



# HEALTH AND SAFETY POLICY

## 1. Introduction

1.1. This policy informs practice in the Early Years Foundation Stage..

1.2. Health & Safety Policy Statement:

**“The School is committed to providing for the health, safety and welfare of all users of the school: children, staff, parents and the local community”.**

1.3. The School will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it from time to time. It also has regard to DfES Guidance ‘Health and Safety: Responsibilities and Powers’. The Early Years Foundation Stage will take into account any recommendations made by the Health and Safety Executive or the Independent Schools Inspectorate with regard to health and safety.

1.4. The Early Years Foundation Stage is responsible for:

- Assessing the risk to the health and safety of children, staff and other Nursery users and identifying what measures are needed to comply with its health and safety obligations.
- Providing and maintaining locations, equipment, protective clothing and systems of work that are safe and without risks to health.
- Ensuring that all necessary safety devices are installed and maintained on equipment.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- Providing and maintaining a healthy and safe environment and providing means of access to it.
- Establishing procedures which ensure the welfare of children under its control.
- Establishing emergency procedures as required.
- Monitoring and reviewing the management of health and safety.
- Keeping this health and safety policy under review and making any revision it deems necessary from time to time.

1.5. The policy requires the full cooperation of all staff who are expected to give all possible assistance aimed at its successful implementation and to ensure that the health and safety of children under their direct control is given paramount importance. In order to achieve this end every employee must:

- Comply with any safety instruction or direction issued.

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- Take reasonable care for their health and safety and the health and safety of other persons (e.g. other employees, children, parents, contractors, workmen etc.) who may be affected by their acts or omissions at work, by observing safety rules which are applicable to them.
- Pay due heed to the welfare of children under your control including any medical conditions which may require attention.
- Teach sensible safety habits to children under your control so that they can contribute to a safe and healthy learning environment.
- Ensure that parents comply with health and safety requirements by drawing any problems to their attention.
- Cooperate to ensure that the aims of the Health and Safety Policy are achieved and any duty or requirement imposed on the Nursery by or under any of the relevant statutory provisions is complied with.
- Report and cooperate in the investigation of all accidents or incidents that have led to or may lead to injury.
- Use equipment or protective clothing provided in accordance with the training they have received.
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority.

1.6. Any failure by an employee to comply with any aspect of the Nursery and Pre-Prep health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by Claremont as misconduct, which will be dealt with under the terms Claremont's disciplinary procedure.

1.7. In addition to the Health and Safety policy, the following sub policies have been implemented, which provide more detailed instructions relating to specific topics:

- COSHH (Control of Substances Hazardous to Health) Policy
- Inspection and Testing of Electrical Appliances Policy
- Fire Policy
- Lone Working Policy
- Manual Handling Policy
- Smoke Free Policy
- VDU Users Policy

## **2. Health & Safety Aims for Pupils**

2.1. Awareness of health and safety is considered as a vital life skill and therefore the aim of Claremont is to create an awareness in its pupils of precautions and measures regarding health and safety that should be observed both inside and outside.

2.2. Claremont cultivates good habits, alertness and control and instils concern and consideration for the safety of others. Each individual should know how to protect him or herself and should know what to do in emergencies, including basic first aid and other procedures.

2.3. Sensible safety habits are taught within the whole Curriculum. Outside agencies, such as the Fire Brigade and trained medical experts are invited on a regular basis to address the children throughout the academic year.

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- 2.4. Children are encouraged to develop beneficial habits through good health and hygiene routines. Meals are prepared according to good dietary principles with salad, vegetables and fruit forming an integral part of the lunch menu.
- 2.5. Claremont believes that children learn best through practical experience and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others:
- In the classroom.
  - When using equipment, e.g. scissors, tools and P.E. apparatus.
  - During P.E lessons.
  - When moving from one room to another.
  - When out at 'The Great Outdoors' or in the grounds.
- 2.6. For any physical activity, children change into the Claremont P.E. Kit. Children are not permitted to wear any form of jewellery to P.E. lessons for safety reasons.
- 2.7. Claremont has standard procedures in case of an emergency, such as a fire, bomb or terrorist alert when the building is evacuated. Practise drills are carried out termly.
- 2.8. All the children are taught to take care of themselves and each other, but accidents can occur. Most are minor and can be dealt with by any member of staff. Fully equipped first aid boxes are kept at various locations. Accident Forms are completed when necessary and a list of medical/dietary requirements and conditions that any child has is kept. If the accident is more serious, the child receives qualified medical attention as quickly as possible, an ambulance being called if necessary. Parents are informed straightaway. See the "First Aid Policy" for further details.
- 2.9. Accident forms are filled in for those accidents that require professional medical attention or that are caused by any defect in the Early Years Foundation Stage or its equipment.

### 3. Schedule of Key Staff

Updated: September 2018

	<b>Preparatory &amp; Nursery School</b>
Head Teacher	Abra Stoakley
Head of Pre-Prep and Nursery	Rachel Potter
Fire Officer	Daniel Brownbill
Health & Safety Officer	Daniel Brownbill
Manual Handling Co-ordinator	Daniel Brownbill
COSHH Officer	Celia Ackerley

#### **4. Review Procedures**

- 4.1. This policy is subject to an annual review by the Head teacher. Recommendations are to be implemented throughout the Early Years Foundation Stage following consultation with the Principal.
- 4.2. The Senior Leadership Team meets on a regular basis to review safety measures and reports of accidents, to assist in reviewing the Health and Safety Policy and risk assessments and to ensure safety procedures are implemented throughout..
- 4.3. All staff are given an opportunity to comment on health and safety issues at all full staff meetings. Health and Safety is always on the agenda.

#### **5. Policy Owner**

- 5.1. The policy owners are the Principal and the Head of the Early Years Foundation Stage.

#### **6. Issue Date**

- 6.1. Issue date: September 2018.

#### **7. Review Date**

- 7.1. This policy will be reviewed annually. The next review is due in September 2019.