

Maidenbower Infant School Nursery

Health and Safety Policy

Maidenbower Infant School Nursery aims to provide a safe environment for the children and adults. Staff will ensure that all possible precautions are taken for the safety of the children, so that parents feel confident in leaving their child in our care.

In General

- * Safety checks both inside and out will be carried out at the beginning of each day and at regular intervals during the day.
- * Outside areas will be securely fenced. Fencing will be checked regularly for wear. All gates will be secured so that only adults can open them.
- * Windows, sockets and the layout of activities/equipment will be closely supervised to minimise risks and hazards.
- * All equipment available will be age and developmentally appropriate and will be safely constructed.
- * Large equipment will be erected with care and checked regularly.
- * The Nursery takes part in the school fire drills which happen each term.
- * Fire extinguishers will be checked annually by the fire inspector. Staff will be instructed on use.
- * The Nursery is a no smoking area at all times.
- * Any drinks for staff in the nursery will be in insulated cups with non-spill lids.
- * At least one member staff on each session will hold a current paediatric first aid certificate.
- * All staff will be familiar with the contents of the first aid box.
- * Full risk assessments are reviewed annually by the nursery staff. If a risk arises during the year for example a new piece of equipment is bought then an assessment will be carried out immediately.

Safety Principles

- * Accidents involving members of Nursery staff are mostly preventable.
- * If a job cannot be done safely it should not be done.
- * Hazards are manageable by elimination, safeguarding, training and safe systems of work.
- * The Nursery Health and Safety Officer is accountable for identifying and managing hazards in the Nursery and garden.
- * Staff bring to attention any hazards upon identification and there after during staff meetings. These are then risk assessed by the Health and Safety Officer and the outcomes shared with the staff.
- * Everyone must work safely and report hazards and unsafe practices.

Current and new employees:

- * Must read and have the opportunity to discuss the safety principles. New employees should also read the induction policy and the staff handbook.
- * Should follow the given procedure in the event of an accident or injury at work.
- * Will complete a form informing us of any medication taken regularly.
- * Will be made aware that any incidents should be reported to the Nursery Manager who is the Health & Safety Officer in the nursery.

The Health and Safety Officer and Manager will:

- * Ensure all staff share and implement this policy.
- * Maintain a safe place of work.
- * Ensure that all staff are informed of any changes in our routines and practices as they occur.
- * Investigate all accidents and injuries to employees immediately, to determine underlying causes and to prevent any recurrences.
- * Check working areas are safe
- * Check equipment is safe
- * Report defects/concerns to the Premises Officer or Headteacher

Procedure for dealing with accidents or injuries at work

- * The Nursery Manager shall notify the Head Teacher and the Chair of Governors, of any notifiable accident or injury involving any member of staff as soon as possible after the incident.
- * The Nursery Manager shall then provide the Head Teacher and Chair of Governors with a full written report, which shall contain statements from all staff, as appropriate.
- * The Nursery Manager shall carry out a full investigation to determine the cause of the accident. Make a written report, and give a copy of the report relating to the incident, to the Head teacher and Chair of Governors.
- * Ofsted, the Health and Safety Executive and RIDDOR will be informed.

The governing body of Maidenbower Infant School recognises and accepts its responsibility for the maintenance of safe access, the maintenance of the premises, and minimising risk to health arising from plant or substances used on the premises, in so far as they are competent under the scheme for Local Management of Schools.

*Issues of Health and Safety are dealt with by the Full Governing Body.
The Nursery Manager is the Health and Safety Officer in the Nursery.*

THIS POLICY IS REVIEWED ANNUALLY. A SIGNED COPY OF THE POLICY IS DISPLAYED ON THE PARENTS INFORMATION TABLE IN THE NURSERY.