



## **Rosemary Nursery School**

Haviland House, Great Ann Street, St Jude's, Bristol BS2 0DT

# **Health and Safety Booklet**

This booklet was originally produced through a process of staff consultation in April 2006.  
Last updated 15<sup>th</sup> December 2020

# Contents

Rationale

Responsibilities

Key practices

Risk Assessments

Fire Procedures

First Aid

Access and Security

Disposal of waste materials

Administration of medicine

Treatment Guidelines

Procedures to be followed in case of serious accident or illness

## RATIONALE

At Rosemary Nursery School, the health, safety and well-being of our children is paramount.

Through the priority we give to establishing respectful relationships and through the practices outlined in this document, we seek to promote the health, safety and well-being of all who work, play or visit here.

## RESPONSIBILITIES

Employees, whether permanent or temporary, must:

- Familiarise themselves with this booklet and abide by its guidelines in practice
- Familiarise themselves with guidance contained in the Early Years Foundation Stage, particularly in relation to supporting children's personal, social and emotional development
- Take responsibility for their own health and safety
- Notice, and take action to minimise, any potential hazards
- Carry out and record a risk assessment for any new and/or potentially dangerous activity (see ***Risk Assessments*** below)
- Report any concerns that they are unable to resolve to a senior member of staff
- Complete appropriate accident/incident forms for any accident when they are the nearest member of staff

Jane Monks is our Health & Safety Co-ordinator

- All accidents should be reported to her via the Accident Form
- Completed, signed forms should be placed in the yellow tray in the Head's office.
- Accident Forms are monitored weekly and appropriate actions taken. They are kept on site for the current school year.

Ian Powell is our registered first-aider. Toni Glazzard (working days-Thursday and Friday) and Jo Morgan (working days- Monday, Tuesday and Wednesday), head teachers, retain overall responsibility for health and safety.

## ***Caretaking***

- John Jewell is our groundsman. It is his responsibility to check the gardens every morning between 8.30-9.15am and ensure that they are kept safe for children to access during term time.
- Another member of the team will check the grounds in John's absence.

## ***Cleaning***

- Cleaners are responsible for overall cleanliness and hygiene of the site. All cleaning materials are locked in the cleaners' cupboard and are listed on a COSHH register (responsibility of cleaning contractor).

## **COVID 19**

This booklet should be read in conjunction with our Covid 19 risk assessment, published on our website.

During the COVID 19 pandemic we are...

- carrying out additional hourly cleaning in the nursery classrooms (EY1 and EY2)
- washing hands as often as we can which includes before and after children play in the sand and entry into nursery
- wearing face masks in the entrance and common spaces including staff rooms, offices and corridor
- changing children's resources from AM to PM daily
- reducing the number of parents from entering the classrooms
- reducing the number of people in each room
- staff are meeting outside where possible
- staff are using zoom to reduce face to face meetings with parents
- all staff and parents are staying a safe distance apart

## **KEY PRACTICES**

All staff and students will:

- Provide and maintain a safe and healthy environment for any person who enters the nursery premises **or any other site in use by Rosemary Nursery School**
- Ensure that equipment is not left or stored in front of doors or on stairs or in any way that blocks access or is otherwise dangerous

- Wear appropriate clothing, eg no backless sandals
- Encourage children to be aware of and, as far as possible, be responsible for, their own and others' health, safety and well-being. This includes, for example:
  - Ensuring children do not enter kitchen areas without adult supervision
  - Ensuring children only enter the staffroom or either office if accompanied by an adult and with the consent of any adults working in there
  - Teaching children how to move chairs safely and continuing to support them to do so
  - Teaching children how to use scissors safely and continuing to support them to do so
  - Teaching children that spilt water can be a slip hazard and supporting them in mopping up spillages
- Encourage children to be aware of and, as far as possible, be responsible for, their own self-care needs, including:
  - Washing hands prior to eating
  - Using the toilet hygienically, following the pictorial instructions and particularly remembering to wash hands
  - Drinking water hygienically, following classroom routines
  - Choosing, putting on, and wearing, the most suitable clothing for a particular activity, such as a sunhat in hot weather, wellies in the rain, an apron for messy play etc
- Encourage parents to ensure children have appropriate clothing and footwear including wellingtons, no high heels or backless sandals, no jewellery that could cause a danger
- Continue to maintain health and safety policies on outings / visits
- Be aware of, and encourage parents and children to be aware of, dangers of exposure to sun

Key persons will:

- Monitor the health, safety and well-being of children in their key groups by
  - Recording known reasons for absence in the log book, kept in the locked cabinet in the main office
  - Checking the log book regularly regarding absences of their key children
  - Using the Leuven well-being scales to record levels of well-being three times per year
  - Liaising with parents/carers regarding their children's health, safety and well-being

- Encouraging parents to keep the school up to date with changes to emergency contacts, medication, allergies information
- Disseminating information to other staff about the health, safety and wellbeing of children in their key group
- Liaise with other agencies regarding the health, safety and well-being of children in their key groups, where appropriate. This will often be done with the support of Lisa D'Orso in her role as SENDCO.
- Teach children specific skills to support them in meeting their own health, safety and self-care needs.

## **RISK ASSESSMENTS**

- Risk (or risk/benefit) assessments must be carried out for any new and/or potentially dangerous situation.
- Examples of such situations include all external visits, use of external premises and the installation of new equipment.
- Wherever possible, risk (or risk/benefit) assessments are carried out prior to an event, using the Bristol City Council format.
- They are shared with all relevant members of the school community, then passed to Jane Monks for monitoring and are stored in a red file in the Head's office, marked Risk Assessments.
- At times, it may be necessary to carry out a 'dynamic risk assessment.' This will be done by the most senior member(s) of staff present and shared with all staff as rapidly as possible.
- Examples of such situations might include sudden extreme weather conditions.
- Any member of the school community can ask to see a risk assessment at any time and all staff members, students and volunteers are responsible for reading the relevant risk assessments prior to any activity.
- Risk assessments for external activities, including family support groups run in external premises, must be kept available at the relevant group session for monitoring purposes.
- From 2018, the Deputy for Family Support (Central Children's Centres Hub) is responsible for risk assessments and overall Health and Safety management in all children's centre activities.

## **FIRE PROCEDURES**

1. It is the responsibility of all staff to familiarise themselves with fire evacuation procedures
2. It is the responsibility of any manager or member of staff supporting the induction of a new staff member to ensure that staff member is aware of fire evacuation procedures.
3. It is the responsibility of the member of staff supporting the induction of a student or volunteer (usually that person's named mentor) to ensure that student or volunteer is aware of fire evacuation procedures.
4. A fire drill will be held at least three times per year at different times of the school day and recorded in the property log.
5. In the event of fire,
  - The Head Teacher or a senior member of staff acting on their behalf, will contact the emergency services.
  - All rooms will exit to Muster Point (the large grassed area adjacent to the nursery garden, at the back of Langton House) as detailed in the Fire Procedure in each room.
  - In all other cases, eg if in garden or on the ramp, each member of staff or Group Leader will be responsible for taking children in his or her group through the nearest safe exit to the Muster Point.
  - All other personnel should follow the nearest evacuation route and assemble at the Muster Point for further direction by the Head.
  - The Centre Administrator or member of the Admin Team acting on her behalf will be responsible for the class registers and visitor and staff signing in books and will take them on evacuation.
6. Roll Call for all on site will be held at Muster Point.
7. Personal Emergency Evacuation Plans detail delegated responsibilities for ensuring the safe evacuation of children with additional needs. These are compiled by Jane Monks, in liaison with the child's key person and parent/carer. Where relevant, the SENDCO/Inclusion Leader, Lisa D'Orso, is available for advice.

## **FIRST AID**

- First aid boxes are located:
  - in the children's toilets in EY2
  - in the cupboard in the toilet area in EY1

- in the reception office
- in the Forest School resources (to be replenished by Ian Powell)
- under the shelter in EY2 outside area
- under the snail boat in EY2 outside area
- a first aid kit suitable for trips is located in the large cupboard in EY2 classroom.
- Jane Monks is responsible for ensuring first aid boxes are replenished.
- The Appointed Person, responsible for first aid to staff and visitors, is Ian Powell, Family Services Co-ordinator.
- He is responsible for:
  - Taking charge of a situation and summoning assistance in the absence of a more skilled health professional
- In his absence, situations requiring first aid should be reported to Jane Monks or Anita Geracitano.
- Most members of staff have paediatric first aid training and this is updated on a rolling programme.
- All staff are trained in first aid procedures relevant to current children's care plans; e.g., use of Epipen, what to do in the event of an epileptic fit.

## ACCESS AND SECURITY

1. Security doors were installed in 2008 for our children's safety.
2. Everyone – staff, children, parents, visitors – accesses the nursery via the main front entrance. The external front doors to EY1 and EY2 are kept locked at all times and are to be used only in exceptional circumstances, such as a fire in the main entrance.
3. All visitors and staff, including students and supply staff, must sign in and out of the building using either staff or visitors' book.
4. A member of staff controls access via the front door. However, **parents/carers are responsible for the safety of their own children whilst entering and leaving the building** and using public areas, such as the hygiene room and parents' room.

## DISPOSAL OF WASTE MATERIALS

1. There are two nappy changing points: next to the children's toilets in EY1 and in the hygiene room.
2. Nappies are disposed of in the nappy bins provided.

3. Plastic gloves must be worn by staff dealing with bodily fluids.
4. Senior staff will advise of changes to current guidelines from BCC.
5. Any cloths, tissues, gloves etc used to mop up body fluids should be disposed of by wrapping in plastic bags, securing and placing in sanitary or nappy bin straight away.
6. Surfaces must then be wiped down with sterile solution.
7. Outdoor/ground areas should be sluiced. Disinfectant fluid is kept in the cleaners' cupboard.

### **ADMINISTRATION OF MEDICINE (Please also refer to the separate Administration of Medicine Policy for full guidance)**

1. If a child is taking antibiotics, they are normally expected to stay at home until the course is complete.
2. There is no expectation that staff administer prescribed antibiotics to children, although exceptions may be made in response to parents' requests. This requires the consent of both the head teacher (or senior member of staff acting on her behalf) and a trained member of staff.
3. Staff may administer other medicines, such as inhalers for asthma, at the parent's request. In such cases, two members of staff, including the child's key person, will be identified to do so.
4. A record must be kept of the date, time and dosage of each separate incident of administration of medicine, stating who administered it. (See pro forma).
5. This record must be signed by the parent/carer at the earliest opportunity, usually the same day.
6. These records are kept with the child's medicine, in the appropriate first aid box.
7. Members of staff have a right to refuse to administer medicines.

### **TREATMENT GUIDELINES**

1. All accidents must be reported to parents/carers both verbally and in writing, using the form provided. These are kept in the blue trays in the office. Please see the back of the accident form for further guidance.
2. Serious incidents, including **bumps to the head and bites that break the skin**, should be reported to parents/carers immediately by telephone wherever possible.

3. **Serious incidents**, including those to members of staff or other adults, should be reported to the H & S department of the local authority, using the BCC form. This can also be found in the blue trays above the photocopier.
4. **Falls**: Never move a child after a fall. Talk gently to the child; comfort and reassure. Ask the child to get up on his/her own. If they cannot do so or are unconscious, summon help immediately and stay with the child.
5. **Cuts/grazes**: Pour clean, running water over the wound to wash out any dirt and grit. Wipe with antiseptic wipe (kept in First Aid Box).
6. **Eyes**: Never poke anything into eyes. Wash out foreign bodies/ sand with water.
7. **Splinters**: Never attempt to remove. Report to parent/carer as soon as possible and suggest that they take him/her to the clinic.
8. **Serious bleeding**: Elevate limb and seek assistance.

## PROCEDURES TO BE FOLLOWED IN CASE OF SERIOUS ACCIDENT OR ILLNESS

- 1 Assess situation and render First Aid
- 2 If in doubt or if further treatment is necessary dial 999 and ask for an ambulance.  
  

State	Exact location of patient (address)
	Number of patients
	Indication of patient's condition
- 3 Do not leave the patient alone or move him/her unless there is a risk of further danger.
- 4 Notify parent or nominated emergency contact.
- 5 Ensure ambulance is met by someone who knows patient location.
- 6 In the absence of a parent, a member of staff acting 'in loco parentis' should accompany the patient to hospital. The member of staff should take the child's cards/details.
- 7 Record on Health and safety incident/violent reporting form including the following information:

- (i) Date and time of accident
- (ii) Name of affected person(s)
- (iii) place/location of incident
- (iv) Nature of injury
- (v) Occupation of affected person
- (vi) Age and sex
- (vii) Brief account of circumstances

- 8 All 'reportable accidents' should be recorded immediately on the Official LA report form and sent without delay.
- 9 Parents sign the form to show they have been informed of accident/event.

Last reviewed and updated 15<sup>th</sup> December 2020

Next Review: December 2021

# ROSEMARY NURSERY SCHOOL AND CHILDREN'S CENTRE

## ACCIDENT FORM

All Accident Forms are **CONFIDENTIAL**. Any accident that happens during nursery hours **MUST** be recorded on an Accident Form at the earliest possible opportunity by the member of staff who dealt with the child.

Parents/carers need to be informed of the accident as soon as they pick up their child (unless the accident is serious enough for the parent/carer to be contacted at the time). Once the parent/carer has been informed and has read the form they **MUST** sign it.

Once completed the accident forms are kept in confidential files.

### GUIDELINES FOR COMPLETING THE ACCIDENT FORM

- One form should be completed for each person involved in the accident
- Never put the names of the other children involved in the accident on the form
- Keep writing as clear as possible
- Put as much detail as is possible about the injury, ie size, colour, shape, how much did it bleed

**ROSEMARY NURSERY SCHOOL AND CHILDREN'S CENTRE**

**ACCIDENT FORM**

Child's name:
Date of accident: Time of accident:
Name of member of staff who witnessed accident:
Where accident happened:
How accident occurred:
Details of the injury:
Action taken by staff (including any first aid administered):
Signed ..... (member of staff) ..... (Parent/carer)

**NB All information on this form is strictly confidential**