

The Mews Health & Safety Policy

This document is produced in respect of

THE MEWS NURSERY AND PLAYCLUB

- only and is published in addition to the Country's Statement of Safety Policy and in conjunction with the Education Department's own Policy Statement.

Ensuring Children's Health and Safety

The Health and Safety at Work Act 1974 affects day to day provision of health and safety in the workplace. Settings that implement the act carefully will be providing a safe environment for both employees and children.

Duty of Employers

The act requires employers to ensure the health, safety and welfare at work of all employees. This is done by providing safety equipment training and by writing and implementing safety procedures.

Duty of Employees

Under the act, employees must make sure their actions do not harm others or themselves. They have to comply with their employer's safety procedures, use equipment provided and act with regard for their own and others' safety.

General

The nursery recognises the need to promote health and safety in order to achieve improved standards and safe methods of work.

It is the nursery's policy to take all steps within its own powers to prevent personal injury, health hazards and damage to property. It is also the nursery's responsibility as far as is reasonably practicable to extend this protection to children, students and members of the general public from foreseeable risks.

The areas covered by this policy are as follow;

- 1) Building, equipment and systems of work.
- 2) The handling and storage or transportation of articles and substances.
- 3) The supply of adequate information, instruction, training or supervision to either staff or pupils.
- 4) The place of work or access to it.
- 5) The provision of protective clothing, equipment for the safe use and handling of machinery and substances.
- 6) The working environment.
- 7) Welfare facilities.

It is important that all staff within the nursery and other persons who may visit or use any area of the school, must adopt the following standards of working (in accordance with the Act).

- a) To work safely and efficiently
- b) Not to misuse any machine or substance;
- c) To use the approved protective clothing and equipment.
- d) To report any defect in any machine, accessory or electrical cabling.
- e) To comply with all instructions issued for their safety equipment and protective clothing.
- f) To make reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work.

Organisation

The nursery recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the setting.

A summary of the individual responsibilities and hence the organisation and accountability are as follows;

- 1) The co-ordinators must be aware of all the contractors or third parties entering the nursery premises to undertake maintenance work or work contracts. The co-ordinators must ensure that all contractors have reported to the hotel reception prior to commencing work.
- 2) The co-ordinators must ensure that staff and pupils are not endangered by the acts of the contractors. It is necessary therefore to provide a copy of the nursery's policy to all known contractors in order to alleviate this risk and plan necessary safety measures for the duration of the works.

The co-ordinators must be aware of the procedures to be followed in the event of the contractor or third party acting in a manner likely to endanger staff or children.

Co-ordinators

The co-ordinators must ensure that the nursery's policy for health, safety and welfare is effectively implemented and understood at all levels. The policy must be regularly monitored and revised as necessary and effectively controlled. There is a legal obligation to ensure that the nursery safety policy is implemented at all levels.

Nursery Staff

All staff must conform to responsibilities as specified. They must ensure that where conditions apply all children or persons under their control receive instruction and are provided with on-the-job-training to enable them to operate in a safe and efficient manner.

Health and Safety Executive

Health and Safety Executive Officers have the right to visit the premises and have sight of all relevant regulations, documents etc.

During their inspection they will inform the Hotel Manager of their findings and subsequently forward a written copy of their findings to the Hotel Manager and Safety

Representative. Any such report received should be discussed at the health and safety meetings.

Safety Representatives

The Safety Representatives will be encouraged by the co-ordinators to fulfil their duties as well as being released for any appropriate training. The co-ordinators will also consult regularly with the Safety Representative on Health and Safety matters.

Employees

All employees have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards/defects to the co-ordinators.

All employees will be given access to the nursery's Health and Safety document and are asked to make themselves familiar with all documents relating to Health and Safety within the setting.

Copies of the Health and Safety Policy will be available at all times in the nursery and PlayClub.

Arrangements

The nursery recognised its obligations to identify arrangements designed to make its safety policy effective.

FIRE EVACUATION PROCEDURES

IF A FIRE IS REPORTED TO YOU OR IF YOU DISCOVER A FIRE SOUND THE FIRE ALARM by breaking the glass of the nearest call point (you must be aware of where call points are located in your area of work).

DIAL 9-999 FROM THE NEAREST TELEPHONE

All hotel phones allow 999 calls but you need to dial an extra 9.

Be prepared to tell the operator that the emergency service required is the Fire Brigade, also the name, address and telephone number of the hotel.

ATTACK THE FIRE IF IT IS SAFE TO DO SO.

All staff should ensure they are aware of the location of the fire appliances and be able to follow the operating instruction.

FOLLOW THE EVACUATION PROCEDURE

Designated persons to collect registers and leave ensuring that no child is left in any area, toilets, passage, sluice room and that doors are closed as you go.

Exit via the nearest route
Follow the evacuation route signs.
Assist children to do the same
Do not allow the use of any life
Ensure fire doors are closed as you go
Do not take personal risks.

Instruct children and any parents or visitors in the nursery to assemble with you at the assembly point:

REAR OF THE GARDEN ON THE PATIO OF THE MANAGER'S FLAT.

ROLL CALL PROCEEDURE

The co-ordinators are responsible for conducting the roll call.

ROLL CALL and REPORTING PROCESS

Collect the updated children's registers from designated place and start the roll call at the assembly point.

Reassure children that the Fire Brigade is on the way and they are in no danger.

Inform you are about to call out their names from the register.

Ask for silence and explain we need to know if any one is missing.

Tick off each child by name checking faces as you do so.

Record any differences on the register for example if a child is listed as still in the nursery. Play club or pre-school and they have already left.

THE FIRE BRIGADE WILL NEED TO KNOW IF EVERYONE HAS VACATED THE PREMISES.

It is at this point you are grateful that you; -

- Know the register is accurate
- Have the names of all the children in a readable form
- Are confident which children left during the session
- Are confident that we have an evacuation procedure that works.

Documentation after the event

Keep your Roll Call documents and before you forget note the time the fire brigade arrived if you can, the approximate time the fire alarm went off.

Complete and sign the fire log documents with the duty manager and agree the details of the event. Report in writing any part of the procedure that did not work in the log. This is not an option. There is a need for honesty in the interests of safety. It is not enough to simply report verbally and when we do put the procedure to the test it is an opportunity to monitor and improve on.

A Guide to the Report

- 1) Was the register accurate and complete?
- 2) Was it clear which children should be included in the roll call?
- 3) Did the routines as outlined above work as intended?
- 4) Was any part of the routine missed out for any reason?

The above questions need to be answered and supported by the roll call list.

SITING OF CYLINDERS

- 1 Not in doorways or obstructing passageways.
- 2 Placed where they can be secured upright with 3/6" gauge wire.
- 3 Clear of flammable materials and liquids, desks and chalkboard.
- 4 Only in well ventilated rooms, out of direct sunlight.

The Fire Officer will be responsible for changing cylinders. Only the Fire Officer will undertake this duty.

FIRST AID

1. The appointed persons with responsibilities are Hayley Fry, Rachel Bond, Ruth Browning,
However, other members of staff have attended First Aid and will take responsibility if necessary.
2. All teaching staff act in loco parentis during the time that the school is open for children.
3. A First Aid cupboard is kept in the areas indicated in the Health and Safety Guidelines (end). It may only be stocked with items identified by the revised code of Practice.

In cases of serious injury, responsibility of the Appointed Persons ends when the patient is handed over to medical care or parent/guardian.

All injuries, whether staff, child or visitor must be entered in the Accident Book.

Accident Books are kept in the co-ordinators desk in the Nursery and on the telephone selves in the Play club.

All serious injuries should be transported to hospital by ambulance as the patient's condition could worsen.

No attempt to move an injured person should be made until appropriate examination and assessment has been completed.

INJURIES HAVE BEEN WORSENER BY PREMATURE HANDLING

Minor injuries may be treated on self-help basis or by any member of staff in loco parentis.

Notices giving details of whereabouts of First Aid will be displayed at appropriate sites.

This policy will be reviewed annually and amended as appropriate.

Copies will be available for Staff and Committee Members.

A copy will be displayed in the Nursery and the Play Club.

MEDICINES

Non-prescription

These treatments/medicines must not be given, including aspirin/paracetamol.

Prescription

Children may receive prescribed medicines in the setting, administered by members of staff. Details must be given and recorded in the First Aid Book.

Written authorisation must be given by the parent/carer.

EPILEPSY

1. If a known epileptic suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit the child quietly and to closely monitor his/her condition.

If the person suffers an injury during the seizure, then immediately first aid should be given.

2. All staff are to be informed of children who are epileptic and are to be aware of action to be taken.
3. If a child with no past history of epilepsy has a seizure, parents should be contacted immediately and medical advice sought.

HIV/AIDS

There are publications available regarding the care of children and adults who suffer with HIV/AIDS.

INFECTIOUS DISEASES

A separate handbook deals with this and is available in the Nursery.

More information is available from the relevant health authorities.

FIRST AID BOXES

According to the Revised Code of Practice, Regulation 3, First Aid Boxes will contain employees' use, when required:

- 1X Guidance card
- 20X Individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment.

- 2X Sterile eye pads, with attachments
- 6X Individually wrapped triangular bandages and safety pins.
- 6X Medium sized individually wrapped non-medicated wound dressings.
- 2X Large sized individually wrapped unmedicated wound dressings.
- 3X Extra large individually wrapped unmedicated wound dressings.

Disposable plastic gloves are available. Plastic bags are available for the disposal of soiled dressings.

ACCIDENTS INVOLVING EXTERNAL BLEEDING

- a) Normal first aid procedures should be followed. First Aiders washing hands before and after administering first aid, or wearing disposable gloves.
- b) When bleeding has stopped, blood should be washed off surrounding skin with plenty of soapy water without disturbing the wound.
- c) Splashes of blood into the eyes or mouth of another person should be washed out immediately with plenty of water.
- d) Contained surfaces should be washed thoroughly – 1 part bleach to 10 parts water, using rubber gloves.

CUTS AND PUNCTURE WOUNDS

Free bleeding should be encouraged and the part washed with soap and running water and then dressed.

ACCIDENTS

- 1. All accidents to children must be reported to the co-ordinators and entered in the Accident Book in the nursery or play club. All accidents involving adults must be entered in the Hotel Accident book on reception.
- 2. **Fatal or Major Injuries** must be reported immediately by telephone to Health and Safety Section and to the Salvation Army Headquarters.
- 3. Dangerous occurrences must also be reported immediately.
- 4. In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.
- 5. Safety Representative must also be informed of injuries and dangerous occurrences.

IMMEDIATE ACTION

- 1. Necessary medical attention must be given as first priority and the safety of all ensured.
- 2. Parents/guardians or next of kin must be contacted as soon as possible. If parents cannot be contacted or are unable to cope, where possible the school will provide an escort.

An ambulance should be called for anyone requiring hospital treatment.

Staff should not use their own cars unless their insurance policy specifically permits this use.

PARENTAL CONSENT

The written approval of parents must be obtained when there is a significant risk of injury before children participate in any activity. This will also be required for any outings, trips.

CHANGING NAPPIES, TOILETING

Wear disposable gloves and aprons when changing nappies or helping children with toileting. Put soiled nappies into bags provided and dispose of in a separate bin. Clean changing area after use. Wash hands before and after nappy changing or helping children with the toilet.

EQUIPMENT AND MATERIALS

The following items are used by staff only and are kept out of reach of children:

1. Only staff may use correcting fluids such as Tippex as such fluids are toxic, marker pens, the stapler, hole punch, drawing pins and other equipment with small or dangerous parts.

Marker Pens

- i. Pens which are mainly water based should be used.
- ii. When other pens are used, these should be used by staff – and in a well-ventilated area.
- iii. Staff should ensure that pens suit the board for which they are intended.

ELECTRICAL EQUIPMENT

Installations

Only approved contractors will be used after consultation with Centre Manager.

Extension Cables

Those with multi-sockets may be used for computers.

It is recommended that if possible any other multi-sockets must be attached to a wall. They may only be used elsewhere as a temporary measure.

Sockets

All electrical sockets when not in use must be fitted with a safety cover and checked on a daily basis.

CHECKLIST FOR ELECTRICAL EQUIPMENT -see Health and Safety Manual E.1.

Use 3 amp fuse on:

Radio or TV
Tape recorders
Refrigerators

Inventory Box

All electrical equipment should be entered in Inventory Book in the Managers Office.

All equipment should be regularly tested and labelled by electrical technician undertaking the test.

Any defective equipment should be marked '**UNSAFE – DO NOT USE**' and removed from setting if possible.

There are a stock of plugs and fuses on hand in preparation for inspection in the Hotel Reception.

PUPIL PROTECTION

1. All pupils should:

Wear clean aprons
Tie back long hair
Remove rings
Be discouraged from wearing loose clothing.

2. Pupils must walk in the area.

3. No pupils may carry bowls of hot water.

4. Frying is not allowed

5. Children should be closely supervised at all times.

6. Plastic graters are to be used.

ANIMALS IN SCHOOL

1. It is felt that pupils can benefit from caring for and observing animals.

2. The Nursery has two rabbits that are kept in a hutch in the Nursery garden.

3. Following approval from Co-ordinators, domestic pets may be brought into the setting when appropriate.

PIANO

- 1 The piano is sited in the Playclub back room.
- 2 Only adults should move it.
- 3 There should be one person at each end and then it should be on a smooth, level surface.
- 4 Children are not allowed to move pianos.
- 5 Caretakers and cleaners should take particular note.
- 6 Movers should stand at each end and should take care when moving the piano backwards and forwards – as a falling piano will always fall backwards or forwards. It is therefore important to keep the area clear.
- 7 The piano must not be moved up or down stairs.
N.B: Children should keep clear when the piano is being moved.
- 8 The piano should be kept away from direct sunlight and radiators.
- 9 The piano will be tuned at least twice a year.

CARETAKING AND CLEANING

Cleaning is undertaken by outside contractors after the children have left the setting. Please see Handbook and (C1 Health and Safety Manual).

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

A list of all-cleaning materials and contents is kept on Hotel Reception. Please see separate COSHH package and C5 of Health and Safety Manual.

All substances used are kept in a locked cupboard in the electrical room.

Date: _____

Signed: _____ **Chair of Management Committee**

_____ **Co-Ordinator**