



Health and Safety Policy

Autumn 2021

To be reviewed Autumn 2022

**HEALTH AND SAFETY:
POLICY AND PROCEDURES
Including First Aid and Medicines.**

The Governing Body of Columbia Market Nursery School will strive to achieve a high standard of Health and Safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

The policy is kept in the school policy file in the School Office and on the Teacher's Drive on networked computers.

General Requirements:

- As employees of Tower Hamlets all staff have a duty to follow the requirements of the Borough Health and Safety Policy.
- Any Health and Safety policy or procedures established by the school must meet the requirements of the Borough Policy.
- The school will ensure that all staff receive relevant Health and Safety documentation, and that staff training on Health and Safety is provided as necessary.
- As advice and training on risk assessment is provided by the Borough, the school will carry out and document formal risk assessments.

Responsibility for Health and Safety

Local Authority

As the employer, LBTH has overall responsibility for Health and Safety at Columbia Market Nursery School.

At school level, duties and responsibilities have been assigned to staff and governors as laid out below.

Head Teacher

- Co-operating with the LA and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and LA where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Reporting to LBTH any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises and equipment are maintained in a serviceable condition;

- Monitoring purchasing and contracting procedures to ensure compliance with LBTH policy.
- The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment

Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards; Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters;
- Promoting a positive H&S culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of LBTH policy and procedures.

Health and Safety Coordinator: Lynn Cottle.

The Head Teacher, Lynn Cottle, is responsible for ensuring correct procedures and legislation requirements are in place, and the day to day management. June Stamp is the named Governor with responsibility for Health and Safety. Columbia Market Nursery School also work closely with our Borough advisors. These people will carry out regular inspections of the school. G4S Premises Manager oversees day to day implementation of procedure and all staff are aware we have a joint responsibility for health and safety.

Advice on Health and Safety can be obtained from Lynn Cottle.

All staff have a duty to adhere to Borough and school Health and Safety procedures. However, in addition to this general requirement named staff will have responsibility for managing and monitoring particular aspects of Health and safety.

It is the responsibility of all employees to report things which they consider unsafe.

SCHOOL HEALTH AND SAFETY PROCEDURES

Inspection of Emergency Equipment: This is the responsibility of G4S Premises Manager.

General Risk Assessments

The school risk assessments for ongoing experiences will be co-ordinated by Lynn Cottle. These risk assessments are available for all staff to view and are displayed across the school in pertinent areas and are kept in the Health and Safety File in the School Office.

Risk Assessments will be reviewed on an annual basis or when the experience changes. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals will be undertaken by the Head Teacher. It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact on their work.

Such risk assessments will be reviewed on a regular basis.

Premises security:

Access:

Access to the premises is through the main front door for staff. Children enter into the children's entrance doors which are supervised in the morning and afternoon for a maximum of twenty minutes in person and thereafter the two sets of doors are secure and supervised by staff.

For visitors, access to the school building is by the **front door only**. The entrance to the school is controlled by electronic codes and thereafter tags, which are issued to members of staff. (Any member of staff who loses a key tag should report this immediately to the office.)

All visitors to the school should wear some form of identification while on the school premises and are required to sign and in out of the building. Tower Hamlets employees and some contractors will carry their own identification. Other visitors will be issued with a visitor's badge when they report to the office.

Safety within the building:

Contractors: All contractors must be known to the Head, Deputy Head or Premises Manager so that risk assessments of their work can be made. They are made aware of guidelines for conduct, fire evacuation, safeguarding and safety onsite.

Staffing:

- Adults are accessible to children at all times. It is a statutory requirement we have a ratio of 1:13 (except lunchtime).
- Practitioners should position themselves so that they can see as much of the learning environment as possible.
- The learning environment is appropriately staffed.

Arrangements for collecting children:

Occasionally parents may make an arrangement for someone else to collect their child. This is acceptable if the parent has spoken to staff personally or telephoned the office. Children must not be allowed to go home with anyone under the age of 16.

Supervision of children off site:

Children must be supervised by a minimum of 1 adult to 2 children, this will only be modified in exceptional circumstances. There must be two members of staff for longer trips in addition to the parents accompanying.

A Risk Assessment must be carried out before the trip. The risk assessment is to be given to the Head Teacher or Deputy at least one day before the trip along with the permission letters and register for the trip.

The names of the children and adults going out must be given to the office on the morning of the trip, along with mobile contact numbers for all staff going out.

The following are the main safety points:

- Parents are asked, when their children enrol, to sign a general letter giving permission for school trips. Practitioners should ensure that this letter has been signed for each of the children in their key group. A letter specific to the planned trip should be sent, informing parents of details of the journey, venue and lunch arrangements.
- It is essential that staff are familiar with the trip route and venue and have carried out a pre-trip visit.
- Children and other accompanying adults should be aware of the group rules for moving around e.g. in twos or holding hands.
- Every child and adult should be aware of what to do if they become separated from the main party.
- One member of staff should carry an 'emergencies kit' – including first aid materials, tissues, plastic bags etc.
- Staff will be responsible for bringing medication for all unaccompanied children needing it.
Parents will be reminded to bring their child's medication if they are accompanying us.
- Reports of any accidents which require treatment must be logged in the Accident Book which will be signed by parents upon return to school.
- In case of a major accident on an educational visit, the relevant emergency service should be called immediately, their advice sought and the school informed as soon as possible.
- Ensure the contingency measures are in place for the group to be adequately supervised if an adult has to accompany a child to the hospital.
- Medical needs of pupils must be noted on the risk assessment and sufficient medication provided.
- All supervising adults should have the school telephone number and supervising adults' mobile phone numbers should be left with the office.
- Children should be frequently counted, especially when leaving the venue, getting on / off trains etc.
- If children are travelling by coach, the coach must be fitted with seatbelts. Supervising adults should ensure that they are wearing the seatbelts and that they are properly fastened.

Garden supervision:

- The garden is always accessible to children and staffed accordingly, except in the case of extreme weather such as lightning.
- Play equipment such as the climbing frame is inspected on a biannual basis by people qualified to do so.
- Any concerns about Health and Safety should be immediately reported to Lynn Cottle and, where appropriate, logged in the Premises Manager's File in the School Office.
- There is a daily visual assessment of play equipment by the Premises Manager including the pond area and all staff are responsible for assessing the quality of play equipment.

- The pond is checked on a daily basis by the staff, ensuring the grid is locked and secure. Staff must ensure that someone is able to view the pond area at all times.
- Children are only engaged in making fires outside with staff. When fires are organised at the fire pit, staff work with a ratio of one adult to four children. When fires are organised in the main garden, the ratio of 1:8 is adhered to. There is a risk assessment for this and all outdoor activities on display in the Staff Room and in the Health and Safety File in the Main Office.

Cooking

- When children are cooking or using sharp knives, the number of children involved is no more than four children. When introducing knives to children, staff will model, use hand over hand technique as well as use peers to demonstrate appropriate use of these implements to enable children to develop effective skills, knowledge and competence; all of which will contribute to children using such tools safely and effectively.

Fire Evacuation and Safety

The fire risk assessment is stored in the Fire Safety File in the School Office and is reviewed on an annual basis.

Fire Instructions

These are posted throughout the building and are in each class room adjacent to the Fire Exit. Emergency Exits, fire alarm call points and assembly points are all clearly marked. It is the responsibility of all staff to familiarise themselves with the fire escape procedures.

Keeping corridors and exit points clear:

Furniture should **never** be placed in such a way that it blocks, or partially blocks, a fire door or exit point. Fire doors in corridors should never be held open for longer than it is necessary for people to pass through. **Fire doors should not be permanently propped open.**

Fire Drills Several Internal fire doors are all fitted with 'door guards'. These can be kept open as they shut automatically at the sound of the fire bell.

Fire drills will be undertaken at least twice a year and a record kept in the Fire Log in the Fire Safety File in the School Office.

Fire drills take place a variety of times across the day to ensure all staff and children are familiar with the evacuation process.

Testing of Fire Alarm System

Fire alarm call points are tested weekly in rotation by G4s premises manager and a record kept in the Fire Safety File in the School Office.

Inspection of Fire Fighting Equipment

Fire Safety Services undertakes an annual maintenance service of all fire fighting equipment.

G4S checks weekly that all equipment is available for use.

Defective equipment should be taken out of service and reported direct to G4S

Emergency Lighting Systems

These systems are tested monthly by G4S premises manager and recorded as Monthly Flick Test in the Fire Safety File in the School Office.

Means of Escape

In the event of a fire, children should be escorted from the building via the nearest fire exit as quickly and as calmly as possible.

The Register and Staff List will be brought out to the assembly point under the trees so that they can be used to check that everyone has left the building safely. The senior administrator will bring out the children's and staff register, children's register in the office and the visitor's signing in book. Children and adults should leave the building through the following exits:

- Office Staff leave through the main door.
- Children and adults in the classrooms must leave through the classroom door.
- Staff must check the nearest children's toilet to where they are working.
- If in the School Office, exit through the main front door.
- One staff member should remain by the front door to ensure no-one enters the building.
- Any children and staff in the Story room will vacate via the exit in the kitchen and walk around to the garden to make themselves visible to the fire wardens.
- Any visitors in the Head Teacher's office should vacate via the main exit.
- If in the School Kitchen, staff should exit through the emergency exit and stay in Louisa Gardens where they will be visible to the Fire Wardens.

Fire Warden

The Headteacher will check the building prior to exiting to ensure there are no children, staff, visitors present and oversee the evacuation and act as liaison with emergency services.

First aid procedures:

First aid, should normally be administered by staff qualified to do so, but in an emergency other staff can administer first aid in accordance with the following guidelines:

- Before giving first aid, first aiders should wash their hands.
- Disposable gloves should be worn when dealing with any blood spillage, or if the first aider has cuts on their hands.
- Any splashes of blood on the skin, eyes or mouth from another person must be washed off immediately with soap and water.
- Hands should be washed and dried thoroughly after giving first aid. If gloves are worn the gloved hands should be washed with soap and water to remove all traces of blood, the gloves discarded and the hands washed again.
- All accidents which require medical treatment must be recorded in the Accident Book with details of the injury, the treatment given and by whom. The books are kept in the First Aid area.

Cuts and grazes:

Clean with tap water. Dry area with paper towel. Plasters in school are non allergic.

Bumps and bruises:

Clean and apply cold water or cold compress to be applied for a maximum of ten minutes. When applying all cold compresses should be covered or protected with disposable towels.

Injuries to the head:

Clean and apply a cold compress which should be covered.

The child's parents should be called immediately and seek a second opinion from a First Aid trained member of staff.

If children bump their heads at school and require treatment, parents will be informed by a phone call from the office and an accident will be given to whoever collects the child explaining the warning signs to look out for with regards to concussion.

Intimate Care Procedures

At Columbia Market we respect the dignity of all. When dealing with intimate care, such as supporting children tending to their personal hygiene needs, one or two members of staff may be present depending on the needs of the child. If however the accessible toilet/shower room is required, two members of staff will be present at all times and the door closed to support the child's dignity.

Administration of medicines within school:

Only prescribed medication may be administered in school. Please refer to Medicine Policy.

Hazardous substances:

Cleaning materials, particularly those containing bleach must be stored in locked cupboards. They must never be left anywhere where children have access to them. Substances such as fixatives or whiteboard cleaners should not be used when children are present.

The asbestos register is kept in the Statutory Testing File in the School Office.

Paste, glue etc. used in art or design technology must be non-toxic and suitable for children's use.

Electrical equipment:

The school has a contract whereby all electrical equipment is checked on an annual basis. This covers all electrical equipment in use in the school, including equipment brought in by staff. Plugs, fuses etc, should only be replaced by people competent to do so.

Water management and water risk assessment

Testing for legionella is conducted every two years by an approved body from Tower Hamlets and managed by the Premises Manager.

The management of water tanks and water flow is conducted on a yearly basis by an approved body from Tower Hamlets and managed by the Premises Manager.

Appendix A

First Aid Procedures

MAINTAINING FIRST AID EQUIPMENT AND TRAINING

At present there are 8 members of staff who hold the Paediatric First Aid Qualification. This qualification is maintained at regular intervals of 3 years. A list of all First Aid trained staff is available in the First Aid area along with children who have medical conditions and care plans. Most first aid is administered by a dedicated and qualified member of staff.

The first aid box as part of the necessary equipment accessible during the school day. These boxes contain

- Plasters
- Sterile eye wash
- Eye pad dressing
- Yellow hazard disposable bags
- Disposable gloves
- Propax bandage for potential fractures

- Dressing for wounds/cuts
- fever monitor (head thermometer)

These items are checked and maintained on a weekly basis.

TREATMENT OF INJURIES

Certain procedures are adhered to when treating injuries.

- Bumps and bruises are treated by a cold compress if necessary.
- After any fall a child is encouraged to stand without assistance; this assists in detecting broken limbs.
- Where possible in all cases resulting in a broken limb the child is left in situ and the emergency services contacted for the attendance of an ambulance.
- Only water is used during treatment.
- In cases where an injury is suspected to be more than a minor cut, bruise or graze, further medical advice is sought, and parents/carers informed.

When clearing the spillage of bodily fluids, vomit and faeces all staff are required to wear disposable gloves. All bodily fluids are disposed into appropriate bins labelled: bodily fluids, swabs and dressings in the Accessible Toilet. This is managed by PHS who empty and replace bins fortnightly for nappies and swabs and monthly for sanitary bins.

SYMPATHY AND CARE

All staff are encouraged to be sympathetic and caring to all children suffering an injury, however minor. This will support the following objectives:

- reduction of fear and a calming effect reduces panic and hysteria with the child who is injured
- enhances trust and respect towards staff
- reassures parents/carers of the treatment of their child whilst in the school's care

DOCUMENTATION OF INJURY

When an injury has occurred as the result of an incident or accident the details are recorded in the Accident Book for children. This is found in the office. The details recorded are:

- date
- time
- child's name
- incident and location
- action taken
- person administering first aid

These Accident Books are stored on school premises being available for scrutiny by school staff, parents and governors. Parents are informed of any injury which required treatment when they collect their child and are asked to sign the Accident Book. Parents are contacted by phone to inform them if their child has a bump to the head which has required treatment. If the accident happens to an adult and they require medical treatment then an Accident/Incident Form (AIR Form) needs to be completed, of which a copy is sent to Tower Hamlets.

Medicines

The school reserves the right to determine whether to administer prescribed medication.

Any medication that is administered will be implemented in accordance with the school's

Medicines' policy.

If a child is on monitored drugs e.g. antibiotics, they should be kept at home until the course of medication is completed. In some instances, at the Head Teacher's discretion, prescribed antibiotics may be administered in the short term as long as the child is well enough to be in school.

Asthma medicines are given to pupils on advice from the child's G.P. All pumps/inhalers etc are kept in individualised plastic containers with the child's name and picture clearly labelled. Parents of children who require ongoing medication must fill out a request form and meet with the Head Teacher or Deputy.

Kim Waters will coordinate the Care Plan for any child and inform staff of procedures and needs.

Dealing with a Major Accident

All parents sign a consent form when their child starts school to allow the school to seek further medical help in the case of an emergency. We will always try to contact parents first in the case of an emergency.

If a child has an accident, which you feel is more than very minor, the following action is recommended:

- Initially comfort the child – ask another member of staff or a child to get either a qualified first aider or Headteacher or Deputy Headteacher urgently. This person will help to assess the situation.
- Keep calm – this will help the child. The Senior Administrator will telephone the parent(s) to either come to the school to accompany the child to hospital, or arrange to meet their child there. You will need to decide which will be the quickest way and to ensure everyone knows what is happening.
- If an ambulance is inappropriate, a taxi is the transport to be used to get the child to the hospital.
- If parent(s) or carer(s) are not available, the child will still need to go to the hospital and either the Headteacher, Deputy Headteacher or teacher will accompany the child. The child's admission form will be needed to register in casualty.
- The staff remaining on site should be requested to make every attempt to contact the parent(s) to ensure that they get to the hospital.
- An Accident/Incident Form (**AIR Form** found in AIR File in the School Office) must be completed by school staff immediately after any serious incident occurs which results in any individual being taken to hospital. The AIR Form should be forwarded to our Local Authority Health and Safety Coordinator, within 10 days.

Any incident involving a fatality or major injury will be reported immediately to the Health and Safety Coordinator on 020 7364 4193 / 07985 297 797.

The Health and Safety Team will report to the Health and Safety Executive (HSE) on 0845 300 9923 or www.hse.gov.uk/riddor/

Appendix B: Inspection of premises

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by Lynn Cottle.

The person(s) undertaking such inspections will complete a report in writing and submit this to the head teacher. Responsibility for following up items detailed in the safety inspection report will rest with Lynn Cottle.

A named governor will be involved / undertake an inspection on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

Appendix C: Working alone

Staff who are working alone on site should carry their mobile phone with them at all times. Consideration must be given to the nature of work being undertaken when working alone and any issues of risk should be discussed with the head teacher.

Appendix D: Asbestos

The school will adhere to the London Borough of Tower Hamlets Asbestos policy. Any concerns regarding asbestos will initially be reported to the Health and Safety Officer: Stuart McGregor.

Appendix E: Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, and vehicle movement restrictions.

G4S Premises Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

Appendix F: Stress

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the Tower Hamlets Council management standards.

The school participates in well-being programmes including:

- Open door policy with leadership team to address any concerns.
- Access to counselling via the Tower Hamlets counselling service.
- Staff Supervision to ensure staff are best placed to carry out their role effectively.
- A supportive and warm school ethos where colleagues support one another every day.