



**Dorothy Gardner Centre  
Mary Paterson Nursery School  
Queens Park Children's Centre**

**Health and Safety Policy**

This document outlines the health and safety policy arrangements for ensuring compliance with Westminster Children Services Health and Safety Policy, and where appropriate highlights the specific responsibilities of individual employees to ensure that this is achieved. It should be read in conjunction with the WCC Health and Safety Policy and the CS Health and Safety Policy.

A copy of this policy will be issued to each member of staff and where appropriate visitors and contractors. The Executive Head Teacher will ensure that individual members of staff receive any sections that are specifically relevant to them.

**HEALTH & SAFETY KEY MANAGER**

Novak Ivanovic: Executive Headteacher

Responsibility for Health & Safety has been delegated to the Head Teacher by the governors.

All staff are responsible for identifying day to day concern's regarding health & safety & reporting them directly to their line managers or the Executive Head if he's on site.

**Statement of Intent**

The Governing Body fully supports and is committed to the aims and objectives of Westminster City Council and the Children's Services Directorate. It aims to ensure standards of health and safety are maintained to an acceptable level and that the legal and moral responsibilities owed to its staff, children and those who may be directly affected by its activities, are met.

The Governing Body at all times will strive to provide an environment that is safe and as far as reasonably practicable, without risk to the health, safety and welfare of staff, children, parents and other visitors.

The Governing Body will take all reasonably practicable steps to meet their responsibilities and will:

- Comply with local policy, and all relevant health and safety legislation, Council policies, procedures and arrangements to reduce and where possible prevent accidents, injury and ill health.
- Communicate the contents of this policy to all staff, contractors and other visitors on the premises to ensure that they are aware of this policy and responsibilities arising from it.



- Encourage co-operation of all establishment users to promote and develop measures which ensure health and safety.
- Ensure that means of access, plant, substances and equipment on the establishment premises for use, are safe and without risks to health and safety, and are well maintained.
- Ensure consultation on health and safety matters.
- Provide sufficient information, instruction and training to staff in respect of health and safety and ensure that staff are competent for the work in which they are engaged.
- Undertake monitoring and review of the health and safety performance.
- Cooperate with the Council to enable effective monitoring of health and safety performance.

### **Organisation – Specific Responsibilities**

The Governing Body will:

- Ensure effective communication with the Executive Headteacher, Westminster officials, staff, safety representatives, parents and pupils.
- Assist in the implementation of the CS and establishment's health and safety policy by setting health and safety objectives and performance standards for the nursery
- Take all reasonable steps to ensure staff meet these objectives and standards.
- Monitor health and safety generally, receive termly reports from the Executive Head and discuss Health and Safety as an agenda item at governing body meetings.

The Executive Headteacher will:

- Take primary responsibility for ensuring that the nursery meets the objectives set out in the policy
- Maintain safe and healthy working conditions
- Check working conditions and ensure safe working practices are followed providing adequate control of the health and safety risks arising from work activities
- Advise CS and the Governing Body of any circumstances that restrict or object implementation of the policy
- Ensure that the school's policy statement and arrangements are actively applied and updated and revised as necessary
- Ensure that all health and safety guidance issued by CS is available to all staff and that appropriate training is offered to help staff perform these tasks.
- Welcome any formal safety audits
- Remove, contain or isolate as appropriate any hazard on the nursery premises



- Consult with our employees on matters affecting their health and safety
- Provide a Health and Safety report to the Governing Body at regular intervals
- Ensure all employees are competent to do all their tasks and give them adequate training.
- Work to prevent accidents and cases of work related ill health.
- Ensure that an organisational structure exists which allocates clear health and safety responsibilities to individuals.
- Investigate events involving serious or potential consequences and take prompt action to eliminate or control the causes.
- Ensure risk assessments are carried out for premises and for outings from the centre.
  - Provide appropriate training and information for staff and ensure that induction procedures cover all the necessary health and safety processes.
  - The Executive Head is responsible for investigating accidents and for taking action to prevent reoccurrence.

Senior Staff will:

- Advise the Executive Head of any circumstances that restrict or obstruct their responsibilities.
- Liaise as necessary with other staff to ensure adequate health and safety awareness and advise the Executive Head Teacher of any problems or perceived training needs.
- Be conversant with this policy and assist in its implementation.
  - Ensure that the details of all accidents and incidents are properly recorded, investigated and brought to the attention of the Executive Head.
- Liaise appropriately with safety representatives and refer ongoing concerns to the Executive Head.

The premises manager will:

- On behalf of the Executive Head Teacher, remove, isolate and contain any hazard.
- Make regular inspections of the establishment, paying particular attention to building and services conditions that could extend to being health and safety hazards.
- Undertake regular monitoring of building services and safe systems of work to ensure that they are in good working order and operating effectively.
  - Manage the hazard reporting system the administrator is in charge of, acting on this and ensuring that hazards reported are investigated in a timely manner.
  - Ensure the suitable management of contractors, and ensure they are made aware of the school premises hazards and give relevant information as appropriate (e.g. asbestos register).



- Notify the Executive Head Teacher of any circumstance where he is unable to take suitable remedial action.
- Ensure emergency exits are clear and that rubbish is not allowed to accumulate in or around the nursery and ensure that the fire alarm system is tested regularly.

The Administrator will:

- Ensure the suitable management of contractors, and ensure they are made aware of the school premises hazards and given relevant information as appropriate (e.g. asbestos register).
- Ensure emergency exits are clear and hazard free.
- Manage the hazard reporting system and ensure that hazards in the Reception and exterior area are reported immediately to the Executive Head Teacher.

All Staff will:

Have a collective responsibility to comply with the Health and Safety at Work Act by:

- Taking reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions.
- Using all safety equipment and devices provided for their protection.
- Reporting any damage, loss or malfunction of any item of equipment to the premises manager, Executive Head Teacher or the administrator.
- Immediately report all accidents, assaults, or hazardous conditions to the Executive Head Teacher and Senior team.
- Undertake any necessary training as directed by the Executive Head Teacher, to enable them to carry out their work without risk to health or safety.
- Be properly conversant with, and apply this policy and any safety guidance within it.

### **Arrangements for Health and Safety Insurance**

We are covered by Public Liability Insurance and the certificate is displayed in the reception area and in the office.

### **Risk Assessment**

- A member of the Senior Leadership Team will oversee the undertaking of risk assessments, suitable and sufficient risk assessments will identify hazards and will be undertaken for all activities and locations
- Risk assessments will be coordinated and held by the Senior Leadership Team on each site
- The Executive Head, on behalf of the governing body will liaise as necessary with the CS Health and Safety Team to meet the nursery's responsibilities



- Risk assessments will be reviewed and revised on an annual basis or as soon as required.
- Appropriate remedial action will be undertaken in good time
- Risk assessment findings will be communicated to staff and other interested parties as appropriate and any significant findings recorded
- General Risk Assessment at each setting is ongoing and continuous and undertaken by all staff as they set up in the mornings and as they work throughout the day.
- Periodic risk assessments on specific areas are also undertaken. Pregnant workers and new mothers
  - A risk assessment will be carried out to ensure that there are not risks to the expectant mother or baby from the duties or environment.
  - The risk assessment will be reviewed on a regular basis, and this may have to be increased as the pregnancy progresses.
  - If the risk assessment identifies hazards that cannot be eliminated or reduced sufficiently the pregnant worker's duties will be adjusted appropriately to ensure that they are. If they cannot be achieved locally, the pregnant worker may be re-deployed for the duration of the pregnancy to a safer environment. If this cannot be achieved the legislation requires the pregnant worker to be suspended from work on maternity grounds.
  - Any risk assessment undertaken on pregnant worker should be completed with reference to the Pregnant Workers and Nursing Mother's guidance in the corporate policy.
- It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

### **Health and Safety inspections**

- Internal health and safety inspections will take place each term and will involve a physical walk around the school site. An inspection checklist will be used to assist in the checking of safe systems and premises.
- The head and the senior team will organise these in conjunction with the premises manager and other members of staff and the Health and Safety governor where appropriate.
- The findings of the inspection will be communicated to staff and others where appropriate.
- Responsibility for ensuring issues raised in the inspection report are actioned rests with the Governing Body.

### **Contractors**

- Contractors working within the building will sign in and out and wear an appropriate visitor's badge.
- Contractors working on the school premises will be managed by the Receptionist or Administrator.



- The team working with children will be notified that a contractor is present in the building.
- Before undertaking works of an extensive nature a member of the Senior Management Team or the Administrator will liaise with the contractor/LEA to ensure that adequate safety precautions are in place to safeguard all establishment users.
  - Contractors will be accompanied by premises manager where necessary to safeguard children.

## **Security**

We ensure that the buildings are safe and secure in the following ways:

- Reception area is staffed and has a good view of the entrance.
  - Visitors and workmen are required to sign a book on entering and leaving and are given a visitor lanyard. Contractors will have DBS clearance.
- Visitors are supervised at all times.
- At Dorothy Gardner CCTV cameras monitor the premises with a monitor in the office for times when the reception area is not staffed. CCTV monitors are in the garden of Mary Paterson and by the desk at reception. There is also CCTV at Queens Park Children's Centre.
- All doorways have high handles so that children cannot reach them.
- Safety gates are placed in areas where there is access to stairways and exits at the settings.
- Children are only allowed to leave the building with a parent or known adult – names and photographs of people who are authorised to collect are on file and passwords are used.
- Parents must ring and provide details of any other person who will collect if a known person is not able to come giving a known password.
- Children are not allowed to leave with a child under 14 years of age.
- A member of staff supervises when children leave in the morning. At the end of both sessions there is a staff member at the exit gate of Dorothy Gardner and Mary Paterson Nursery.
- There are notices on doors in the corridors reminding adults to close them.
- The outside fences, walls and gates are secure and high enough to provide a safe space of children.
- Security lights come on automatically when it is dark.

## **Levels of supervision**

- We always observe the adult / child ratio.
  - Registers are taken daily to ensure that we know which children are in the Centre and Mary Paterson Nursery School at any one time.



- The organisation of adults on the nursery floor means that all areas of the rooms should be covered.
- Children under three will be supervised using potties or the toilet.
  - Older children using the toilets before and after lunch time are supervised and at other times adults will be aware of children going to the toilet and check if there are any concerns.
- There are always at least two adults outside in the garden with children and if most of the children are outside, more adults will come out.
- Children are always seated when they eat or drink.
- When children go on outings there is an appropriate ratio of adults to children (see outing policy) and a list of children taken out is left at reception at Dorothy Gardner and on the outings board at Mary Paterson.

Staff must:

- Be responsible at all times for their own safety and that of other members of staff, children and visitors.
- Attend to personal cleanliness and hygiene within the nursery.
- Move heavy equipment with another adult
- Keep pupils under supervision
- Cooperate with their employer on Health & Safety matters.
  - Complete registers accurately before 9.30 1.15 each day and make amendments at once if children go home early or arrive late.
- Planned absences will be entered in advance. If a full time child goes home over the lunch period whether for illness or any other reason, the Deputy Headteacher (or her / his stand-in) needs to mark that absence in the register for the afternoon, recording the time and reason for departure) to mark the register.

## **Fire Evacuation and Emergency arrangements**

Dorothy Gardner and Mary Paterson Nursery School have an emergency plan and evacuation procedure. This is reviewed on an annual basis and communicated to all staff.

- The senior team will review the emergency plan on an annual basis.
- In the event of a fire alert/alarm the designated fire marshals will coordinate the evacuation of children to the designated assembly points.
  - The Executive Head/Deputy Head will summon the emergency services as necessary
- The specific arrangements will be put in place for evacuation for anyone with special needs or a disability.



- An annual fire risk assessment is carried out.
- We have named fire marshals who are responsible for fire safety and any evacuation of the building.
  - The fire alarm system and equipment is regularly checked and serviced by a contractor and weekly tests are carried out and recorded by the premises manager.
- Fire drills are carried out once a term and evacuation times recorded. Regular reviews are held to see if procedures need to be improved.
  - The procedure for fire drills is displayed throughout the centres and fire exits are clearly sign posted
- All new staff/students are given induction into our fire drill procedures.
- Staff are aware of their roles and responsibilities in the event of a fire.
  - Registers are taken out of the building during the fire drill and all children, visitors and parents are checked against the register.
- Parents and other professionals using the building are shown the fire exit, told about the procedure and included in fire drills. If they leave early they must sign out.
- Smoke alarms are installed throughout the buildings.
- The centres operate a no smoking policy.
- Where candles are used for celebrations these are closely supervised and children are always made aware of the risks involved with naked flames.
- Where adults plan work with children involving outdoor fires this is carefully supervised and staff ensure the adult / child ratio is sufficiently high to ensure safety at all times.
  - Emergency evacuation procedures are in place in the event of a bomb or major emergency and arrangements have been made to take children to a neighbouring school which holds a list of parent contact numbers so that they can be informed.
- Appliances are regularly checked to ensure that they conform to the required safety standards.
- Fire alarm tests will be undertaken weekly and records kept in the fire log book. Regular inspections of the premises and grounds will be undertaken each term.
  - Defects on the system, defective equipment or extinguishers should be reported to the premises manager.



## **Garden safety**

- The garden is swept daily and checked for broken glass and general litter.
- Subsidence and cracking are reported and any significant hole protected.
- All climbing equipment is checked routinely and fixed apparatus is inspected annually.
- Staff ensure that permanent play features are safe and kept in good repair.
- All play equipment is checked by staff for damage or splinters before use and any defective equipment is removed and reported to the premises manager or the Executive Headteacher.
- Staff check that ladders, planks etc. are securely fastened when setting up the area.
- Children are made aware of safety issues through planned and spontaneous discussion, as well as routines, planned activities and topics. Children are taught how to climb and jump safely.

## **Hazard Reporting**

- All hazards, including defective equipment, furniture and other items in need of repair must be reported to a member of the Senior Management team/Administrator/Premises Manager.
- Hazards that are thought to present an imminent threat to health and safety should be brought to the immediate attention of a member of the Senior Management Team.

## **Snow/Ice**

In the event of snow/ice:

- The seasonal delight of experiencing snow is recognised as a valuable learning opportunity for children.
- The premises manager will clear a safe and suitable walkway, applying gritting salt to thaw any residue.
- Areas to be checked include the front steps, ramps, back entrance, fire escapes and playground.
- Gritting salt will be applied to these areas as a precautionary measure in the event of a forecast of snow or ice.
- Gritting salt will be available in the garden areas throughout the winter months to ensure it is immediately available when necessary.

## **Outings and off site visits**

All educational visits will be the subject of a risk assessment and approval process. Visits must be approved by the Deputy Heads or the Executive Headteacher/ Senior Leadership team in accordance with the school policy.



- Parents sign a general consent form for outings when their child is admitted to the nursery
- When there is a special trip that involves a coach or public transport, parents are informed individually that their child will be going on this trip.
- We take the location of the venue and length of the journey into account when considering its suitability for the children.
- Staff prepare a risk assessment for visits from the centre or school, and ensure that this is shared with all accompanying adults.
- When using coaches or minibuses we use a properly registered coach or the school mini bus with safety belts and check that there is a seat for each adult and child.
- Staff take mobile phones on any trip in case of delay or in an emergency. They also take first aid equipment, medication for any child that might need it, spare clothing and water.
- The Centre and school has an outing policy which specifies the adult / child ratio and outline expectations of behaviour on trips.

## Hygiene

- The centre and nursery school oversees the cleaning contract together with the monitoring officer from the cleaning contractors to ensure that the premises are regularly and efficiently cleaned.
- We observe good practice in matters of hygiene at all times.
- We encourage toddlers to use potties and toilet seat correctly and safely, and ensure they are kept clean and fit for purpose.
- We encourage children to use the toilet regularly.
- We check toilets are clean, hygienic and flushed regularly.
- We encourage children to wash their hands regularly, especially before handling food, after using the toilet, handling animals, plants and insects or playing in messy areas.
- We encourage children to blow their noses into tissues and dispose of these correctly.
- We provide protective clothing for staff, such as plastic aprons and gloves.
- We provide hygienic but safe cleaning materials for emergencies.
- All equipment used by children is regularly washed.
- Soiled nappies are placed in sealed bags before they are put into nappy bins that are collected twice a week.
- We teach children hygiene awareness through planned and spontaneous discussion, routines and planned activities.



## Handling Food

- We ensure that staff are aware of the guidance and regulations from the local environmental health department relating to the preparation and handling of food.
- We keep food preparation areas clean and hygienic.
- We encourage children to eat a healthy and well-balanced diet.

## First Aid and Accident Reporting Procedures

- A large proportion of the staff team have first aid training to ensure there is always a trained person available.
- The names of staff trained in First Aid are displayed in prominent locations in the buildings.
- First Aid cabinets are clearly posted, identifiable and accessible to all staff.
- First Aid cabinets are regularly checked and replenished.
- Children's medicines (such as epi pens) are checked to ensure they are in date. If they expire, parents are notified to obtain replacements
- Suitable gloves are always worn.
- We keep an accident file. Any accidents are recorded in this file and shared with parents. The record includes details of the name of the child, time, date and location of the injury and nature of the accident. It also includes what action was taken and by whom. The staff member who witnessed the accident and administered first aid signs the book and tells the family/key worker who will inform the parent when they arrive.
- We will inform parents immediately if an accident occurs that requires further treatment. If we cannot reach the parent, we will inform the named contact on the child's admission form.
- In the case of a serious emergency, we will call an ambulance. We hold information from all parents as follows:

Child's name

Date and place of birth

Parent's names and contact numbers

Emergency contact details

Name of GP and/or health visitor

Details of past and present medical conditions

Allergies

Parental wishes



Consent signature of a parent to allow staff to make decisions regarding the child's welfare if the parents cannot be contacted.

- All accidents, dangerous occurrences and near misses must be reported on the standard corporate Accident, Incident and Dangerous Occurrences form. This is filled in on line by Novak Ivanovic, Helen Chin-Fatt or Mary Heptinstall. A copy should be kept at the setting. Inadequate systems of work and faulty equipment must be reported and attended to as soon as possible.
- Accidents are monitored to ensure that reasonable steps are taken to prevent similar accidents occurring in the future.
- All deaths and major injuries must be reported immediately to the Education Health and Safety Executive (HSE) on-line or by telephone.

## Equipment

- Any broken equipment or furniture which could prove dangerous must be taken out of use immediately. This must be reported to a member of the Senior Leadership Team so that repairs or disposal can be arranged.
- Electrical equipment must be switched off and unplugged when not in use e.g. the glue gun.
  - Iron and sewing machine should only be used in the staff room; neither appliance may be left unattended.
- Testing of portable electrical equipment is done annually by a qualified electrician.
- Climbing frames and PE equipment will be inspected annually.
- Chemicals not approved for school use by COSHH will not be used. Wood work, Technology and Science
  - All children to be taught the correct use of each tool; to return tools to tool board/drawers after use; to sand
  - Wood before starting work and after sawing/drilling; not to leave nails/screws protruding from wood; to tidy up after themselves. Only two children may use the woodwork bench at a time.
    - Tools must not be carried around the nursery. If models with protruding nails or sharp parts are sent home then the member of staff handing out the work must inform the child's parent/ carer and ask them to carry it home.
  - Staff must ensure that batteries are not leaking and that children wire up bulbs/switches/buzzers etc. with correct voltage.
- Children to be taught electrical safety. We teach children to check that the step ladder is properly extended and the platform fully engaged before use.



## Manual Handling of Loads

To avoid handling injuries you should ensure you follow the basic manual handling procedures.

- Plan the lift before you start.
- Assess the load – if awkward will it require a second person to help?
- Ensure that the route you are going to take is the most direct, clear from obstruction and as flat as possible.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body firmly.
- Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.
- No heavy items should be stored at height.

## Lone Working

It is recognised that from time to time, it may be necessary for employees to work in situations or locations which are remote to other members of staff. In such circumstances the centre and the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised.

- To report any incidents or situations where they felt 'uncomfortable'. Good communication between colleagues, in terms of personal safety, is essential.
- Premises managers working alone or after hours or at weekends should ensure they always have a means to summon assistance close to hand.
- We ensure they have a means to summon help in an emergency e.g. access to a telephone or mobile telephone and ensure they do not put themselves or others at risk.

## Asbestos

The premises asbestos log is kept by the front desk at Dorothy Gardner, the office at Mary Paterson and the front desk at Queens Park Children's Centre and is part of the regular inspection.

## Sick Children and medicine

- We make every effort to keep abreast of new information relating to infectious, notifiable and communicable diseases and local health issues.
- We contact parents to take children home if they are feeling unwell and have a temperature/ have diarrhoea or sickness/have had an accident or may have an infectious disease.



- We make every effort to care for the child in a sympathetic, caring and sensitive manner.
- We respect the parent's right to confidentiality.
- We keep other parents informed about any infectious diseases that occur in the Centres and Nursery School.
- We expect parents to inform us if their child is suffering from any illness or disease that may put others at risk and we will ask them not to bring their child into nursery.
- We will keep a list of allergies/medical conditions of any children in the Centres or Nursery School.
- We do not administer medication to a long term medical condition e.g. asthma of epilepsy and we will ask for a parent to sign consent to administer those.
- A community nurse will train staff if they need to use an epipen or rectal diazepam in the case of a child with epilepsy. In such cases, the key person or family worker will administer the medication supervised by another member of staff. Any medicine administered must be recorded.
- This policy needs to be read along with the federation's policy on medication and returning out of date medication.

### **Health and Safety in the pond area (Mary Paterson)**

- Children must not climb on any of the walls surrounding the pond area.
- Children must not throw anything into the pond or climb on the grid.
- Children must not drink the water
- Children must wash their hands after handling pond life and after touching the water.
- Staff must check the pond regularly for litter and remove it.
- Plants around the pond are cut back when growth is excessive.

### **Fires (as part of the curriculum)**

When we have fires in the garden staff must:

- Use the designated site.
- Have a bucket of water/sand nearby to put out the flames, if necessary.
- Designate places for children to sit.
- Give children clear instructions regarding safety.
- Do not have fires in strong winds.



- Collect all equipment needed before starting the activity.
- Store matches or flint out of children's reach.
- Have two members of staff at the activity.
- Never leave children unattended. Animals/insects
- Any pets will be healthy and properly cared for in a hygienic way.
- We supervise children when handling animals.
- We ask children to wash their hands after handling any animals on the premises.
- We expect parents to inform us if their child has an allergy to any animal.

### **Smoking**

- We enforce a no-smoking policy and display signs and posters to this effect.
- We promote local health campaigns regarding smoking cessation.

This policy relates to other policies such as the Federation's Critical Incident Plan.

### **REVIEWS**

The Executive Headteacher will review the Health & Safety policy with staff annually or more frequently if equipment/layout/organisation of nursery or setting changes significantly in the interim.

The induction mentor will go through the policy with all new members of staff.

Directives from the LA will be passed on to staff.

Approved by the FGB – September 2018

Review date: September 2019

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