Grandpont
Nursery School & Childcare

HEALTH & SAFETY POLICY

Date agreed and ratified by Governing Body: 8th Oct 2021

GRANDPONT NURSERY SCHOOL AND CHILDREN'S CENTRE
HEALTH AND SAFETY POLICY

The Health and Safety at Work Act Section 2(3) and the Oxfordshire County Council Safety Policy part 2 paras. 2,3,5 require every Head of Establishment and Governors to have in place a Safety Policy stating the organisation and arrangements which ensure the health and safety of the persons inhabiting that establishment.

The Health and Safety Policy of Grandpont Nursery School and Chidrens Center is organised under the following headings:

1. Objectives
2. Organisation
3. Responsibilities
4. Health and Hygiene
5. First Aid
6. Serious Accidents
7. Safety - Inside and Outside
8. Child Protection
9. Security
10. Evacuation of the Building
11. Medication Policy

"Before a child is old enough to go to school he has to learn to cope with problems of standing upright, walking and running. He is exposed to many hazards at home and in play with other children. He learns by trial and error and should be safeguarded from serious accidents by the care and guidance of his parents and other adults around him. The natural instinct to explore and venture must not be suppressed, for only through experience can independence be developed. To remove all possibility of accident would be to prevent the child learning how to recognise and deal sensibly and confidently with hazards which are sure to arise in later life."

Safety at School: DES

1. OBJECTIVES

1.1 To ensure that the school complies with the Oxfordshire County Council Safety Policy in the implementation of the Health and Safety at Work Act and thereby to establish, so far as is reasonably practicable, a safe environment throughout the school.

1.2 To seek out and eliminate bad practices.

1.3 To establish and maintain safe working procedures among all persons using the school.

1.4 To develop a health and safety awareness among all staff and visitors.

2. ORGANISATION



2.1

2.2 GRANDPONT NURSERY SCHOOL AND CHILDREN'S CENTRE STAFF

See current staff organisation chart.

2.3 All staff undertake regular basic first aid training.

The following staff have completed an Emergency First Aid Course for People who work with Young Children :

- Catherine Marriott
- Cayley Burchell
- Sarah Mason
- Lucia Boue
- Mia Cowen

Lisa Fern and Nicky Rogers are the Health and Safety representatives for the Nursery School and Children's Centre
There is currently no one qualified in first aid for People at Work to cover the first aid for staff and adults.[NB Action Required to get someone trained – October 2021]

3. RESPONSIBILITIES

3.1 The Headteacher is the senior safety manager.

3.2 The Catering supervisor and the Cleaner-in-Charge are responsible for health and safety matters within their own spheres, calling upon the Headteacher or their Service supervisors for advice and assistance.

3.3 All staff are responsible for taking steps to keep themselves safe and for creating and maintaining a safe working environment for themselves, children, parents, colleagues and visitors.

4. HEALTH AND HYGIENE

4.1 Children should be encouraged to be aware of the importance of personal cleanliness:-

- after using the toilet
- before eating
- before cooking or handling food
- after working with animals
- after working in the garden

4.2 Children should be encouraged to use paper handkerchiefs, to deal with coughs and sneezes and to dispose of paper handkerchiefs in the bin.

4.3 Children/Adults who have had diarrhoea or vomiting should be kept at home for two clear day after the symptoms cease.

4.4 Children with contagious conditions should be kept at home according to the official guidance. A copy is available from the office.

4.5 If the child becomes unwell whilst at Nursery the parents or emergency contact will be requested to collect the child. If the condition is felt to be serious emergency services will be contacted. Staff will act in loco parentis if a contact is unavailable

4.6 Staff should alert the parent of any child with head lice and advise on appropriate treatment.

4.7 No one should lift heavy or awkward equipment alone.

4.8 Parents should be advised that children should not wear any jewellery which may become caught or hooked while playing. Specifically, hooped earrings should not be worn. Stud earrings only may be worn. Children may be requested to remove loose bangles and necklaces when climbing.

4.9 Disposable gloves are available for use when changing wet or soiled clothing and dealing with open wounds/blood.

4.10 Toilets should be cleaned regularly by the Cleaner-in-charge. Staff will clean toilets at lunch time and at other times when necessary.

4.11 Parents will be informed of any infectious diseases by a prominent notice in the entrance hall and Mulberry Room entrance

5. FIRST AID

5.1 First Aid equipment in the nursery is kept in the kitchen in a first aid cupboard with surplus stock in a kitchen cupboard.
First aid equipment in the over 3's Mulberry room is kept in the utility room
First aid equipment in the under 3's Mulberry room is on shelf in main room.
The evacuation cot is kept in the bathroom.
Before treating any child, the list of allergies and any other relevant medical information, which is kept by the medical file (in the kitchen), should be checked.

5.2 Required contents for First Aid cupboard:

- Guidance card
- 10 individual sterile dressings - assorted sizes
- 1 sterile eye pad with dressing
- 4 triangular bandage
- 3 medium dressings
- 2 large dressing
- disposable gloves
- eye wash (optional)

5.3 The following members of staff are responsible for ensuring that the First Aid Box is kept fully stocked in these rooms:

- Nursery: Cayley Burchell
- Blossom Room: Cayley Burchell
- Mulberry Room: Cayley Burchell
- Family Room: Karen Wilson

5.4 Antiseptics, including antiseptic wipes, should NOT be used for treating injuries.
Plasters may be used to stop infection.

5.5 Tissue/ kitchen roll and cold water should be used for washing cuts and grazes. Not cotton wool.

5.6 Adults treating injuries involving blood are to wear the disposable gloves provided. These should then be turned inside out and put in the bin.

5.7 **ALL** accidents should be recorded on an accident form. Any forms for children attending daycare should be pinned up by the daycare list to be transferred to the daycare with the child. All minor cuts, grazes and bumps should be entered on an accident form. All Daycare staff should be informed. Parent should be informed on the day of the accident and be asked to sign the accident form when collecting their child **.**

The completed form should be put in the acccident File in the Daycare office or the Nursery kitchen. If it's not the parent collecting the child staff should photocopy the signed accident form to be sent home for the parents.

5.8 A bag of frozen peas is kept in the freezer in Mulberry room, Staffroom and Nursery.

5.9 If there is any doubt about a child's condition the parent or emergency contact should be summoned.

5.10 The cook is responsible for maintaining the First Aid equipment specifically required for the Catering service kitchen.

5.11 We can only administer drugs or medicines, if a parent has completed a medicine consent form and the child has been taking the medicine for 24hrs. Staff will always check the expiry date of the medicine and that it has been prescribed for the child for the illness as stated on the label by a doctor. Staff will record any medicines given on the appropriate form and parents will sign this form when collecting their child. The new Ofsted guidance (Jan 13) states that staff can administer medication that 's not prescribed e.g. piriton,calpol, and their own discretion but the parents still have to sign a consent form. Staff will phone parents before giving any medication. (see medication policy attached)

5.12 Medicines for children with asthma are kept in a marked basket in the kitchen. These should all be clearly labelled with the childs name. Detailed instructions for administration will be found on the medicine consent form. These should be checked monthly for date.

5.13 If there is any child or adult at school with a condition requiring special attention, e.g. epilepsy, the Headteacher will ensure that all staff know the procedures that need to be followed, or medicines that may need to be administered.

5.14 List of food allergies and diet requirements are displayed in the nursery kitchen, main kitchen and on mulberry rooms kitchen doors. Action will be taken when considering individual needs.

5.15 List of medical conditions are displayed in nursery kitchen, in the Mulberry rooms the list is in a file in a cupboard in their rooms.

6. <u>ACCIDENTS</u>

Serious accidents

6.1 A child or adult who is seriously injured should not normally be moved. The adult who deals with the accident should send a child for another adult if one is not near enough to call verbally. The second adult should summon a member of staff with a first aid qualification, contact the child's parent or emergency contact and summon Emergency Service help if this is thought to be necessary.

If a child needs to be immediately removed to hospital:-

The Headteacher or Person in charge will delegate a member of staff who will accompany the child at least until a parent arrives.

6.2 The Oxfordshire County Council reporting procedures for injuries, work related diseases and dangerous occurrences must be followed. (reporting is now on line). The Health and Safety Executive (Tel: 0845 3009923) and the Health and Safety Office, Grahame Jamieson, at Macclesfield House (Tel:797222) should be notified by telephone if an accident / incident has resulted in a child or adult being taken to hospital.

Ofsted must be notified of any serious injuries or death.

6.3 All reportable accidents/ incidents must be recorded on line. All Staff and the parents concerned should be informed.

6.4 The member of staff who deals with an injured child is responsible for ensuring that the parents are informed.

6.5 If there is **ANY DOUBT AT ALL** ABOUT A CHILD'S CONDITION, THE PARENT OR EMERGENCY CONTACT SHOULD BE INFORMED.

6.6 If the Parent or Emergency Contact cannot be reached then the person in charge will act in Loco Parentis

7. SAFETY

7.1 Safety awareness

7.1.1 Staff members must be aware of, and take precautions against, common causes of injury .

7.1.2 Staff must ensure that all safety precautions are reasonably met in areas where they are responsible .

7.2 Transport

7.2.1 Staff are responsible for ensuring that the correct number of children are allowed to ride in any minibus and that seat belts are used correctly. A member of staff should be seated by the rear doors. The adult driving must hold the County minibus qualification. Parental consent is needed.

7.2.2 Children can travel in staff cars only when they are strapped in by seat belts in the rear of the car and the car owner is appropriately insured and they have parental consent. Booster seats or child seats must be used.

7.2.3 Staff using their own cars for work purposes must have a clean driving licence and have business insurance cover.

7.3 Visits out of Nursery school and Children's Centre

7.3.1 All parties should be accompanied by a minimum of one member of staff. There should be no more than 3 children per adult, 2 per adult would be considered preferable. Children should be with the adult at all times and especially when passing near roads or river. Where no roads are crossed, i.e. nature reserve this ratio may be slightly larger.

7.3.2 The adult to will do a risk assessment and fill in a Educational Visits form befors the visit.

7.3.3 Children should be made aware of safe behaviour when outside the school.

7.3.4 Children should only be taken out of the school with the parents consent.

7.3. Member of staff will take a mobile phone with them and a basic first aid kit with a bottle of water.

7.3.6 Before leaving the member of staff taking the group should inform the school of which children are going out, where they are going, mobile number and approx time of return.

7.3.7 Child is lost on a trip:-

a) phone the nursery/mulberry room
b) the person in charge at the Nursery to inform parents/carer
c) Organise a search of immediate area, delegate an adult to supervise remaining children in a safe place.
d) Contact police
e) Return remaining children to the Nursery as soon as possible.

7.4 Indoors

7.4.1 Smoking is not allowed whilst on the school premises.

7.4.2 The doors into the nursery and mulberryroom should be regularly checked to ensure that it is are fully closed. Parents should be reminded regularly of the need to ensure that the t door is kept closed and that other children do not go through the front door as they are using it.After registration the doors are locked from the outside. The side gate should be checked regularly to ensure that it is securely closed and bolted.

7.4.3 Visitors: all staff are responsible for greeting visitors. The Headteacher or Person in Charge should be made aware of any visitor to the nursery. All visitors should sign the visitors book and wear a badge provided.

All contractors should inform the Headteacher or Person in Charge that they wish to start work before doing so.
Safety arrangements while work is taking place in the nursery must be agreed with the Headteacher or Person in Charge BEFORE work begins and a risk assessment to be completed

The Headteacher should make available to staff a list of expected visitors.

7.4.4 Supervision - At least one qualified adult should be responsible for supervising each room at all times.

Parents are responsible for their own visiting children and for their children who do not attend the nursery.

When supervising, staff should identify and be particularly aware of those areas where tools are being used.

Tools - Children should be shown how to use, carry and store all tools and implements safely and effectively. The first two weeks of a new term (new children starting) the focus is how to use tools appropriately and safely.

Tools should be checked regularly to ensure that they are safe and effective.

Staple guns and sharp scissors are for adult use only and should be stored out of the reach of children.

The guillotine is for staff use only and must be stored out of the reach of children.

Stock cupboard doors must be kept closed.

Movement - Children should be expected to walk indoors and to wear shoes/slippers when moving around the nursery and told the reasons for this.

Spillages - Sand or water on the floors can cause slipping and should be cleared up by the nearest adult as soon as possible.

Children should be encouraged to clear up spills and be told the reasons for this.

Electrical equipment - children should not be allowed to plug/unplug equipment themselves.

The television and other electrical equipment should be arranged so that children cannot get behind them. Trailing leads should be bound together and made safe.

All electrical equipment should be PAT tested regularly.

When not in use sockets should be fitted with socket covers.

Hot drinks and Food– In the Nursery School and Daycare adults having hot drinks are responsible for keeping these out of the reach of children. Hot drinks should not be left unattended. A safety mug should be used whenever possible.

Risk assessments are in place for cooking sessions with children involving hot food.

In the Family Room (Childrens Centre provision) adults can only have hot drinks whilst sitting at the high table. Hot food is not taken in the Family Room.

Breakages - Any broken glass/china should be wrapped in newspaper, put in a polythene bag and labelled clearly before being disposed of in the outside bin.

7.4.5 Other Areas of the Building:
The kitchen, office, store rooms, and adult toilet are all areas which should not be used by children unless accompanied by an adult.

7.5 Outside

7.5.1 Supervision: At least one member of staff must ALWAYS be present in the garden. The adult should go out ahead of the children and check the garden for safety.

7.5.2 Safety check: The adult responsible for each session should check:

- gates to see that it is fastened
- equipment for safety
- grass and sandpit for fouling
- check to see that no bottles/cans or other safety hazards have been thrown into the garden.
- The garden check list to be completed.

7.5.3 Sand spills on the tarmac should be cleared up to avoid danger from slipping.

7.5.4 Clothing: Dressing up clothes should not normally be worn outside and must never be used for climbing.

Coats should be done up and dangling gloves and scarves should not be worn.

Footwear should be safe for climbing.

7.5.5 Large climbing frames to be checked regularly for hazards .Climbing equipment should be set up on grass surfaces and care taken to ensure that it is level. Only very low climbing equipment may be used on hard surfaces. Children reminded on a regular basis about using the climbing frame safely.

7.5.6 Shed: Children should not go into the big shed. During the session the door should be kept closed.

7.5.7 Sticks: Children should not run with sticks because of the danger of injury to themselves or others.

7.5.8 Sand pit: should be covered overnight.

7.5.9 Garden tools: children should be taught how to use, carry and store garden implements safely and effectively.

7.6 Car Park is for staff and official visitors only and gates must be kept closed at all times. The exception is adults or children with mobility needs. No parking is allowed in front of the gates to allow access for Emergency Vehicles. Parents will be regularly reminded of this procedure.

7.7 The Wood must be checked before children use it. The children are to ask the adult in the garden if they can go into the wood and inform the adult when they're out. Only four children at one time when unaccompanied by an adult.

8. DOGS

Dogs are not allowed in the school grounds or buildings or tethered to entrance gates unless they are Assistance dogs e.g. dogs for the blind.

9. SAFEGUARDING & CHILD PROTECTION

9.1 Oxfordshire County Council has a current policy on child protection procedure which we practice in this school. The school has a written policy on safeguarding & child protection.

9.2 The Headteacher is designated responsible for Child Protection matters.

10. SECURITY

10.1 Lost Child From Centre:

Following an adult raising the alarm that they cannot locate a child – an immediate search of the child's home base, the garden and wood, followed by a full search of the Daycare, the Nursery School and the Family Room and a scan of the surrounding area must be undertaken.

If the child is not located the police and parents must be contacted. This whole process should take less than 15 minutes. Part of the process could include a fire drill to confirm all children are present.

In the event of a child being missing the following procedure should be followed:

a) Report to Headteacher or Person in Charge
b) Ensure all members of staff informed
c) Search building and grounds
d) Inform parent or emergency contact
e) Telephone police 9 999 or 9 112

10.2 In the event of a child being left unexpectedly at Nusery or Mulberry rooms every effort will be made to contact parents or emergency contact.
If the child has not been collected one hour after their collection time and no information has been received, in the last resort, the matter will be reported to the Social Services Children and Families Assessment Team. Ofsted should be notified.

10.3 Collecting children: children should be collected by AN ADULT known to nursery staff. Parents have the right to approve a sibling to collect if they feel they are responsible enough.Parents should be asked to ensure that staff are made aware of any changes to their normal arrangements.

Staff should check, by telephoning a parent, before allowing a child to leave with an unexpected adult.

The Head teacher or Person in Charge should inform all staff of any specific arrangements.

10.4 Any member of staff working alone in the building is advised that another person should be aware that they are at the school and to keep outside doors locked.

10.5 On leaving the building at night it is the responsibility of the Cleaner-in-charge, Headteacher or delegated member of staff to check that the building is secure.

10.6 In the event of an intruder during the normal session all staff must firstly ensure the safety of the children, call the police, communicate the problem to all staff. Call the police. 9 999 or 9 112

11. EVACUATION OF THE BUILDING

11.1 Fire drills must be carried out at least once a term in morning and afternoon sessions,and also at a lunchtime .Fire regulations are posted throughout the school and must not be removed.

11.2 All adults should be familiar with their role in the event of fire.

11.3 In the event of the need to evacuate the building and grounds all staff and children to make their way to St Ebbes school via the assembly points.

IN CASE OF FIRE IF YOU ARE IN THE OFFICE, COMMUNITY ROOM, AND MAIN KITCHEN

Person discovering the fire should press the black dot on the alarms situated by:-

- Main Entrance Hall by Front Door
- Community Room by Sink
- Kitchen by Back Door

or press the Evacuate button on the fire alarm panel situated in the Main Entrance Hall by the Front Door.

On hearing the alarm:-

All staff from the office and kitchen, groups from the community room and staffroom should leave by the front entrance and collect at the front pedestrian gate.

The Person In Charge on that day should check the whole building and phone the Fire Brigade. **9/999 or 9/112**

Member of Staff in the office should collect the registers, the emergency plan and the signing in book.

Members of staff in the community room should collect the registration lists.

The senior member staff will confirm numbers with the group.

IN CASE OF A FIRE WHEN IN THE STAFFROOM.

Person discovering the fire should press the black dot on the alarms situated outside the staffroom press the Evacuate button on the fire panel by the staffroom door. Or by the back door.

All staff from the staffroom should exit by the back door and gather at the assembly point by the fence behind the sandpit in the big garden.

A member of staff with the registers, emergency plan, and emergency contacts should check all the children, staff and any visitors/contractors are present.

A senior member of staff will check each of the assembly points
The fire marshal/senior member of staff on that day will check the whole building and phone the fire brigade.

IN CASE OF A FIRE IN THE MULBERRY ROOM

Person discovering the fire should press the black dot on the alarms situated in:-

Mulberry Room Foyer - by Front door

By all exits to garden – Home room and shared area

Or press the Evacuate button on the fire panel by the staffroom door.

The outside members of staff should gather all the children at the assembly point by the fence behind the sandpit in the big garden

The staff indoors should clear each room and take the children to the assembly point in the garden

A member of staff with the registers, emergency plan and emergency contacts should check all the children, staff and any visitors/contractors are present

If the alarm goes off at Group time in the home room the staff and children should exit by the door leading to the garden in the home room. The member of staff with the registers will check all the children are present and a senior member of staff will check each of the assembly points.

If the alarm goes off during Group time in the main entrance the staff and children should exit by the main door and assemble by the entrance gate

AT LUNCH TIME
If the alarm goes off at lunch time the lunch time staff should take all the children to the assembly point in the big garden. A member of staff with the registers, emergency plan, emergency contacts and check all the children, staff and any visitors/contractors are present. A senior member of staff will check each of the assembly points.

The fire marshal/senior member of staff on that day will check the whole building and phone the fire brigade.

IN CASE OF A FIRE WHEN IN THE UNDER THREES ROOM.

Person discovering the fire should press the black dot on the alarm situated in the room by the back door.

All staff and children from the under threes room should exit by the back door and gather all the children at the assembly point by the fence behind the sandpit in the big garden.

A member of staff with the registers, emergency plan and emergency contacts should check all the children, staff and any visitors/contractors are present

A senior member of staff will check each of the assembly points.

The fire marshal/senior member of staff on that day will check the whole building and phone the fire brigade

IN CASE OF FIRE IN THE NURSERY

Person discovering the fire should press the black dot on the alarms situated in:-

- Main Entrance Hall by Front Door
- Community Room by Sink
- Class Rooms
    - Willow by End Door
    - Oak by End Door
- Kitchen by Back Door
- Childcare room by garden doors

or press the Evacuate button on the fire alarm panel situated in the Main Entrance Hall by the Front Door.

On hearing the alarm:-

The Outside Duty Member of Staff should collect all the children at the Assembly Point by the fence behind the Sandpit.

The Room Members of Staff should clear each room and take the children to the Assembly Point by the fence behind the Sandpit in the garden.

The Person In Charge on that day should check the whole building and phone the Fire Brigade. **9/999 or 9/112**

Member of Staff in the Oak Room should collect the registers.

A member of staff in mulberry room to take their register and the signing in book.

If the Alarm goes off during Group Time the group in the Staff Room should exit by the door leading out into the garden and walk along the footpath to the main nursery garden to meet at assembly point..

The office staff, community room groups and kitchen staff and assemble at the front gate. The person with the registers will check all the children in the garden and a senior member of staff will check each of the collection points.

AT LUNCH TIME
Two dinner supervisors should clear the room and take the children to the assembly point.
Member of staff on duty should collect the lunchtime registers, and check the children.
A senior member of staff will check each of the collection points.

AT LUNCH TIME
Two Dinner Supervisors should clear the room and take the children to the Assembly Point.

Person in Charge should check the whole building and phone the Fire Brigade.

Member of Staff on Duty should collect the registers and side gate key and check the children.

Identification of key escape routes, how people can gain access to them and escape from them to a place of total safety.

Arrangements for fighting the fire – first priority is to evacuate the building. Teresa Murphy is to attend training course in use of fire fighting equipment.

Key escape route is through the willow hedge and off the premises via the gate in the side fence next to the Family Room.(Old Mulberry Room).

FIRE PROCEDERE IN THE MAIN KITCHEN

IN CASE OF FIRE IN MAIN KITCHEN

Person discovering the fire should press the black dot on the alarms situated by the back door.

Turn off the main gas supply on the wall near door into the nursery. Exit by back door and assemble at the main nursery gates.

IN CASE OF FIRE IN THE NURSERY

Person discovering the fire should press the black dot on the alarms situated in:- nursery

On hearing the alarm:-

The person in charge of the kitchen to turn off the main gas supply on the wall near the door leading into the nurser

Exit by back door and assemble at the gates at the main nursery gates.

IN CASE OF FIRE IF YOU ARE IN THE FAMILY ROOM

Person discovering the fire should press the black dot on the alarms situated in:-

- Main Entrance by Front Door
- Main Room by Double Door

or press the Evacuate button on the fire alarm panel situated at the Entrance Hall by the Front Door.

On hearing the alarm:-

Everyone should leave by the nearest exit and collect at the intercom gates that open on to the lane.

The Person In Charge on that day should check the whole building and phone the Fire Brigade and take the registration sheets out to the collection point.

The senior member staff will arrive and confirm numbers with the group.

12. CONCLUSION

In the event of any other emergencies the Headteacher and Co-ordinator will decide on the action to be taken.

Signed_____ date_____ Chair of Governors