



**The aims of our Health and Safety Policy are;**

- It is our policy to provide a healthy and safe environment for staff and children at Foxglove Montessori Nursery School. We recognise that we have a duty of care for all children, staff, volunteers and visitors to our setting. This policy aims to support the provision of a safe and secure environment.
- Our Health and Safety Designated Practitioner at Foxglove Montessori Nursery School is **Lindsey Harvey**.
- Risk assessments are carried out daily to aim to ensure outdoor and indoor spaces, furniture, equipment and toys are safe and suitable for their purpose. We make our nursery a healthy and safe place for children, parents, staff and volunteers, by assessing and minimising hazards and risks. For risk assessments, we focus on the:
  1. Identification of risk: where is it and what is it?
  2. Who is at risk: staff, children, parents, visitors, cleaners etc?
  3. Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
  4. Control measures to reduce/eliminate risk: what will you need to do, or ensure others will do, in order to reduce that risk?
  5. Monitoring and review: how do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or a better solution put forward.

Procedures - Our risk assessment process covers adults and children and includes: Checking for and noting hazards and risks indoors and outside, and relating to activities; Assessing the level of risk and who might be affected; Deciding which areas need attention; Developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.

Risk assessments are written and reviewed regularly and are performed on a daily basis before the children use them. Children will not use any area identified as high-risk until it is made safe. A Risk Assessment on the whole Nursery building is carried out annually.

- At all times our employees will cooperate fully in implementing health and safety initiatives. They will do everything possible to make sure injuries do not occur to themselves or to others.
- We expect our employees to take responsible care of their own health and safety at all times.

POLICY 06 – POLICY ON HEALTH & SAFETY		Issue Date: Sep 17	Page: 1 of 3
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept' 2018



- All members of staff have received Paediatric First Aid training which is updated every 3 years.
- A first aid box is always available which is stocked according to Ofsted requirements. The Principal is responsible for restocking the first aid boxes.
- Only prescribed medication and medication provided by parents (such as antihistamine for allergies and only if agreed in an Individual Health Care Plan and proof of requirement is seen by the child's GP) at the agreement of the Health and Safety Practitioner can be given to children in our care. A medicine book is available to record details provided by parents, recording the timing and dosage of medicines to be given to their children as requested by them. The book is to be signed and dated by parents and staff, and is kept in the office area.
- If a child becomes ill whilst at Nursery, we will take every step possible to contact parents or the child's authorised emergency contacts, but if this is not possible, we will take responsible measures to care for the child. We will expect parents to cooperate with us by not bringing children to the nursery if they have any infectious or contagious illness and by returning to Nursery after having 48 hours clear of symptoms. Staff will also be asked not to attend work under the same circumstances. If a child requires calpol or any other form of painkiller/ paracetamol they should not be attending Nursery until they are well enough not to need such medication.
- An accident book is available which must be completed if any child or member of staff sustains an injury whilst on the premises. Details of how, where, when and to whom the accident happened must be recorded by the member of staff who saw and dealt with the injury. The treatment given must also be recorded.
- We report any accidents and injuries as required by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). See [www.hse.gov.uk](http://www.hse.gov.uk)
- Chemicals and cleaning equipment are kept in a locked cupboard situated in the kitchen as required by COSHH (Control of Substances Hazardous to Health regulations 2002). See [www.hse.gov.uk](http://www.hse.gov.uk)
- We have public liability and employer's liability insurance and the certificate is displayed in the hallway of the Nursery premises.
- We will act on the advice given by agencies such as Ofsted, Environmental Health and the Fire Brigade.

POLICY 06 – POLICY ON HEALTH & SAFETY		Issue Date: Sep 17	Page: 2 of 3
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept' 2018



### Procedure to be followed in the event of an accident

- ✓ If a child or a member of staff has an accident they will receive first aid by a qualified first aider.
- ✓ Gloves will be worn when dealing with blood or any other bodily fluids.
- ✓ The wound will be cleaned with sterile cloths or a cold compress applied. Plasters can be used upon prior authorisation given by the parent/carer upon registering with the Nursery.
- ✓ If a child has suffered a bang to the head such as hitting their head on a hard object or falling from a height but does not require emergency services, the parent/carer will be notified with first aid advice being given. This would be with the view of going home to rest or seeking further advice from their GP.
- ✓ If hospital attention is needed, the first aider dealing with the accident will make that decision and will take the necessary action to transfer that person to hospital.
- ✓ If the accident requiring hospital treatment has happened to a child, the parents will be informed by the member of staff in charge after the emergency services have been contacted. If the accident has occurred to a member of staff, their next of kin will be notified. Details of all emergency contacts for children and staff are kept in the blue folder in the second drawer of the metal cabinet and must only be removed from the office in an emergency situation.
- ✓ An accident form will be completed stating the time it happened, the date, how it happened, first aid given and will be signed by the staff and parent/carer.

A review is undertaken as part of termly search for trends in accidents.

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Signed for and on behalf of Foxglove Montessori Nursery

Lindsey Harvey (Principal) :

Date :

POLICY 06 – POLICY ON HEALTH & SAFETY		Issue Date: Sep 17	Page: 3 of 3
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept' 2018