



POLICY FOR HEALTH and SAFETY

Written By: Nursery Manager

Date approved by Directors:

Signature:

Date for Review: SEPTEMBER 2018

HEALTH AND SAFETY POLICY

1. Introduction

1.1. Health & Safety Policy Statement:

“The Nursery is committed to providing for the health, safety and welfare of all users of the Nursery: children, staff, parents and the local community”.

1.2. The Nursery will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it from time to time. *It also has regard to DfES Guidance ‘Health and Safety: Responsibilities and Powers’ and “Keeping Children Safe in Education”.* The Nursery will take into account any recommendations made by the Health and Safety Executive or the Independent School Inspectorate with regard to health and safety.

1.3. The Nursery is responsible for:

- Assessing the risk to the health and safety of children, staff and other Nursery users and identifying what measures are needed to comply with its health and safety obligations.
- Providing and maintaining locations, equipment, protective clothing and systems of work that are safe and without risks to health.
- Ensuring that all necessary safety devices are installed and maintained on equipment.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- Providing and maintaining a healthy and safe Nursery environment and providing means of access to it.
- Establishing procedures which ensure the welfare of children under its control.
- Establishing emergency procedures as required.
- Monitoring and reviewing the management of health and safety at the Nursery.
- Keeping this health and safety policy under review and making any revision it deems necessary from time to time.

1.4. The policy requires the full cooperation of all staff who are expected to give all possible assistance aimed at its successful implementation and to ensure that the health and safety of children under their direct control is given paramount importance. In order to achieve this end every employee must:

- Comply with any safety instruction or direction issued by the Nursery.
- Take reasonable care for their health and safety and the health and safety of other persons (e.g. other employees, children, parents, contractors, workmen etc.) who may be affected by their acts or omissions at work, by observing safety rules which are applicable to them.
- Pay due heed to the welfare of children under your control including any medical conditions which may require attention.
- Teach sensible safety habits to children under your control so that they can contribute to a safe and healthy learning environment.
- Ensure that parents comply with health and safety requirements by drawing any problems to their attention.

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- Cooperate with the Nursery to ensure that the aims of the Health and Safety Policy are achieved and any duty or requirement imposed on the Nursery by or under any of the relevant statutory provisions is complied with.
 - Report and cooperate in the investigation of all accidents or incidents that have led to or may lead to injury.
 - Use equipment or protective clothing provided in accordance with the training they have received.
 - Report any potential risk or hazard or malfunction of equipment to the appropriate authority.
- 1.5. Any failure by an employee to comply with any aspect of the Nursery's health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by the Nursery as misconduct, which will be dealt with under the terms of the Nursery's disciplinary procedure.
- 1.6. In addition to the main Health and Safety policy, the Nursery has implemented the following sub-policies, which provide more detailed instructions relating to specific topics:
- Acceptable Use of Mobile Phones and Social Media Policy
 - COSHH (Control of Substances Hazardous to Health) Policy
 - Educational Visits Policy
 - First Aid Policy
 - Food Safety Policy
 - Inspection and Testing of Electrical Appliances Policy
 - Fire Policy
 - Lone Working Policy
 - Manual Handling Policy
 - Risk Assessment Policy
 - Smoke Free Policy
 - VDU Users Policy

2. Health & Safety Aims for Pupils

- 2.1. Awareness of health and safety is considered by the Nursery as a vital life skill and therefore the aim of Charters Ancaster is to create awareness in its pupils of precautions and measures regarding health and safety that should be observed in and out of Nursery.
- 2.2. Charters Ancaster cultivates good habits, alertness and control and instils concern and consideration for the safety of others. Each individual should know how to protect him or herself and should know what to do in emergencies, including basic first aid and other procedures.
- 2.3. Sensible safety habits are taught wherever possible .Outside agencies, such as the Fire Brigade and trained medical experts are invited on a regular basis to address the children during the academic year.

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- 2.4. Children are encouraged to develop beneficial habits through good health and hygiene routines. Nursery meals are prepared according to good dietary principles with salad, vegetables and fruit forming an integral part of the lunch menu.
 - 2.5. Charters Ancaster believes that children learn best through practical experience and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others:
 - In the classroom;
 - When using equipment, e.g. scissors, tools and P.E. apparatus;
 - Outdoors, during PE and Forest School lessons;
 - When moving around Nursery;
 - When on educational visits.
 - 2.6. Charters Ancaster has a few Nursery rules that are made specifically for safety reasons, such as walking (not running) in the Nursery buildings, playing within sight of an adult, care of property, etc. These rules are consistently applied by all staff, and children are regularly reminded of them and the reasons behind them..
 - 2.7. Educational visits are covered by a separate policy.
 - 2.8. Charters Ancaster has standard procedures in case of an emergency in Nursery, such as a fire, bomb or terrorist alert when the building is evacuated. Practise drills are carried out at least once a term. All staff and children are familiar with the routine and regular practices keep the idea of evacuation in mind.
 - 2.9. All the children are taught to take care of themselves and each other but, in a Nursery environment, accidents can occur. Most are minor and can be dealt with by any member of staff. Fully equipped first aid boxes are kept at various locations around the Nursery and school. An Accident Register, First Aid Forms, Accident Forms and a list of medical/dietary requirements and conditions that any child has are held by the Office. If the accident is more serious, the Nursery ensures the child receives qualified medical attention as quickly as possible, an ambulance being called if necessary. Parents are informed straightaway. See the "First Aid Policy" for further details.
 - 2.10. Accident forms are filled in for those accidents that require professional medical attention or that are caused by any defect in the Nursery or its equipment.

3. Schedule of Key Staff

Updated: August 2017

Director (H&S)	Mike Crump (Chair)
Nursery Manager	Susannah Crump
Site Manager	Chris Baker
Fire Officer	Chris Baker
Health & Safety Officer	Mike Crump with Nursery Manager

Manual Handling Co-ordinator	Chris Baker
COSHH Officer	Nursery Manager oversees
First Aid Lead	Gel Baker
Qualified First Aiders	Gel Baker Nicky Crump Di Durrant including Wilderness Sarah Hollett (Bank) Samantha Barnes

4. Review Procedures

- 4.1. This policy is subject to an annual review by the Directors in September of each year. Health and Safety is a standing item for Board Meeting agendas and for the Nursery Manager
- 4.2. Members of the Senior Leadership Team meets on a regular basis to review safety measures and reports of accidents, to assist in reviewing the Nursery's Health and Safety Policy and risk assessment and to ensure safety procedures are implemented throughout the Nursery.
- 4.3. Staff are given an opportunity to comment on health and safety issues at staff meetings.