



# St. Stephen's School and Children's Centre

*Learning for life*

## Nursery

# Health and Safety and Fire Policy

	Date	By	Role	Ratified	Date
Version 1	December 2010	Janet Mantey & Janet Patterson	Assistant Head Teachers		
Version 2	February 2012	Janet Mantey	Deputy Head Teacher	Governor	Mar 2012
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# Health and Safety Guidelines

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## **Health and Safety Statement**

As a staff we will co-operate with the Local Authority to help carry out it's responsibilities as stated in the 'Statement of Policy on Health and Safety at Work' a copy of which is in the school office.

We will take all steps possible to familiarise ourselves with safety policies, to prevent accidents, stop the spread of infection and promote hygiene.

We will continually review the safety needs and standards in our school and where appropriate amend working practices to ensure the highest standards possible.

We will investigate all accidents to discover their cause and take action where appropriate.

## **Responsibilities of the Head Teacher/Day Care Manager/Health and Safety Co-ordinator**

To carry out Local Authority (LA) instructions and to follow advice so as to ensure that the (LA's) safety obligations are fulfilled.

The Head Teacher/Health and Safety Co-ordinator will:

- Ensure all staff are aware of the LA's Health and Safety Policy, the school's policy and any information relating to Health and Safety issues.
- Resolve any Health and Safety issues or refer them to a higher authority.
- Liaise with accredited Health and Safety representatives as appropriate.
- Make arrangements to identify and fulfil any training needs relating to Health and Safety.
- Ensure that all employees are familiar with the policy and guidelines.
- Ensure that the Premises Files are up-to-date and accurate.
- Ensure the policy is regularly reviewed and updated.
- Assess any risks to the Health and Safety of staff and children and amend practices as appropriate.

### **Responsibilities of all Employees**

All employees in the nursery have responsibilities relating to Health and Safety for themselves, the children and their co-workers. They need to:

- Co-operate with the Health and Safety Co-ordinator and Head Teacher/deputy head teacher to implement this policy.
- Report any hazards and concerns using the correct procedure.
- Familiarise themselves with the procedures contained within this Policy.
- Take reasonable care of their own personal Health and Safety and that of others.
- Use equipment/materials appropriately.

### **Responsibility of the Governing Body**

The Governing Body has a responsibility regarding Health and Safety to:

- Comply and co-operate with the LA so that it can fulfil its statutory responsibilities.
- Ensure that the school's policy is issued, implemented and regularly reviewed.
- Ensure that staff have access to the appropriate training to be able to carry out their responsibilities.
- To carry out risk assessment as appropriate with the Head Teacher/Deputy head/Health and Safety Co-ordinator.

### **Communication**

The Health and Safety Co-ordinator and/or Site Supervisor will ensure that:

- All staff are made aware of the normal communication channels for Health and Safety issues.
- They will be recorded in the 'Premises File' located in the office.
- The time taken to evacuate the building will be recorded.
- In the event of a fire on the school premises, the building will be evacuated as quickly and as calmly as possible.

- There is a clear procedure to follow should the fire alarm sound. See Fire Evacuation Plan.
- All members of staff are advised to familiarise themselves with the procedures.
- It is the responsibility of the supervising staff to ensure all parents, students, work experience pupils etc, are made aware of the fire procedure.
- There will be regular fire drills, both morning and afternoon and during dinner-time to ensure that both staff and children become accustomed to the procedure and act in a calm and orderly fashion.

### **Fire Procedure**

The fire stewards for the centre are Janet Patterson, Janet Mantey and Julie Haley. In the absence of one or all of these people, teachers and senior leaders will take responsibility as fire stewards.

If the registers have been sent to the office they will be brought round by the office clerk. On no account is anyone to walk back to the canopy area or through the building.

The key to the back gate is stored in a secure container on the shed and the code to release the key is known to senior managers.

Line children up at the designated fire assembly point.  
 Make sure your children remain calm.  
 Check your children against the register.  
 Wait until further instructions from Head Fire Stewards.

The leadership team/Health and Safety Co-ordinator will do a sweep of the nursery and are responsible for the children who are not in class at the time of the Fire Alarm. **DO NOT LEAVE THE CLASS TO LOOK FOR THEM.**

### **Fire Drills**

On Hearing the Alarm.  
 Do not waste time getting belongings go straight to the assembly point.

Fire Stewards to check

- a) Children's toilets and rear corridor

- b) Classrooms/Community rooms/cloakroom
- c) Rooms adjacent to main corridor
- d) Staff/disabled toilet
- e) Office space to rear of corridor
- f) That all windows are shut ?
- g) That all doors are shut ?

- Immediately the fire alarm is heard, maintained nursery and anyone in the Community Room 1, 2, and 3 must be directed calmly out of the fire exit doors to the back of the nursery garden.
- Day Care, Children's Centre staff, Community Room 4 and office staff exit out the front of the building and congregate at the front entrance.
- If the registers are in the room then take them out with you.
- Adult in each room to bring register to assembly point or if registers have been taken to office, office clerk to take round.
- Outdoor staff to direct children to assembly point.
- Class teachers and Day Care Manager to conduct a head count using the registers.
- Staff and children should not re-enter the building following a Fire Drill until told to do so by the person in charge.
- If re entry to the building is not advised, all children/parents to be evacuated to the Primary School Playground or School Field whichever is deemed safer.

### Midwifery Group Practice.

In the event of a fire alarm or drill, the midwives and their clients will exit from the main gate on to St Stephen's Road. They will join other Children's Centre staff and children at the front entrance on Whitfield Road and await further instruction.

The fire alarm will be tested each week by the Site Supervisor and a record of the checks kept in the Premises File in the staff room.

### Procedure for Dealing with Assaults

If any member of staff is under threat of violence or assault, physical or verbal other member of staff should be appraised of the situation so that they can, if needed, be called upon to act as witnesses to the assault.

- One member of staff should immediately call the police by dialling 999 and call Newham Security.
- After the situation has been dealt with, the staff member who was subjected to the assault must complete an Assault Form which must be sent to the Health and Safety Department within five days of the assault.
- Any serious assault should be reported to the (LA) immediately.

### **Procedure in the event of a Bomb Threat or Other Emergency**

- When not in use the school will be kept secure and the intruder alarm will be set.
- All people entering the school should sign the visitor's book and wear visitor badge.
- All outside areas including bin enclosure should be kept free from rubbish.
- Our pre-arranged evacuate site is outside the main Children's Centre entrance.
- Disabled/vulnerable children/adults will have a named adult to help them evacuate to the assembly point.
- In case of a long wait before re-entry to the school parents/carer will be phoned to collect children.

*Any member of staff who receives a bomb threat or becomes aware of another emergency should:*

- Obtain as much information as possible about the device, location, time of detonation etc.
- Signal to colleagues that there is a serious problem
- Staff are to report to the Head Teacher/Assistant Head Teacher any suspicious object.
- Give relevant information to the Head Teacher/Assistant Head Teacher.

- The Head Teacher/Assistant Head Teacher will initiate a phone call to the local police station or appropriate authority. She/he will ensure that escape routes from the building are modified according to the information received and make arrangements to evacuate the building.
- Staff will ensure the building is evacuated as quickly and calmly as possible.
- Nursery administrator/Head Teacher/class leader/member of the support staff to take registers and children's telephone contacts and the school mobile to the assembly point (rear garden gate) where head count will be made.
- It may be necessary to move children, staff and others to another safe area as directed by the person in charge to ensure maximum clearance from the suspected device.
- If emergency happens while children are out on an educational visit - staff to telephone Head Teacher or person in charge.
- If emergency happens at school while children are out on a visit Head Teacher to phone leader of group.
- If emergency happens out of nursery hour's site supervisor to inform Head Teacher/Alan Merry 07770227094 to receive further emergency advice.
- Further emergency advice can be obtained from Alan Merry on 0208 249 6970.

## **Electrical**

### *Electrical Intake Cupboards*

The electric cupboards should be locked but easily accessible at all times. No equipment of any sort to be kept inside. "Danger - Electric Intake" signs must not be covered by posters etc.

### *Electrical Appliances*

It is important that staff are careful when using electrical equipment. The following problems should be looked for and when they occur should be immediately reported using the usual procedures for reporting Health and Safety issues.

- Damaged, frayed or broken outer coverings of flexes and cables.
- Plug tops or connectors that are cracked, broken or chipped.



- Cables and flexes should be firmly secured by the core grip of the plug or connector.
- One cable or flex only should be attached to each plug.
- Heating of the plug connector or appliance.
- Long trailing flexes.
- Outer insulation of flexes and cables must enter and be enclosed by the plug top or attachment to the equipment.
- Multi-point adaptors should not be used.

If equipment is faulty it must not be used until the problem has been rectified. It is the responsibility of the person identifying the problem to put on the plug a sticky label and write on 'WARNING-DO NOT USE'.

All appliances are tested annually by an (LA) recommended electrician and will be labelled with the date of the most recent test. Any appliances found to be faulty are to be taken out of circulation and repaired or replaced as appropriate. A record of the tests are kept in the premises file.

Every five years Technical Services will carry out the 'Electrical Inspection of the School Premises'.

### **Use of Kitchen Appliances in Classrooms**

- When appliances are used in the classroom e.g. toaster, cooker, staff must be in attendance at all times and there must be a fire blanket in proximity to the appliance.
- When using the small cooker in the classroom staff must ensure that it is placed in a safe, secure area and that the laminated safety instructions are adhered to at all times.
- The appliance must be removed from the classroom immediately after use.
- Appliances brought into nursery by staff/parents from home must not be used.

### **Lifting or Carrying Equipment and Heavy Loads**

It is essential to lift and carry objects/equipment in the correct way to reduce the risk of accident or injury. Follow the basic principles listed below:

#### *Lifting*

- Safe grip - full hand not fingers
- Straight back

- Knees bent not your back
- Arms close to body - elbows flexed
- Shoulders and pelvis in same plane
- Feet apart, one in advance of the other, if possible to side of load
- Seek help when necessary
- Know your own limits!

### *Carrying*

- Keep the load close to your body
- Do not obscure your vision
- Do not change your grip unless the weight is supported
- Avoid body twists
- Face the direction of movement
- Make sure pathway/route is clear and free of obstruction

### DO NOT TAKE RISKS

#### **Hazardous Materials**

Such as: fly killer, antiseptic, Milton, Savlon cream cleaner, disinfectant, gloss paints, varnish, white spirit etc., must be stored in the site supervisor's storage cupboard/s.

Products must not be decanted into unlabelled containers.

If any hazardous materials are found left out, they must be returned to their designated place, and a note of it should be recorded in the Health and Safety book in the administrator's office.

All new cleaning materials must be examined to establish if contents are hazardous and to determine their use.

Substances may only be brought into nursery after obtaining permission from the Head Teacher.

All cleaning supplies must be approved by the Head Teacher.

Builder/Contractors will be asked to discuss any products they wish to use prior to commencing any planned works.

#### **Smoking**

Smoking is not allowed on the school premises.

#### **Late Children**

If a child/ren has not been collected by 12:15pm for morning children or, 3:45pm for afternoon children, a senior member of staff should ring the family and or nominated emergency contact number. If you have not been able to make contact by 4.30pm telephone Social Care, do not leave it any later as they will be off duty.

- 0203 373 4600/3585 Social Services CIN (Children in Need) team
- As last resort contact the police

Children must be collected by known person over 16 years of age unless by prior arrangement, written request from parent accepting responsibility.

### **Guidelines for Keeping Children Safe**

These guidelines provide an overview of how we maintain a safe working environment for both children and staff in our nursery.

- No running within the building.
- No climbing on tables or furniture.
- No standing on chairs.
- Children to be encouraged to push chairs under table after use.
- Chairs should only be stacked 4 high and be carried with the legs down.
- Children to be encouraged to pick up anything they drop on the floor e.g. toys, aprons, etc.
- Excessive amounts of sand, water, gravel etc., spilt on the floor should be swept up.
- Adult tools e.g. pointed scissors, etc, should not be kept within children's reach, but put away in cupboard after use.
- Children should be encouraged to use scissors, woodwork tools, and cookery utensils sensibly and safely.
- Drinks or food should not be placed close to the toilets or pets.
- Parents are welcome, but individual parents should not take up large amounts of staff time without prior arrangement.

## Guidelines for Keeping Staff Safe

- Staff should not leave the room unattended. Should they have cause to leave the room they should inform other members of the team where they are going and how long they will be away.
- Staff should position themselves so as to be aware of all parts of the room.
- Hot drinks should be left on the high shelves. Staff should be aware and alert when they have hot drinks.
- Any damaged toys or equipment should be taken out of circulation. Any damaged beyond repair should be thrown away, any repairable equipment Head Teacher to be informed so she can arrange for repair.
- If staff notice anything that they feel is unsafe or hazardous e.g. loose tiles, leaks, etc., they should report it immediately to the Health and Safety Co-ordinator/Manager.
- Staff should not put equipment on top of high cupboards where it is likely to fall off and cause injury.
- Staff should ensure that all exits are uncluttered and that there are clear pathways across the classrooms.
- Staff are to ensure that there are no staples, nails, etc., protruding from the walls which may cause injury.
- Staff to use the step ladder when trying to access high display boards etc.

We believe the risks in the nursery environment to be low but to maintain the maximum protection for children, staff and parents/carers we consider it necessary to:

- Ensure the highest standards of cleanliness are maintained.
- Ensure safe and clear accesses and exits from the building, including fire exits.
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, take the necessary remedial action.

- Ensure that all staff are aware of the fire procedures and regular fire drills are carried out.
- Ensure that all members of staff are aware of the procedures in case of accidents.
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate.
- Prohibit smoking on the premises.
- Prohibit any contractor working on the premises without prior discussion with the Manager/deputy to negate any risks to staff or children.
- Inappropriate jewellery is not to be worn. One pair of stud earrings and wedding/engagement rings are acceptable.
- Dress code: smart and practical with sensible shoes.
- No trailing wires from sockets.
- All cleaning materials/toilet cleaner to be placed out of the reach of children.
- All staff should familiarise themselves with the First Aid boxes and know who the appointed First Aider is.
- Children must be supervised at all times including sleep times.
- No student should be left unsupervised at any time.

### **Work Persons on the Premises**

The Head Teacher/Assistant Head Teacher is responsible for ascertaining the nature of the work to be carried out by the work persons.

- All work persons are required to show some form of identification before entering and working on the nursery site.
- If the work involves the use of dangerous equipment, or hazardous substances, the area should be made inaccessible to the children.
- Staff should be aware of what is going on and be alert to any potentially dangerous situations.

- Staff must take appropriate action to ensure the safety of the children and themselves. If necessary work persons should be asked to carry out work out of nursery hours.
- Any accidents should be reported to Head Teacher/Assistant Head Teachers - first aid to be administered if necessary - accident report to be completed if they are leaving the premises.
- Contractors to inform head teacher on completion of work.

### **Educational Visits**

- All arrangements for outings must be discussed with the educational visit co-ordinator at the initial planning stage.
- A risk assessment must be carried out before any visit takes place. The risk assessment will be signed by Mark Little, Health & Safety Officer and an educational visit co-ordinator.
- Two or more nursery staff to be present on all visits.
- Suitable and sensible arrangements must be made for all outings.
- Staff must give details of travelling arrangements, place/s to be visited and cost to the head teacher.
- For journeys on public transport there must be a child/adult ratio 2:1.
- For journeys not involving travel on public transport please discuss child/adult ratio 2:1 ratio.
- All adults should be allocated children and must be made aware they are responsible for them throughout the visit.
- The member of staff has overall charge of the party.
- All outing arrangements must be discussed and finalised with the head teacher.
- Parents must sign a consent form before any child is taken on an outing.
- Parents going on the visit must be given instructions regarding their role.

The named Educational Visit Co-ordinators for our Nursery are: Janet Mantey /Janet Patterson.

### **First Aid Kit - Educational Visits**

When going on an educational visit staff should ensure they have a travel first aid kit with them available from front office.

### **What to do if an accident occurs on an Educational Visit**

- Keep all children and adults calm.
- If necessary call an ambulance and take child to hospital. One school employee to accompany the child/ren to hospital and one school employee to remain with the group.
- Telephone the nursery to inform the head teacher/manager and to discuss any planned actions.

### **Playground Equipment**

The Local Authority recognises the importance of good quality play provision in the lives of children, and is committed to improving the quality of play environments in which children grow and develop. Therefore 3-4 times per year an Inspection of Play Equipment will be carried out by the Technical Services Department to determine the suitability and safety of the equipment in use. The report is sent to the Head Teacher, with a copy to the Education Department and Property Services. The Head Teacher will then liaise with the appropriate department and or supplier to arrange for any failed equipment to be repaired, replaced or removed.

Staff can help maintain the safety standards by being alert and reporting any damage to equipment to the head teacher and removing that piece of equipment from use if appropriate.

### **Pest Control**

All matters concerning pest control, prevention, remedies monitoring reports etc., are kept in the Premises File. Regular visits are made by the (LA's) Pest Control officer to ascertain/monitor any infestations. Staff can help prevent any pest infestations by ensuring that:

- All food items are stored hygienically so that no food is left exposed.
- All cases of large quantities of pests - ants, caterpillars, wasps etc are reported immediately to the head teacher/person in charge, who will contact the Environmental Health Service - the number is in the Pest Control file in the school office.