes an act of violence to an employee/child. The Registered Person, Mrs Manso, is responsible for reporting such incidents to Ofsted and the LA.

Positions and Contents of First Aid Box

The First Aid Boxes are located in the downstairs entrance hall and the upstairs landing.

The First Aid box should contain the minimum contents as recommended by the HSE. These are:

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- A leaflet giving general advice on first aid
- 20 individual wrapped, assorted size, sterile adhesive dressings
- 2 sterile eye pads
- 6 individual wrapped triangular bandages
- 6 safety pins
- 6 medium size (12cm X 12cm approx.) individually wrapped sterile wound dressings.
- 2 large size (18cm X 18cm approx.) individually wrapped sterile wound dressings
- One pack of disposable gloves

Travelling First Aid Box Contents

The travelling first aid box should contain the minimum contents as recommended by the HSE. These are: -

- A leaflet giving general advice on first aid
- 6 individually wrapped, assorted sizes, sterile adhesive dressings
- 2 individually wrapped triangular bandage
- 2 safety pins
- Individually wrapped moist cleaning wipes
- 1 Large sterile individually wrapped wound dressing

- Two pairs of disposable gloves

Responsibilities of Staff toward Children and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, children and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all responsible steps to:

- Exercise effective supervision over all those for whom they are responsible, including children
- Be aware of and implement safe working practices and set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- Evaluate promptly and, where appropriate, take action should they have concerns about health and safety arrangements
- Provide the opportunity for discussion of health and safety arrangements
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Where private vehicles are used to transport children to and from Nursery or Club outings, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Manager and Mrs Manso.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

- Take reasonable care for the health and safety of themselves and or any person who might be affected by their acts or omissions at work
- Co-operate with the Registered Person and Ofsted and others in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from their Manager
- Ensure that tools and equipment are in good condition and report any defects to their Manager
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition
- Ensure that offices and general accommodation are kept tidy
- Ensure that any accidents, whether or not an injury occurs, and potential hazards, are reported to their Manager

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE MANAGER AND MRS MANSO.

Please note the following: -

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards
- All volunteer helpers will be expected, as far as is reasonably possible, to meet the same standards required of employees

Responsibilities of Children

All children are expected, within their expertise and ability, to:

- Exercise personal, responsibility for the safety of themselves and others
- Observe all the safety rules of the Nursery and Club and in particular the instructions of the staff in the event of an emergency
- Not wilfully misuse, neglect or interfere with things provided for use within the Nursery or Club

N.B. The Manager and Mrs Manso will make children (and where appropriate parents/carers) aware of these responsibilities through direct instruction, discussion, notices and the sharing of policies.

Controlling risks in learning and play areas

It is the responsibility of the staff to ensure that children are aware of any potential hazards and to check that all reasonable precautions are taken. Scissors, knives, and tools should be stored safely and children should be instructed in the correct usage of these. Children using any potentially dangerous implement should never be left unsupervised.

All physical education equipment must be regularly checked for defects. It is the responsibility of the staff to ensure that apparatus has been correctly erected before children begin to use it. Apparatus must be sited and spaced so that collisions are unlikely to occur. The number of children using any one piece of apparatus should be limited to reduce the likelihood of accidents. Children should work quietly when using apparatus so that the staff may be heard easily. Children who are stuck or unsure of their ability on certain apparatus must not seek help from other group members, but ask one of them to fetch a member of staff. Children should have appropriate footwear for climbing etc. Whenever possible long hair should also be tied back, and any jewellery removed.

In the event of an accident all children must come down from the apparatus and sit on the floor. If at an appropriate age – the out of school club, two children must be sent to the Manager or Room Supervisor for help while the member of staff stays with the group and keeps the children calm and away from the injured child. Where very young children are playing, a second member of staff should be within shouting distance. The member of staff will monitor the injured child until the First Aider is present.

Sun Safety

Whenever there is a risk of children being over exposed to the sun we will put these controls in place: -

- Parents are asked to supply all children with a sunhat. Staff will try to ensure they are worn
- Parents are asked to put suncream onto exposed areas before Nursery. If they wish to do so, they can then send children with suncream to reapply during the day. However, this is not to be shared with other children, nor are the staff requested to apply it without written permission and only for the very youngest children who cannot apply it themselves.
- Adequate shade will be made available. Children will be encouraged to shelter under it.
- During long outdoor sessions we will be particularly vigilant about these precautions.
- The dangers of over-exposure to sunlight will be reinforced through the teaching of Health Education.

Out of School Activities

[See separate policy]

Disability

The Health and Safety Co-ordinator will check for physical problems inside and outside the premises that would hinder access or be a health and safety hazard to a disabled person.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as is reasonably possible, to observe the safety rules of the Nursery.

Procedure in the Event of Fire

- The person discovering Fire to sound the alarm by breaking a glass fire alarm and shouting fire (in the case of a drill the alarm will be triggered by Mrs Manso / Alice Smith / Leanne Walker from the alarm console)
- Evacuate the area using the nearest marked fire escape. Babies will be taken in a body carry sling.
- If it is safe to do so Mrs Manso / Alice Smith / Leanne Walker will do a quick 'sweep' of the premises to see that it is fully evacuated
- If the fire is very minor and clearly within a member of staff's capability to extinguish it, he/she may tackle the fire, but they must not take any personal risk and must not endanger children's safety. (In the case of a fire drill the seat of any imaginary fire will be identified and any escape routes affected blocked)
- Evacuate the whole premises to the assembly point – on the **car park / in the church grounds**. Close windows and doors if possible
- Do not collect possessions
- Carry out a roll call at the fire assembly point and account for all persons present in the premises
- No one should re-enter the building until it has been declared safe and the all clear given by the fire brigade or Mrs Manso / Manager present.

Arrangement at the Roll Call

- The Manager or Deputy is responsible for accounting for all children, staff and visitors at the assembly point
- The Manager or Deputy should bring to the assembly point registers and the visitors' book

- Key Workers should check the presence of their group against the register and report to the Manager or Deputy when all are present and correct
- They should bring any children or adults unaccounted for to the notice of the fire brigade (if present) or the Health and Safety Co-ordinator
- Visitors should be accounted for and the foreman of any contractors on site, who will have their own Health & Safety Policy, should be contacted by the Mrs Manso or her representative

Fire Authority

The Registered Person should liaise and seek advice from the Fire Service when appropriate, in particular when buildings are altered or erected. A copy of the Nursery layout should be available showing hazardous areas and a familiarization visit made by the fire service.

Means of Escape

To ensure that it is as easy as possible to escape from a fire as possible: -

- Fire exits and escape routes are clearly marked and kept clear and free of hazards
- Fire doors are clearly marked and maintained
- Fire evacuation notices are posted in clearly visible positions in each room

Fire Equipment

- A fire alarm system has been professionally installed and is annually checked and maintained by the installers
- The zone panel is in the downstairs main entrance.
- Fire extinguishers are serviced annually with individual records kept on each one

The position of Fire Extinguishers is shown in Annex 1

Fire Training

- All new staff receive training in Fire evacuation procedures
- Training in the use of fire extinguishers for all staff is to be included as part of a rolling programme. Details of training will be updated in this annex
- All staff are given a copy of this document with the Fire Evacuation Procedures in it, copies are available throughout both settings
- Fire drills are held at least once a term
- Fire drills are held unannounced twice a year and overseen by Mrs Manso.
- The procedure to be followed at a fire drill will be the same as in the event of a fire

FIRE PREVENTION

Fire Risk Assessment

As part of the general risk assessment all major fire hazards should be identified and listed. Controls should be put in place and risks re evaluated, any action taken being recorded. These should then be reviewed at the annual review.

In order to reduce the risk of a fire (as well as encourage a healthier life style) a NO SMOKING policy has been adopted over the whole Nursery and Club.

Electrical Testing

Regular checks are made to ensure that electrical equipment is safe. A brief weekly visual check is to be conducted by all staff as they use each electrical item. Any problems should be reported to Mrs Manso.

Gas System

The gas systems in the Nursery and in the kitchen will be tested annually.

Control of Hazardous Substances (COSHH assessments)

A COSHH assessment will be made for all substances used on the premises. Safety data sheets must be obtained for all products designated as hazardous following COSHH assessment. Copies of the safety data sheets will be kept in the risk assessment file in the office. It is the responsibility of staff wishing to introduce a new substance into the Nursery and/or Club to ensure that a COSHH assessment is carried out before the product is used. The COSHH assessment will be reviewed annually. Mrs Manso is responsible for carrying out COSHH assessments.

Security Arrangements

See separate policy

Contractors on Site

The presence of workers other than those employed in the Nursery, may create potentially hazardous situations. Contractors should discuss with the Registered Person the potential hazards that might be caused by the work e.g. materials, machinery noise, dust and traffic. It is the responsibility of the Registered Person to check the safety record of the contractor. On completion of the contract a full inspection should be done by the Health and Safety Co-ordinators.

Annex 1

POSITION OF FIRE EXTINGUISHERS

Fire extinguishers will be located as follows: -

Location	Type of Extinguisher
Main Entrance Hall	Foam
Upstairs landing	Dry powder
Kitchen	Fire Blanket

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