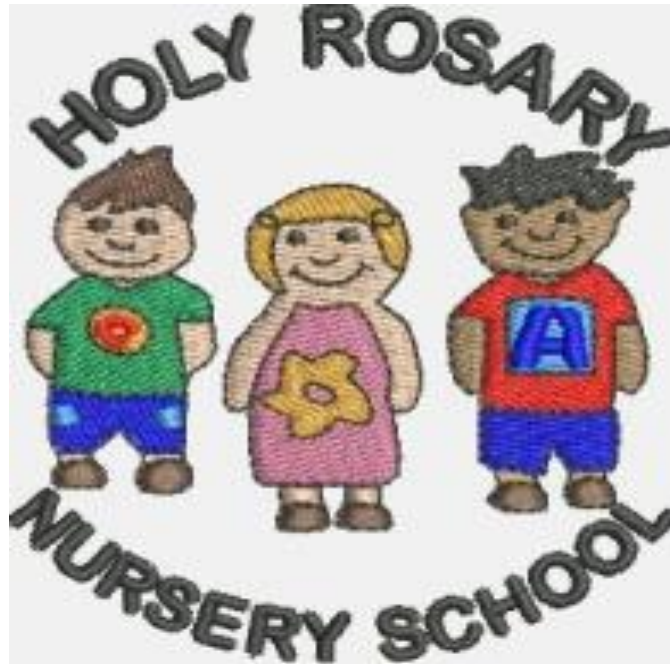


Holy Rosary Nursery School



Health & Safety Policy

Ratified by Governors October 2018

Signed:

Review - Annually in September

Health and Safety

This policy is to provide and maintain safe and healthy working conditions, so far as reasonably practicable, for all our staff and pupils and to encourage a safety culture within Holy Rosary Nursery School. It is our policy to provide adequate information to identify the needs in respect of training and provide supervision as necessary for the health and safety of staff, pupils, parents and visitors.

The health and safety of our children is of paramount importance to the Staff and Governors of Holy Rosary Nursery School and every possible aspect of the children's nursery day is set out with a view to stimulating learning in a safe and secure environment.

PRINCIPLE HAZARDS:

Holy Rosary Nursery School shares the site with Holy Rosary Primary School. The school grounds are accessed via a shared main gate. At school opening and dismissal times there is heavy traffic congestion on Sunnyside Crescent and Sunnyside Street, particularly in the areas around the entrance to Sunnyside Crescent itself and also the site's main gate. Staggered drop off and collection times have been agreed between our Governors and those of the Primary School, parents and local residents to mitigate against this. Parents of both schools are requested not to bring cars on site or onto Sunnyside Crescent.

RISK ASSESSMENT:

There is a high risk of accidents involving traffic directly outside the grounds due to the traffic congestion and the lack of safety barriers. During the parent information evening in May, all parents/carers are made aware of the health and safety restrictions and advised that parent's cars are NOT permitted in Holy Rosary Primary School's car park - with the exception of those who have a disability. Alternate parking places for parents are along Sunnyside Street, to the rear on Kimberley Drive and surrounding areas.

Parents/carers of Holy Rosary Nursery School children must walk with their children to the nursery at the start of each session.

At home time, parents/carers again park off campus and collect their children from the nursery in person.

Nursery children should never be dropped off from cars to make their own way to nursery nor should they be allowed to be unsupervised before the nursery session begins.

Parents are given as much information as possible to protect their children and are asked to keep their children close at all times when entering and leaving the nursery grounds and to always hold hands with the children.

The gates in the nursery playground remain closed when the children are playing outside and an adult will always be present.

ARRANGEMENTS FOR HEALTH AND SAFETY IN HOLY ROSARY NURSERY SCHOOL

Inspection of Premises

The Board of Governors health and safety sub-committee will carry out an inspection of the premises of Holy Rosary Nursery School on an annual basis and this will be documented in the minutes of the Board of Governors. All certificates and reports of safety inspections of systems and services of equipment are kept in a folder in the office.

Extra-Curricular Activities

The principal/teacher will carry out a risk assessment prior to any school outing.

Fire Drill

A fire drill will take place each term. Arrangements are as in separate Emergency Evacuation Policy

Supervision of Children

Prior to the session:

School front door and classroom doors will open each morning at 9am. Parents/carers are requested not to come to the building until opening

time and if they do, they must supervise their child in the front garden area / pathway until the front door opens at the beginning of the session. Parents are requested to bring their child into the classroom at the beginning of the session. A member of staff is always at the door of the classroom to greet each child.

At the end of the session:

At the end of the session parents/carers are requested to come to the classroom/outdoor play area to collect their child. A member of staff is always at the door of the classroom/veranda door to outdoor area to ensure a child leaves only with an adult. Any child who is not collected promptly remains in the classroom and a member of staff contacts the parent by phone.

No child will be permitted to leave with an unauthorised adult nor without prior permission from the parent. In the case of separated parents it is important to establish who has legal rights of access. Parents/carers are requested to arrive at school promptly at the start of the session and likewise to collect their child promptly at the end of the session. This helps minimise any undue stress caused to the child by arriving late to school and the feeling of being 'left' at the end of the session.

Doors

The parents, carers or visitors to the nursery can access by entering through the main gate of Holy Rosary Primary School on Sunnyside Crescent or through the back gate of the Primary School site on Kimberley Drive.

The Nursery front door will remain securely closed during class time as a safety measure. In the event of needing to collect a child early, prior notice should be given to a member of staff and arrangements made.

In the event of an emergency, a parent can contact the school by Seesaw app, telephone or use the buzzer at the front door of the Nursery.

Entrance/Exit Points

Any visitor to Holy Rosary Nursery School will be greeted by a member of staff. The access control system ensures that all personnel other than staff are required to use the buzzer entry. The front door is open from 9am to 9.20am to allow parents/carers access to the hallway at the beginning of the session. The doors are open again at the end of the session from 1:15pm to 1:30pm to facilitate a staggered dismissal. The doors will be locked during school hours.

Register and Emergency Procedure

A class register is taken each morning and the total adjusted immediately to include any child who arrives late.

A list of the children's addresses and contact telephone numbers are kept in each classroom during the school day (alongside class register) but overnight these are put inside a locked cabinet in the office.

In the event of a serious accident involving a nursery pupil / parent in the vicinity of the nursery:

- On being notified of the accident the principal or secretary would telephone for an ambulance
- A first aider would take the emergency first aid kit and render whatever comfort / assistance possible to the child/parent until the arrival of the emergency services
- In the event of the child having been accompanied by a child minder, the principal would contact the child's parent

In the case of need to evacuate the building, e.g. Fire/Emergency:

See separate Fire / Emergency Evacuation Policy.

- Each class teacher takes charge of their register and contact book. The secretary (or in her absence, the principal) takes charge of the signing in book for visitors.
- The children, any other personnel and staff gather at the nearest suitable fire exit and walk to the relevant assembly

- area. One member of staff leads all the children, one follows at the end as some children could remain behind un-noticed.
- The secretary (or in her absence, the principal) contacts the emergency services
 - As this is happening, the secretary deactivates access control for front door and makes a final sweep of the hallway and the nursery assistants do so in nursery classroom, toilet areas and story room to ensure everyone has left the building.
 - At the assembly area children are all accounted for as per the class registers, as too staff, students on placement and visitors.
 - If all are present they remain in the assembly area until nursery school building / area is safe.
 - In the event of anyone being missing the principal, where possible, re-checks the building or informs the emergency services.
 - If the evacuation procedure is going to be prolonged staff contact parents/carers, using the phones in the Primary School, and arrange for the children to be collected.
 - Staff look after the children until all are collected by parents/carers.
 - The principal contacts the appropriate Education Authority Officer informing them of the situation.

School Response to Emergencies on the premises:

During School hours-

- Principal assesses the situation
- If considered necessary, the evacuation detailed above is followed
- The situation is to be reassessed after the emergency is over and the school declared safe
- Arrangements made to secure the building by temporary repairs if necessary

- Principal to notify Education Authority and seek guidance and advice about further repairs, re-opening dates and any other concerns
- In the event of a child being seriously injured the procedure set out above is to be followed

Out of School hours-

- Contact Principal
- If unavailable contact named school keyholder - Caretaker
- Contact Education Authority
- Make arrangements for the emergency to be dealt with and have the building made secure.

Play Area and Equipment (See Appendices 1, 2 & 3)

Before the children are allowed out to use the outdoor equipment, a member of staff will check to ensure that the

- Equipment is in good working order and fit for purpose
- There are no dangerous items in the play area, e.g. glass,
- Toys are safety checked to ensure they are safe to play with

Electrical Equipment

It is the policy of Holy Rosary Nursery School that there will be regular testing of all portable electrical equipment.

Holy Rosary Nursery School appropriate procedures for using electrical equipment:

- Socket covers used in sockets when not in use
- Users will check the plug is not damaged, cracked or pins bent
- The outer sheath of cable is effectively secured where it enters the plug or the equipment, i.e. the coloured insulation of the internal cable cores is not showing
- Staff will check all electrical equipment regularly to ensure there is no physical damage to external casing of the equipment or that no parts or screws have come loose

- The equipment has not been subjected to conditions for which it is not suitable, e.g. it is wet
- Check electrical equipment regularly to ensure there is no evidence of overheating

Medication and Allergies (Separate First Aid & Medication Policy)

Allergies

- Children with life threatening allergies will have an action plan provided by their nurse or consultant
- Staff will be trained in the procedure to take in an emergency
- A first aider will be available in the Nursery at all times

Illness

It is the Policy of Holy Rosary Nursery School to ensure that all children and staff are working in as healthy an atmosphere as possible but we also recognise that anyone can become ill at any time.

If children do come to nursery school when they are ill with vomiting or diarrhoea, the parents or carers will be asked to care for the child at home for at least the next 48 hours (from the last 'incidence') to ensure that the illness is not spread to the other children or staff.

In the case of other infectious conditions, the parent or carer will be asked to seek the advice of their GP.

If a child becomes ill during the session, the appropriate action plan will be taken.

- The child will be comforted as much as possible by the nursery staff
- Parents or carers of the child will be contacted to collect the child as soon as possible
- The child should remain at home until the condition improves

Jewellery

Parents are advised of the dangers of children wearing jewellery. Earrings should be kept to a small stud.

Kitchen

There is a kitchen/ servery within the nursery school and it is the policy of the nursery to ensure that only staff members enter this room.

Chemicals and Material for Cleaning

The nursery staff will ensure that all cleaning materials and chemicals used in the nursery are stored appropriately out of the reach of the children.

All cleaning fluids e.g. toilet cleaning agents etc. are safely locked away by the caretaker in a designated store.

Smoking

Holy Rosary Nursery School and its grounds is a no smoking area.

Outdoor Store / Shed

Staff will ensure that the store and shed is locked when not in use and that the equipment stored within it is stored in a tidy and appropriate manner.

Moving Outside of the Nursery School

It is sometimes necessary to move from the nursery school to the primary school canteen or assembly hall, e.g. on a visit and the children will be accompanied at all times by the class teacher and nursery assistant and any other available staff personnel.

The children will be reminded to walk slowly staying close together.

Educational Visits outside of the Nursery and School Environment

These visits are limited but we do try to go to Ormeau Library, Streamvale Farm etc. Any of these visits will be preceded by the appropriate Risk Assessment.

Permission for the children to attend these visits will be gained from the parents.

ACCIDENT PREVENTION

It is the Policy of Holy Rosary Nursery School to ensure the health and safety of all persons on the premises at all times but we understand that sometimes accidents can and do happen and that a process is in place to ensure the swift action to resolve the situation.

Definition of Accident

An accident is an unplanned event which may result in injury or ill-health, damage or loss of property or equipment.

Primary Causes within the nursery school (not an exhaustive list)

- Slips, trips and falls
- Incorrect use of equipment
- Boisterous play
- Incorrect lifting of heavy items

Prevention

Holy Rosary Nursery School staff will at all times:

- Promote a safety conscious culture
- Ensure safety practices are included in classroom management and individual activities
- Carry out a risk assessment of the nursery school and activities
- Investigate accidents and take action to prevent recurrence

In the event of a child having a serious accident on the premises-

- Staff member gives emergency first aid as appropriate and comfort the child.
- Other staff will supervise and comfort the other children.
- Secretary/ principal make all necessary phone calls to parents, carers, emergency services, etc. as appropriate

- In the case of parent/carer taking child to hospital a staff first aider should accompany them as necessary and where possible. School will contact the hospital and make them aware to expect the child. Where the child needs to go to hospital by ambulance a staff first aider will accompany the child, if the parent/carer has not arrived.
- All appropriate accident reports completed by the Principal/ teacher and or any other witnesses.
- A de-brief session with staff is facilitated by Principal

It is the Policy of Holy Rosary Nursery School that the following areas of fire safety measures are known to all staff and are adhered to:

- Alarm System
- Fire-fighting equipment
- Fire drill and evacuation

First Aid

See separate First Aid & Medication Policy

First Aid Boxes

Ms O'Loughlin is responsible for the maintenance of the first aid boxes and she should ensure that these are regularly checked.

First-aid boxes should contain sufficient quantities of suitable first-aid materials.

Ice packs are always available in the freezer in the staff kitchen.

Monitoring and evaluation

This policy is reviewed annually to reflect changing circumstances and adaptations to the school site and in light of any changing guidance & legislation.

HEALTH AND SAFETY

It is the policy of Holy Rosary Nursery School to provide and maintain a health and safety conscious environment, both indoors and outdoors, in all areas of work and play.

KEY POINTS IN MAINTAINING A SAFE AND HEALTHY LEARNING ENVIRONMENT

1. Plan for safety and freedom - be vigilant and on the lookout for possible accident spots when setting up equipment eg. safe distance from opening doors, sharp edges etc.
2. Make sure all equipment, toys etc. are suitable for the age group and conform to British Safety Standards.
3. Make sure all equipment is well maintained and repaired - report all damage to Principal or class teacher.
4. Ensure that all equipment is set up and secured properly with suitable safety mats where required.
5. Make sure there is adequate supervision in all areas especially where physical play is taking place. Never leave children without adult supervision.
6. Enforce necessary rules for children's safety e.g. Children are expected to walk inside the classroom, coming down slide when the person in front is off the slide.
7. Make sure all spillages or water, sand and paint are mopped up immediately.
8. Encourage children to pick up and tidy away play resources and equipment that they have been engaged with.

DAILY RISK ASSESSMENTS

Principal/teacher carry out assessments but all staff do have responsibility to maintain safe environment.

Water

- Level of water in tray
- Safety of resources
- Mop available for spills
- Supervision - keeping of rules

Creative

- No sharp scissors
- Suitability of resources
- Wipe up spills

Sand

- Brush up spills - suitability of resources

Snack

- Health/hygiene - food preparation
- Washing hands
- Wipe up spills immediately
- No sharp knives etc.

Dinner time

- Supervision re: food containers
- Health/hygiene
- No sharp knives etc.
- Wipe up spills immediately

Floor Play

- Check for trip hazards

Bathrooms -

- Clean mops
- Paper towels / toilet rolls
- Wipe off spills
- Record changing of children and in addition those with an intimate care plan will have individual records.

Safety in classroom

- No climbing on tables
- Walking, not running
- Quiet inside voices, not shouting
- "Gentle hands, feet and voices"

Adults always vigilant - do not wait for another adult to act - if you see a dangerous situation arising - act immediately.

- Children constantly supervised by adult - adults expected to scan the room.
- Quiet room doors must remain open unless closed by an adult.

Outdoors

- Check for trip hazards/gates are closed and locked.

Climbing Equipment

- Ensure all is secure & fit for purpose
- Activity constantly supervised
- Rules adhered to

Play Areas

- Check for debris or dog foul.
- Climbing Frame/slides - are they slippery or wet?
- Are there any twigs/branches which need to be pruned?

Bikes

- Ensure bikes are maintained (yearly service)
- Not to be used in icy weather

Sand

- Suitable resources
- Sand outside the sandpit to be brushed up quickly and left clear at end of class use

Block area / large loose parts

- Safety when using blocks or large loose parts
- Show children that it is sometimes necessary to have a partner to help carry a big block or tyre
- Return resources when finished

REMEMBER

- Never lift or carry an item yourself which is awkward or heavy - seek assistance.
- Always report concerns to teacher/principal
- Write in Incident Book

No matter what the activity, think about safety

HEALTH AND SAFETY REPORT FORM

Staff Name: _____

Date: _____

Nature of concern:

Where? _____

When? _____

What? _____

For school use:

Action taken _____

Date _____

Time _____

By whom? _____

RISKS

During the course of their work, staff may be at risk from e.g.

- verbal abuse;
- threats;
- false allegations;
- sexual harassment;
- assaults;
- vandalism; or
- other forms of intimidation.

This behaviour may come from pupils, parents, carers, members of the school staff or other persons whose business brings them about the premises. Such behaviour may also occur in respect of contact with the teachers during the discharge of their duties elsewhere e.g. supervising outings.

POLICY

Employing Authorities are conscious of their obligations under the Health and Safety at Work (Northern Ireland) Order 1978. As part of their Health and Safety Policy and in relation to paragraph 1 above Employing Authorities and relevant bodies are committed to:-

- promoting preventive measures;
- supporting staff who have been subjected to belligerent behaviour.

PROMOTING PREVENTIVE MEASURES

Involving Parents/Guardians

Holy Rosary Nursery School makes available and explains to parents, the policy for the promotion of positive behaviour and the pastoral care of the pupils. In the interests of avoiding any misunderstanding, arrangements should be made to permit individual parents to seek clarification of the policy. The policy states that access is denied to any pupil by any unauthorised adult. In the case of separated parents it is important to establish who has legal rights of access.

APPENDIX 4

HEALTH AND SAFETY OF STAFF INCIDENT REPORT FORM

Holy Rosary Nursery School, Sunnyside Crescent, Belfast, BT7 3DB

Report of Incident

Please give details of the persons involved and their relationship with the school e.g. pupil, parent, guardian, other relative, intruder, teacher, other

	Name	Relationship with the school	Address if known
(a)			
(b)			
(c)			
(d)			

Please give below an account of incident(s) stating the incident type - eg physical violence, aggression, sexual, religious, racial or other personal abuse, intentional damage to personal property and the circumstances giving date(s), place(s) and time(s) as appropriate.

Please enter any further information on a separate sheet.

Please give details of any witnesses (including other persons who may be contacted to help in any further investigation).

	Name	Relationship with the school	Address if known
(a)			
(b)			
(c)			
(d)			

Principal: _____ Date: _____

This form should be completed and sent to the EA's Legal Section who will note the incident and forward the form to the appropriate Education Officer.

APPENDIX 5

Staff Member _____ Outdoor Area _____

Date _____

****Use this safety checklist to examine and report on the safety of the outdoor area each day.**

Tick/ Cross

	M	TU	W	TH	F
Is the area free from litter?					
Is the area free from glass?					
Is all equipment in good working order?					
Is all equipment safe and clean to use?					
Has all equipment been stored correctly?					
Are all exits free from obstructions?					
All storage units sturdy and secure?					
Gate closes properly?					
Gate lock working effectively?					
Surface safe, undamaged and free from trip hazards?					
Entrance free from obstructions?					
Is the site free from hygiene hazards eg dog/fox faeces, needles?					

Report any daily issues to the Principal.

Thank you for ensuring that this area is safe from hazards.