

Reading Early Years Schools (REYS)

Health and Safety Policy



Signed by:

Chair of Governors: Caroline Wharton
Executive Head teacher: Joanne Budge
Date: Dec 2020

Next Review: Dec 2020

Vision

At REYS federation, the staff and Governors aim to provide a safe and healthy environment for children and adults and have established safety procedures to ensure this.

REYS federation is, with reference to the Health and Safety at Work Act, and the guidelines, requirements and procedures from Reading Borough Council, committed to ensure, so far as is reasonably practicable, that:

1. All children, staff, visitors, parents and contractors' employees are safeguarded in respect of their health, safety and welfare whilst on the premises and the site.
2. Children, parents, members of the public, visiting professionals, Governors, and contractors employees who enter the premises and the site are not exposed to any health and safety risks.
3. No work is carried out by the nursery or the contractors that is liable to expose employees, children, parents or members of the public to hazards to health, unless suitable and sufficient assessments of the risks are made and necessary measures to prevent, minimise or control the risk have been introduced and communicated.
4. All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

All staff are responsible for health and safety and are responsible for managing their own environment and awareness of their own safety and the safety of others. They are responsible for reporting defects and dangers to the Health and Safety Representative, the Head teacher, senior members of staff or admin.

The Senior Leadership Team for each school is listed in appendix 1.

Organisation

Responsibility

Everyone has a responsibility for health and safety as they move around and use the premises. All staff are responsible for familiarising themselves with health and safety procedures and ensuring their knowledge is up to date.

Teachers, early year's practitioners, teaching assistants, other professionals, lunch-time and supply staff are responsible for children and the safe use of the teaching and learning environment, both inside and outside. All staff must be sensitive to how children will move around the nursery when placing items of furniture and play equipment. They are responsible for the safe movement of their own groups from one location to another in the nursery and the safety and security of all children in the area in which they are working.

The responsibility for health and safety lies with the **Executive Head supported by the SLT** and senior members of staff in partnership with the Governor designated for Health and Safety.

Health and safety routine walk checks should be made weekly by the **SLT** or the Health and Safety representative along with checking alarms, exits and locks. Annual checks for safety and good working use of electrical equipment and fire extinguishers are made. Monitoring logs are kept with the School Business Manager.

Governors are ultimately responsible for the implementation of this policy and will ensure that the requirements of Health and Safety legislation are established. They will take advice from Health and Safety experts according to the need for information and advice.

Governors prioritise expenditure on premises and ensure that funding for small repairs, routine maintenance and emergencies is always available.

Governors are aware of the need to maintain the buildings and site in a safe condition and give consideration to these as priorities in the nursery budget each year.

They are responsible to report to the LA any major investment or maintenance required to make the site safe and take advice as appropriate.

They delegate the day to day management of Health and Safety issues to the Head teacher and Health and Safety rep.

The Executive Head teacher is responsible for the implementation of this policy within the Nursery. It is the responsibility to refer all unresolved health and safety issues to the Governing body.

Governors require termly fire alarms and reports of evacuation procedures in practice.

Risk Management

The **SLT** and Health and Safety rep carry out risk assessments and safety audits on the site and report the findings of these to Governors and to Health and Safety representatives in the LA as required. They take advice on grading risk and how best to overcome the problems and minimise the risks.

Risk assessments are carried out as appropriate to enable hazards and risks to be identified and enable standards of safety to be amended and enforced. The nursery has a risk assessment procedure designed to improve operational efficiency, minimise risks and safeguard the safety, welfare and health of everyone involved in nursery activities.

Objectives for risk assessments for staff, children, parents and visitors

1. To provide conditions and systems of work, which prevent any danger to health.
2. To ensure all plant and equipment is maintained properly and none is used when it presents any risk.
3. To provide a means of access and egress that are safe and without risks to health.
4. To provide comprehensive information, instruction, signage, training and supervision so far as is reasonably practicable.
5. To review the risks and procedures to ensure that the nursery will have and maintain up to date fire and evacuation procedures and documents
6. To ensure safe arrangements for transportation, storage and use of articles and substances

7. To ensure safe and healthy conditions that take account of statutory requirements, approved codes of practice, DfE and LA guidance
8. To ensure the provision of necessary safety and protective equipment
9. To have clear procedures for storage medicines, hazardous substances and the safe administering of medicines to children and staff

A record of all current risk assessments for the nursery is held in the nursery office.

REYS federation Levels of responsibility for Health and Safety

Level	Who is responsible	What does this involve
1	ALL STAFF	Health and Safety at work act 1974 Everyone has a legal responsibility for health and safety at work
2	Those with significant responsibilities Health & Safety Representatives (see appendix 2)	Making risk management decisions and carrying out risk assessments
3	The individual responsible for the day to day management of the Health and Safety of the Nursery is the SLT who is present on that day	The day to day management of the Health and Safety of the nursery
3	Governing Body- the Governor with Health and Safety responsibility Mandy Mullarkey	Overall responsibility for the Health and Safety of the Nursery
4	Director of Education and Community Services	Overall responsibility for the Health and Safety of Schools

Responsibility for implementing the policy- levels of responsibility

The Governing Body

The responsibility for ensuring that the Health and Safety procedures within the Nursery are adequate rests with the Governing body. The Governors, with assistance from the Senior leadership and staff will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate.

In particular they will:

- make arrangements to ensure the nursery has an up to date Health and Safety policy
- have in place monitoring procedures to identify hazards and evaluate risk control measures
- delegate Health and Safety responsibilities to some staff and ensure they are followed
- ensure a Governor attends appropriate Health and Safety briefing provided by the LA to the nursery
- have Health and Safety on the agenda at Governing body meetings with consideration in the annual budget as appropriate

- ensure the **SLT** and Health and Safety reps are supported to carry out their appropriate responsibilities

The Executive Head, Head of school, Nursery Manager and School Business Manager will all hold level 3 (in absence the SLT will carry out the functions)

The **SLT** is responsible for the day to day management of the nursery and will:

- pursue the objectives of the Governing body and the LA with respect to Health and Safety
- ensure Health and Safety is an agenda item in staff meetings as appropriate and staff are informed about Health and Safety procedures and the expectations on them
- ensure risk assessments are carried out and appropriate actions are taken to remove or reduce the potential hazards to lower the level of risk
- co-operate with accredited safety representatives and safety advisers and offer them assistance to carry out their prescribed functions
- communicate with and respond to concerns of representatives and advisers
- ensure Health and Safety inspections are carried out regularly and that identified damage is repaired immediately when it poses a threat to health or safety
- ensure that the cause of all accidents, near misses and dangerous occurrences are investigated and reasonable steps taken to prevent reoccurrence and all necessary reporting is completed in line with LA requirements
- ensure that materials, resources and equipment purchased are safe and without risk when properly used and are adequately maintained
- ensure training needs of new and existing staff are met and relevant retraining provided
- ensure staff have up to date Health and Safety training
- keep abreast of changes in policy and procedures and ensure staff concerned are kept up to date
- ensure safe recruitment processes in line with the LA are followed

Health and Safety Rep level 2

- is responsible for implementing the policy and responding to reports of damage and danger
- must investigate all reported damage and accidents and respond or advise the Head teacher of action required to rectify the problem
- must ensure that contractors do not place the health and safety of pupils and staff at risk whilst on the nursery premises or site

Class teachers and room leaders are responsible for:

- reviewing safety issues and procedures for their own class, subject and advising staff
- ensure children and staff follow safe working practices at all times
- equipment used in their subject areas is safe and damages are reported, defective equipment disposed of and replaced

All staff are responsible under the Health and Safety at work act to co-operate with the SLT to ensure this policy is implemented. They must use equipment in a safe and sensible manner in accordance with any instructions or advice. They must take reasonable steps to ensure the health, safety and wellbeing of those affected

by their activities. They must not misuse or tamper with anything provided for health, safety or welfare purposes. The senior leadership team welcomes suggestions from staff for improving health and safety within the nursery.

Staff are expected to check their working areas and equipment regularly and report concerns to the Senior Leadership team.

Accidents

Minor accidents must be reported on an accident form which is also signed by the parent and kept on the child's file. Major accidents and incidents should be reported to the LA and should be entered with report details in the accident book kept in the nursery office. This will include any children receiving external medical assistance from a first response car or ambulance. Ofsted will also be notified.

Administering of medicines

Medicines will only be administered to children in the nursery in certain circumstances, such as chronic illness or long term complaints or where the child is recovering from a short term illness but must finish a course of medication. The request form must be completed and signed by the parent and the staff member administering the medicine. The Key worker or Head of School/Nursery Manager must be satisfied that the child is well enough to be in nursery. Medical advice may be sought in cases of concern.

The Head of School/Nursery Manager will consider the following safeguards before accepting responsibility for administering medicines:

- Where possible a doctor's note or label from the pharmacy should be received, indicating that it is necessary for the medicine to be administered and with clear instructions concerning the dosage.
- Where medication has not been prescribed by a doctor, the senior leadership team would need to make a decision on whether it can be administered.
- The nursery is unable to administer any homemade creams etc.
- Long term illness (epilepsy, asthma, nut allergies should be recorded on the admission form and kept in the child's folder with the appropriate instructions)
- The medicine should be brought to nursery by the child's parent. It should be handed in to the Keyworker by the adult who has welcomed the child (if not the key worker) and kept in the classroom in a secure cupboard alongside a copy of the completed request form.
- Medicines should be clearly labelled with the contents, owner's name and dosage and kept in an inaccessible cupboard away from the children.
- Staff have regular training in administering epipen and inhalers. **NB** Only staff who have received training in epipen can give an adrenaline injection in the case of a life threatening situation. Epipen procedures must be followed and an ambulance called to the nursery immediately unless otherwise specified on a child's individual care plan.

The SLT must exercise special caution before accepting responsibility for administering medicines:

- where medicines or tablets are dangerous
- where timing of the administration is of vital importance
- where serious consequences could result if staff forget to administer the dose

- where technical or medical knowledge or expertise is required

On no account should aspirin or preparations containing aspirin be given to children under 12.

Members of staff taking medicines for chronic illness such as asthma, diabetes or epilepsy should inform the SLT and should be recorded on staff files. If a member of staff should need medical assistance clear instructions must be given and followed.

If a member of staff requests medication containing aspirin to relieve a short term condition they take this at their own risk but are asked to inform an adult that they have done so.

Covid 19

Covid 19 has impacted hugely and the measures taken to control the virus and protect the children and staff changes regularly in response to Government guidance and local data. The Covid 19 risk assessment manages these changes and provides a clear protocol for the nurseries to follow to keep children and staff safe. The risk assessment is updated regularly and displayed onto the nursery website.

Electrical Safety

Electrical equipment is tested annually as part of the LA contract. In addition staff are required to inspect equipment in they use in nursery and report damage or malfunction immediately.

Fire

The Health and Safety rep and the School Business Manager co-ordinates fire prevention activities. Firefighting equipment has regular checks and is covered by a maintenance agreement. The Health and Safety rep carries out weekly tests on the fire alarm and keeps a log of the tests. The Head of School/Nursery Manager and Health and Safety rep ensure all escape routes are kept clear at all times. All staff are reminded not to block escape routes and report immediately any escape routes which become blocked.

The SLT, Governors and Health and Safety rep will ensure termly fire and evacuation procedures are carried out at varied times of the day. The Executive Head includes a written report to staff and Governors outlining the details and actions each term.

First Aid - *first aid is the first help given to someone to prevent injury or illness from becoming worse- it does not include giving tablets or medicine to treat illness.*

All staff will have the opportunity to receive level 1 Paediatric First Aid training. The nursery has a number of level 2 qualified first aiders, whose names are displayed in the nursery. There are first aid boxes in each room. Room leaders/teachers are responsible for regularly checking the contents of the First aid box and maintaining the contents.

First Aiders at Work: See appendix 3The first point of contact for emergencies is the SLT and or nursery office.

Hazardous substances

Substances used in the nursery are assessed in line with the LA guidance on the Control of Substances Hazardous to Health **COSHH**.

Asbestos - The nursery has been surveyed for asbestos and a record of this will be referred to prior to any maintenance work being carried out by the nursery staff or contractors. Any damage to asbestos or substances suspected to be asbestos will be reported immediately to the LA Property Management team.

Disposal of body fluids- Each area has a kit provided to be used to clean up bodily fluids- aprons and gloves must be worn at all times.

Health and Hygiene

The children are taught an awareness of the importance of hygiene e.g. washing of hands and a general awareness of the importance of exercise, nutritious food.

Lone working

Staff are advised of the risk of working alone on the premises and are asked to consider the advice in the risk assessment on this subject.

When home visiting, the home visiting policy and risk assessment should be taken into consideration.

Manual handling

All manual handling by staff should be carried out following the guidance in the risk assessment.

Off-site Activities

All staff are required to ensure they are familiar with guidelines for off-site activities. Staff running sessions on other sites should make themselves familiar with the health and safety procedures relevant for that site. Risk assessments will be carried out prior to any activities taking place in other locations.

Staff organising and leading the trips for the children carry out a risk assessment prior to the visit.

Pests

We practice high levels of hygiene in all areas, including emptying bins daily and clearly spilt food immediately. We stop pests getting in with well-fitted doors and covered drains and encourage all staff to look out for the evidence of the presence of pests including droppings, “chew-marks” on carpets and wiring, insect droppings and nests. Should we suspect signs of pests, we would quarantine the area and seek professional advice from either the Local Authority or a registered commercial pest control company.

Once any pests has been eradicated we would ensure the area is deep cleaned.

Staff Welfare

It is the responsibility of every member of staff to be aware of the impact of their own actions of others. Everyone has a responsibility to consider the health and welfare of staff members. A member of staff should inform the SLT immediately if they are suffering from work related health concerns. A member of staff should advise the SLT if they are suffering from an illness or as a result of home circumstances, which may impair their ability to carry out their responsibilities.

The SLT may suggest referral to the Occupational Health Service for advice. All information will be treated in the strictest confidence.

Violence against staff

The LA, Governors and Senior Leadership team will not tolerate acts of aggression against staff from any person. Should members of staff be subjected to violence they will receive support from both the LA and the nursery. Staff are advised to follow the nursery risk assessment on this subject. Governors will not hesitate to take appropriate steps against members of the public, parents, children who perpetually display violent, intimidating, aggressive or abusive behaviour.

Transporting children - no children will be transported in staff cars.

All staff using their car for work purposes should have the appropriate business users insurance in line with new RBC guidelines

Collecting the children

Children can only be collected by a known adult, unless with prior agreement from parents and they will be asked for a previously arranged password.

Those collecting children must be over 16 years of age.

Contractors

The nursery is responsible for ensuring that competent contractors are employed and work is carried out safely. At all times a member of the SLT and Safety rep will ensure competent contractors are employed and health and safety matters are given top priority. Contractors are required to carry out risk assessments prior to commencement of the contract. The Health and Safety Rep is responsible and will notify the SLT of measures needed to be taken to ensure safety. All contractors must have current DBS checks if they are working during nursery opening hours. Contractors without a DBS will be supervised by a member of staff whilst on site.

Security

Security is given high priority by the nursery and is maintained at all times of the day. The SLT and Health and Safety rep are responsible for ensuring security measures are in place. All staff are responsible for ensuring security measures are followed throughout the day in all parts of the premises and site. The measures are regularly monitored to ensure they are working effectively. All breaches of security should be reported to the Head of School/Nursery Manager and Executive Head who will take the appropriate action.

The locking and unlocking of the site is managed through a service level agreement with a private contractor used by many schools across the authority (New Bridge and Blagdon Nursery) or by staff on site (Caversham Nursery).

Visitors

All visitors to the nursery are required to sign in and sign out. A visitors badge is to be worn by all visitors.

Monitoring of the Policy

The implementation of this policy will be regularly monitored. Advice will be sought and guidance followed from Health and Safety Advisers and Officers.

Other Emergency Procedures

Intruders

Raise the alarm (use a 999 call) and alert other members of staff as soon as possible.

After this refer to the Rainbow Plan.

Appendix 1

Senior Leadership teams within each school

School	Post	Current post holder
Blagdon Nursery	Executive Head teacher	Joanne Budge
	Head of school	Charlotte Jennings
	School Business Manager	Angela Harwood
	2 year co-ordinator	Samantha Clifford
	Inclusion Manager	Kate Wiggins
Caversham Nursery	Executive Head teacher	Joanne Budge
	Head of school	Jean Read
	School Business Manager	Jane Hardie
	Deputy Nursery Manager	Claire Simpson
	Inclusion Manager	Kate Wiggins
New Bridge Nursery School	Executive Head teacher	Joanne Budge
	Deputy Head	Joey Stuckey
	School Business Manager	Angela Harwood
	Inclusion Manager	Kate Wiggins

Appendix 2

Staff with significant responsibilities for Health & Safety within each school

School	Post	Current post holder
Blagdon Nursery	Executive Head teacher	Joanne Budge
	Head of school	Charlotte Jennings
	School Business Manager	Angela Harwood
	2 year co-ordinator	Samantha Clifford
	Inclusion Manager	Kate Wiggins
Caversham Nursery	Executive Head teacher	Joanne Budge
	Head of school	Jean Read
	School Business Manager	Jane Hardie
	Deputy Nursery Manager	Claire Simpson
	Inclusion Manager	Kate Wiggins
New Bridge Nursery School	Executive Head teacher	Joanne Budge
	Deputy Head	Joey Stuckey
	School Business Manager	Angela Harwood
	Inclusion Manager	Kate Wiggins

Appendix 3

First aider at work representatives

School	First aiders at work rep
Blagdon Nursery	Charlotte Jennings
Caversham Nursery	Melanie Aurelius
	Shauni Clifford
	Paula Cuthbertson
New Bridge Nursery School	Mandy Mullarkey