



# Charters Ancaster Nursery and Forest School



## HEALTH AND SAFETY POLICY

Reviewed By: Nursery Manager

Date approved by Directors: November 2019 Signature: \_\_\_\_\_

Date for Review: November 2020

Woodsgate Place Gunters Lane Bexhill-on-Sea East Sussex TN39 4EB  
T 01424 216670 E [info@chartersancaster.com](mailto:info@chartersancaster.com)  
[www.chartersancaster.com](http://www.chartersancaster.com)

## 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".*

### 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 own 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 own control including any medical conditions which may require attention.
- Teach sensible safety habits to children under own 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.
- 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 Cameras
- Behaviour Management
- Social Media Policy
- COSHH (Control of Substances Hazardous to Health) Policy
- Educational Visits Policy
- Emergency Evacuation Policy
- First Aid Policy
- Healthy Food and Food Safety Policy
- Inspection and Testing of Electrical Appliances Policy
- Keeping Safe in the Sun policy
- Fire Evacuation Policy
- Fire Safety policy
- Lockdown and Critical Incident Policy
- Lone Working Policy
- Manual Handling Policy
- Risk Assessment Policy
- No Smoking and Vaping 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 Nursery is to create awareness in its children of precautions and measures regarding health and safety that should be observed in and out of the nursery and at all times.

- 2.2. Charters Ancaster Nursery 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.(depending on the age of the child.)
- 2.3. Sensible safety habits are taught wherever possible. Outside agencies, such as the Police and Fire service are also invited to talk to the children on a class basis about the jobs they do and also give simple safety instructions to increase the children's awareness of how they can keep safe.
- 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 Nursery believes that children learn best through practical experience and active involvement in all areas of the curriculum. Children 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 active and Forest School activities;
  - When moving around Nursery;
  - When on educational visits.
- 2.6. Charters Ancaster nursery has a few 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 policies procedures in case of emergencies in the 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. See Fire and Emergency Procedures Policies and the Lock Down Policy
- 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 buildings. 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.

#### 2.11. Schedule of Key Staff

<b>POSITION</b>	<b>NAME</b>
<i>Director (H&amp;S)</i>	Mike Crump (Chair)
<i>Nursery Manager</i>	Louise Pope
<i>Site Manager</i>	Chris Baker
<i>Fire Officer</i>	Sue Ramshaw
<i>Health &amp; Safety Officer</i>	Mike Crump with Business Manager
<i>Manual Handling</i>	Business Manager
<i>COSHH Officer</i>	Business Manager
<i>First Aid Lead</i>	Gel Baker
<b><u>Qualified Paediatric First Aiders</u></b> Karin Dye 24/02/21 Rachel Surridge 01/06/22 Cassie Galloway 24/02/21 Camilla Eldridge 24/02/21 Jo Favell 24/02/21 Samantha Barnes 01/06/22 Gel Baker 01/06/22 Claire Lee 06/03/21 Jamie Forward 01/06/22 Amber Godley 01/06/22 Lisa Hills 01/06/22 Sarah Hollett 01/06/22	<b><u>Paediatric First Aid- Senior Managers</u></b> Louise Pope (Nursery Manager) October 2017 Kirsty Coe (Deputy Nursery Manager) Claire Lee (Deputy Nursery Manager)  <b>Paediatric First Aid- Senior Managers</b> <ul style="list-style-type: none"> <li>• Louise Pope (Nursery Manager)</li> <li>• Kirsty Coe (Deputy Nursery Manager) 01/06/22</li> </ul> <b>From 18<sup>th</sup> December 2019 also qualified as above</b> Jo Seal Katie Ramsey Zoe Hamer Fiona Hardes Tyler Feeney Miles Lloyd Deacon Claire Haffenden

### **3. Review Procedures**

- 3.1. This policy is subject to an annual review by the Directors in the Autumn term of each year. Health and Safety is a standing item for Board Meeting agendas and for the Nursery Manager.
- 3.2. Members of the Senior Leadership Team meet on a regular basis and 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.
- 3.3 Staff are able to comment on health and safety issues at staff meetings.