

Health and Safety Policy – linked to GDPR

To be reviewed Annually.

Policy Agreed October 2019. To be reviewed October 2020



The staff and the Governing Body of Everton Nursery School and Family Centre have adopted the following Health and Safety Policy and the Health and Safety Statement and guidance from Liverpool City Council. The policy is structured as follows:

Section One – Employers Statement

Section Two – Organisation for implementing the policy

Section Three – Arrangements for carrying out the policy

Everton Nursery School and Family Centre exercises particular regard for health, safety and general well-being of its employees, and any other users and visitors to its premises quite apart from any legal obligations that exist. However, the Health and Safety at Work Act 1974 places a general duty on employers to ensure the health, safety and welfare at work of their employees and makes it a legal requirement for employers to publish a statement of their General Policy on Health and Safety.

Section One – Employers Statement

The policy of Liverpool City Council is to provide a safe place of work for each of its employees, service users, visitors and members of the public, by taking such reasonable steps as are necessary to eliminate hazards to health and eliminate causes of foreseeable accidents.

Therefore, under the provisions of the Health and Safety at Work Act 1974, Liverpool City Council and Everton Nursery School and Family Centre recognises their managerial responsibilities and, as far as is reasonably practical, will:

Provide and maintain a safe and healthy workplace with due regard to statutory requirements.

Provide training and instruction to enable employees to perform their work safely and efficiently. Additionally, special training will be given where appropriate.

Provide necessary safety devices and protective equipment and supervise their use.

Operate a system of joint consultation to promote good practices covering Health and Safety.

Maintain a continuing interest in Health, Safety and Welfare matters applicable to Liverpool City Council's activities.

Under the Health and Safety at Work Act 1974 employees have a corresponding duty to co-operate in the above objectives, individually and collectively by:

Working safely and efficiently, using the protective equipment provided, in accordance with the statutory obligations.

Considering the safety of other employees, service users and members of the public on Liverpool City Council premises and reporting incidents to the Leadership Team which may have led or may lead to injury or damage.

Familiarising themselves with and adhering to Liverpool City Council's rules and procedures for securing a safe place of work.

Co-operating in joint consultation exercises.

Assisting in the investigation of accidents or incidents with the aim of introducing measures to prevent recurrence.

Section Two – Organisation of implementing the policy

The Headteacher/Head of Centre has been appointed the responsible person for the day-to-day organisation of health and safety at Everton Nursery School and Family Centre, supported by the Leadership Team.

Employees' Duties

It is the legal responsibility of every employee, regardless of position, to take reasonable care for the health and safety of himself/herself and others (both colleagues, children and members of the public) whilst at work in the school/centre and to co-operate with the Leadership Team or other authorised persons in complying with all Regulations, Codes of Practices, Safety Instruction and Statutory Requirements.

Employees are urged to cultivate the habit of working safely. Employees should be on the lookout for hazards and if they see something that might cause an accident, make it safe, (unless they put themselves at risk) or report it to the Headteacher/Head of Centre/Site Managers.

All employees are responsible for reading the Health and Safety Policy to inform themselves of school/centre health and safety procedure. Health and safety will regularly be placed on directed times for discussion and updates. Staff will be requested to undertake health and safety training and risk assessments. For example, for educational visits and classrooms.

Everton Nursery School and Family Centre Policy Statement

The Headteacher/Head of Centre and the Leadership team shall be responsible for ensuring all staff have read and are familiar with the policy.

The Assistant Headteachers will deputise for the Headteacher/Head of Centre if off site during school terms. Other leadership team members will deputise if the Headteacher/Head of Centre and Assistant Headteachers are off site.

All staff have collective responsibility to report to the Headteacher/Head of Centre/Site Manager/Assistant Site Manager any faulty apparatus or furniture of any kind. This will then be taken out of use, repaired or replaced.

All staff have a collective responsibility for safety in the rooms, corridors or outdoor area.

Contractors to be contacted by the Headteacher/Head of Centre or Site Manager/Assistant Site Manager for requests for repairs to the fabric of the building, boiler etc.

Parents, visitors and contractors should report to the Reception when entering the school/centre.

Parents' addresses or places of work/contact numbers for use in an emergency are kept in the main office and in files in each wing of the school/centre.

Remember we all have responsibility for safety.

Contractors' Obligations

Contractors MUST demonstrate that they conform to GDPR and forward a signed declaration before starting work on the school/centre premises.

Ensuring that a competent contractor is employed to undertake work within the school/centre is the responsibility of the Headteacher and Governing Body.

Contractors are reminded that Section 7 of the Health and Safety at Work Act compels them to take reasonable care of themselves and others.

Contractors must not start work until they have authorisation from the Site Manager and signed the permit to work book.

Contractors must read the fire procedures of the building. Any contractor failing to observe the school/centre health and safety procedures will be asked to leave the premises by the Headteacher/Head of Centre and Leadership Team if the Headteacher/Head of Centre is off site.

Contractors should not use any school equipment and must ensure that all their equipment conforms with all relevant regulations.

Section Three – Arrangements for carrying out the policy

SCHOOL/CENTRE PROCEDURES:

Many of the following procedures are also acknowledged in the school/centre staff handbook and part of the induction for all new staff/students/volunteers to the school/centre.

HEALTH AND SAFETY

In Everton Nursery School and Family Centre there are two copies of the 'Health and Safety at Work' poster (issued by the Health and Safety Executive) displayed. One is for staff and is situated on the wall in the toilet corridor by the main school/centre staff room toilets. The public 'Health and Safety at Work' poster is situated in the cafe. All staff have their own copies of the school/centre Health and Safety Policy and 1974 Health and Safety at Work Act. All staff need to be familiar with the contents of the Health and Safety notice and school/centre policy. All staff must act responsibly with regard to their own and others' safety. In particular staff have a duty of care towards the children who attend the school/centre.

All staff should be aware of their role in alerting the Leadership Team to the existence of any situation, which is potentially dangerous for children or staff. In general, staff should exercise the judgement, which a responsible parent/carer would exercise. If in doubt about a safety issue, speak to a member of the Leadership Team.

PROCEDURES:

1. BUILDING SAFETY

Any defect to the building, fitments or equipment, which is potentially dangerous, must be reported to the Leadership Team immediately.

Electrical equipment will be scrutinised thoroughly and tested yearly. Make sure no electric leads are trip hazards for children and staff. Staff are not allowed to bring electrical equipment from home to use in the school/centre.

2. ACCIDENTS

All accidents must be entered into the Accident Book (kept in the Business Manager/Site Manager's office). Staff must notify the Leadership Team immediately and calmly of any

accident in the school/centre involving children, staff or parents/carers. The frequency and types of accident are monitored by the Leadership Team and appropriate action is taken. All staff on duty are responsible for ensuring the safety of children at all times.

MINOR ACCIDENTS

Minor accidents should be dealt with by a member of staff who holds a current first aid certificate (see list of first aiders on school/centre information boards around the building). The parent/carer should be informed when collecting the child verbally and given a written accident slip about the minor accident and given a 'bumped head' note if applicable (kept in Business Manager/Site Managers office). All minor head accidents should be reported to the Leadership Team for advice.

Any member of staff should inform the Leadership Team if they consider the minor accident to have become more serious during the day.

MORE SERIOUS ACCIDENTS

More serious accidents should be treated and assessed by a member of staff with a current first aid certificate.

Any cause for concern should be referred to the Leadership Team immediately. Parents/Carers should be informed as soon as possible (**emergency contact numbers need to be kept upto date by Family Workers**). Details of the accident should be entered in the accident book. An additional form will be required to be completed (given by the Leadership Team) for more details of the accident. A more detailed accident form will be completed by the Headteacher/Head of Centre.

In the event of a child having to be taken home or to hospital by car, TWO adults must accompany the child – one to drive and one to comfort the child. Staff must be insured for business purposes if they undertake this duty. The Leadership Team will mainly be responsible for this duty. Also refer to Sick Child Policy.

IN THE EVENT OF A SERIOUS ACCIDENT A MEMBER OF THE LEADERSHIP TEAM WILL CALL FOR AN AMBULANCE USING THE 999 SERVICE (Add an additional 9 for outside line).

Following any accident the Leadership Team will review procedures and events leading up to the accident. The Leadership Team will consider whether this type of accident could be avoided in the future and change school/centre practice accordingly.

3. FIRST AID

The contents of the First Aid Boxes and eyewashes are for the staff at the school/centre. Staff should not apply any contents of the First Aid Boxes to children without consulting the Leadership Team.

PPE (Personal Protective Equipment) in First Aid Box and in rooms/wings **MUST BE USED WHEN DEALING WITH ANY SITUATION WHICH INVOLVES POSSIBLE CONTACT WITH BODY FLUID.**

Soiled First Aid materials will be disposed by a First Aider.

First Aiders are named on the school/centre information board.

SICK/INJURED CHILDREN

Children may become sick/injured during the course of the day. Senior early childhood educators may wish to send sick/injured children home.

They must notify the Leadership Team of this concern. A member of the Leadership Team will make a decision and then ask the staff concerned to make the necessary telephone call/s to parents/carers.

Some children may be well enough to come into the school/centre but, for medical reasons, may not be able to go out for outdoor play. Parents/Carers must submit a written request stating the reason for their child/ren to be allowed to stay in.

DEFIBRILLATOR

A defibrillator is located in the school/centre foyer and is checked monthly by a nominated first aider.

4. MEDICATION

Any medication, which has been agreed by the Leadership Team, must be kept in the office/medicine fridge and administered by a designated member of staff who has undertaken training. Parents/Carers will be requested to complete a medication form before their child receives medication at the school/centre and after the child has taken the medication at the school/centre.

Children suffering from asthma (see asthma policy) will be requested to bring in an inhaler and spacer (volumiser) into the school/centre, this will be kept in the Business Manager/Site Manager's Office and in the child's room if needed (see Administration of Medication Policy).

Each inhaler should be clearly marked with the child's dosage. All early childhood educators can support the child while taking their dosage through the inhaler/spacer with a designated member of staff who has undertaken training or a member of the Leadership Team present. All parents/ carers will be requested to complete a medication form before their child receives the asthma dosage at the centre.

Qualified First Aiders will be briefed by the Leadership Team of any children receiving medication in the centre. Where there are specific requirements for special needs/disability the staff will receive appropriate training before the child starts the school/centre.

The Headteacher/Head of Centre has the right to refuse to accept responsibility for the administration of any medication if she feels it would work against the duty of care she has towards all children in the school/centre.

5. FIRE PROCEDURE:

Every member of staff has a copy of the Fire Drill. The general fire procedure is displayed next to all fire alarm points and fire extinguishers around the school/centre.

Staff should ensure that they are familiar with the procedure, the fire exits and the position of fire points and fire extinguishers around the centre. **Staff should make sure that they never block a fire exit or lock a fire exit when children/staff are in the room/wing.** A fire drill takes place each term and is recorded. All information about fire safety is kept in the

Site Manager's office. The equipment is inspected on an annual basis – the last date of inspection is on the side of the fire extinguishers. The fire bell is tested weekly between 7.00-7.30a.m. by the Site Manager.

All staff are requested to sign in the various 'signing in' books on the shelf in the staff room for fire safety reasons. Please tick on arrival and cross through the tick on departure (this includes leaving the premises at lunchtimes).

ON DISCOVERY OR SUSPICION OF FIRE

Raise the alarm – use the nearest fire call point. Call the Fire Brigade – dial 999 from the nearest telephone (Add an additional 9 for outside line). Outside line phones are situated in various offices such as the Headteacher's/Head of Centre's office and main foyer etc. Ask for the Fire Service and inform the Fire Officer that the fire alarm has been activated at Everton Nursery School and Family Centre, Spencer Street.

ON HEARING THE ALARM

Evacuate the school/centre using the nearest available exit.

Procedure for staff – The senior early childhood educator takes the children out of the building in single file by the nearest fire exit. The early childhood educator checks the toilets, cloakroom, closes the doors and windows and follows the children to the assembly point. **Do not stop to collect personal belongings.** The Headteacher/Head of Centre is responsible for the registers. In the absence of the Headteacher/Head of Centre, the Assistant Headteacher (not classroom based) is responsible for the registers. The remaining staff team leave the school/centre at the nearest fire exit. The site manager checks the main corridor and hall and liaises via 'hand held radio sets' with the Headteacher/Head of Centre and other fire marshals about children/staff/ parents/carers leaving the school/centre. Students on practice escort the children out of the school/centre with a senior early childhood educator.

Report to the assembly point 3 for children if coming from rooms – main school/centre playground at the rear of the centre – Assemble from left to right – Spencer 1, Spencer 2, Cresswell 1, Cresswell 2 and 2-3's. Former baby room assemble at fire point 4. Pool, cafe, extended services on site, Heyworth 3, main foyer staff meet at fire point 5 (end car park), courses from the base and staff room meet at fire point 1 (at front of the main entrance), kitchen staff and any children in the hall, sensory studio, food preparation room, leadership centre meet at fire point 2. A roll call will be taken by fire marshals and senior early childhood educators (for the children).

Do not re-enter the building until advised to do so by the Senior Fire Brigade Officer present or member of the Leadership Team.

6. SECURITY

It is important for everyone to be aware of the need for vigilance and security.

The following procedures must be followed by all staff:

All staff should make themselves aware of where the room alarms are placed. The room alarm (which sounds higher pitch and louder than the fire alarm) can be activated by pressing the red button. This will activate the main alarm in the lead administrators room and indicate which room the alarm has been activated from. The Leadership Team, site managers and early childhood educators in the room/wing will investigate the cause for the alarm activation. The main school/centre alarm situated in the office cupboard will also

have to be reset. The main centre alarm is set from 6.30p.m. by the assistant site manager/site manager. Please do not enter the building unless you know the alarm is deactivated.

Digital locks have been fitted to various doors in the building. Under no circumstances should details be divulged to parents/carers and friends re door codes. The school/centre has 6 CCTV fitted to the external areas and 4 internal CCTV cameras.

All outer doors have been fitted with chain locks and door bolts. Staff should have the door security chains on the doors during the session when the children are in the room/wing. The site managers will lock and chain the doors at the end of the day.

At the beginning of the core day (9.00-9.30a.m.) staff are positioned at the entrance for security reasons and to greet the children. Staff can request a personal alarm and/or use the 'hand held radio sets' to contact each other about any security/safety concerns.

At the beginning and end of session (core day 9.00-9.30a.m. and 3.00-3.45p.m.) an early childhood educator (on rota) is available to talk to parents/carers and watch the children parents/carers entering/leaving the school/centre. All parents/carers are requested to enter the school/centre by the main front entrance. At the end of the day children can be collected from rooms/wings. If any member of staff feels uncomfortable or threatened by a parent/carer, they should speak to other team members in the room/wing and the Leadership Team. Any child/ren and their parents/carers arriving after 9.30a.m. will be requested to go to the reception first to sign the late book. Any parent/carer arriving before 2.30p.m. will be asked to sign the 'children leaving the school/centre early' book for fire and security reasons. **No child can leave the premises without their parent/carer signing the book.**

No child/ren can be collected from the school/centre by children under the age of 16 unless agreed by the Leadership Team. Speak to the Leadership Team if a younger child arrives to collect a child/ren from your care without any of the team being informed. Parents/carers will be advised on home visits to telephone or inform the school/centre verbally that an alternative adult other than themselves will be collecting their child/ren. Any adult that comes to collect a child/ren from the school/centre without parental/carer permission must be referred to the Leadership Team.

Please report any suspicious visitors or vehicles to the Leadership Team.

All visitors are requested to sign in the visitors file in the foyer for security and fire safety reasons. Visitor badges are to be worn by visitors during their visit to the school/centre.

STAFF BADGES ARE TO BE WORN AT ALL TIMES WHILE ON DUTY. Staff who continue to forget to wear their badge will be challenged by the Leadership Team.

Staff are asked not to bring valuable personal belongings or large amounts of money to the school/centre. The school/centre cannot accept responsibility for the loss or theft of such items. For safety reasons it is advisable that jewellery is kept to a minimum e.g. wrist watch, stud earrings. Any theft of personal items must be reported to the Leadership Team immediately. All bags, purses and wallets **MUST** be placed in staff lockers.

Valuable school/centre equipment e.g. digital camera, cameras, ipads and laptops should be locked away at the end of the day in the security storerooms.

7. SAFETY AND SECURITY DURING OUTDOOR PLAY

In the outdoor play area, the children should be encouraged to enter and leave the area in a responsible manner to avoid collisions and falls. Staff must ensure that the play area gates are always closed after entering/leaving the play area. Any suspicious persons seen during outdoor play should be reported to the Leadership Team.

Outdoor play should be supervised by at least two staff. Please check the outdoor area before taking the children into the area for rubbish, broken glass, needles etc. Inform the Site Manager and Leadership Team of anything found. Needles are removed from the premises by Liverpool City Council (which the site manager will arrange).

A senior early childhood educator has to be present in the outdoor area at all times. All staff should sensitively interact with children at all times in their play – not standing watching – unless observing a child. If a child is injured in the outdoor area they must be handed over to a member of staff indoors (or staff can swop over) to administer first aid.

In the outdoor area please ensure that the children use the wheel toys in one direction to avoid ‘bumps’ and collisions. Any outdoor toys – balls, hoops etc that are thrown out of the outdoor play area must be retrieved by staff and not left for the site managers.

At tidy up time all children should be shown how to tidy the outdoor play area for other children. No small pieces of games/toys should be left for the next wing to clear away. All toys should be stored away in the outdoor store tidy. All staff should take full responsibility for setting out/clearing away the outdoor area, the cleanliness of the outdoor area and the organisation of the outdoor toys store cupboard.

8. NO SMOKING

In keeping with the Local Authority directive, the school/centre has adopted a policy, which does not permit smoking inside the centre or in the school/ centre grounds by any member of staff, parent/carer, visitor to the school/centre. This also includes the use of electronic cigarettes.

9. SHARPSAFE

Staff are reminded that if they come across discarded hypodermic syringes during the course of their duties they **should not touch them.** They should report the incident immediately to the Headteacher/Head of Centre or Leadership Team or Site Manager, who will arrange for the syringes to be removed.

10. INFECTIOUS DISEASES

The following have been highlighted by the local authority Health and Safety Unit as Infectious Diseases. Please notify the Headteacher/Head of Centre/Leadership Team if parents inform you that their child or members of their family have:

Food Poisoning, Dysentery, Hepatitis A/B/C, Meningitis, Tuberculosis, Diphtheria, Polio, Any other large outbreak of disease. The Headteacher/Head of Centre/Leadership Team will inform the Health and Safety, for more advice. All staff are also reminded to refresh themselves about HIV AIDS Awareness.

Remember to use appropriate protection (PPE: gloves/aprons) when in contact with children’s blood/body fluids.

11. HYGIENE

Staff should ensure that they maintain high standards of personal hygiene. Individual paper towels are available in the staff toilets and Leadership Centre toilets and Base toilets. Hand dryers are provided in the ladies staff room toilets and the Leadership Centre toilets and main foyer toilets. Children should be shown how to use the toilet and hand wash in a hygienic manner – the set up in the centre will probably be new to some children. Show children that paper towels should be placed in the bin. Please ensure that paper towels are placed in the bin and not in the toilet. Children who have wet or soiled themselves should be changed in the privacy of the toilet area. Such situations need to be handled discreetly. Paper tissues will be freely available for use by the children. After use children should be advised to wash their hands. (Also refer to the Bathroom Policy). Additional hand tissues, paper towels and toilet rolls are kept in the cleaners cupboard. The cleaners should refill the toilet rolls and paper towels daily. If this fails to happen please, inform the Leadership Team.

12. USE OF CLEANING FLUIDS/DISINFECTION ETC.

No cleaning fluids (apart from anti-bacterial spray) **are to be kept in the rooms at any time.** In the case of an infectious disease outbreak in the room, the cleaning service and site team would be asked to disinfect all areas in conjunction with Environmental Health.

Staff are however, asked to keep rooms and toilets clean. The following colours of mops/mop buckets and cloths are followed throughout the centre for health and safety purposes:

Red mops/red mop buckets – toilets only

Sponge mops – water areas only

White dishcloths – for paint areas

Blue cloths – for food areas

Red cloths – for bathrooms/toilets

Dusters – for general surface areas in the rooms. No polish to be used in the rooms.

Staff are required to keep toilet areas clean as well as the cleaners. Please adhere to wearing plastic gloves when cleaning the toilet areas and using the **red cloths and red handled mops and buckets only.**

13. CURRICULUM AREAS AND CENTRE/SCHOOL VISITS

Please refer to the school/centre staff handbook for health and safety procedures on lifting outdoor equipment/centre equipment. Please refer to the school/centre staff handbook for health and safety procedures on the use of the hall for P.E., baking with the children, visits to the centre. If in doubt ask the leadership team before embarking on anything that will cause risk to yourself or others.

14. BOMB THREAT AND SUSPECT PACKAGES

Please refer to the LA Health and Safety Policy Statement for procedure, kept in Site Managers office.

15. ASBESTOS REGISTER

Please refer to the LA Health and Safety Policy for procedure, kept in Site Managers office as part of the permit to work scheme. This is monitored monthly.

16. THE CONTROL OF LEGIONELLA

Please refer to the LA Health and Safety Policy Statement for procedure, kept in Site Managers office as part of the permit to work scheme.

17. HEALTH AND SAFETY TRAINING

Training will be provided, where necessary, to ensure that employees understand their responsibilities under the requirements of the Health and Safety at Work Act 1974, and are able to carry out their duties in a safe and proper manner. A record of staffing/governors health and safety training is kept.

18. VISITORS ON TRAINING AT EVERTON

All visitors are asked to sign in when entering the school/centre. The trainer is shown where the fire exit and fire point are before starting their session and also told not to block a fire exit with chairs/training materials etc. If the fire alarm is activated during a training session, the trainer is expected to lead all visitors to the fire point. At the fire point a fire marshal will hand the attendance register to the trainer to check off attendance. No one will re-enter the school/centre until permission is given to do so.

Electrical testing is undertaken yearly on all equipment within the training room. The Site Management Team oversee the health and safety of all equipment within the training room. These are regularly checked. Trainers are not to have any trailing electrical wires when using their own laptop/electrical equipment within the training room. Personal laptops can be used for training use only and are monitored by CUC Solutions in line with GDPR.

MONITORING OF THE POLICY

The Headteacher/Head of Centre will monitor the policy with the school/centre Governing Body Health and Personnel, Finance and Resources Committee.

REVIEW OF THE POLICY

The policy will be reviewed yearly, with regular updates for staff given at directed time/inset days. All updated Health and Safety information is regularly sent to the Headteacher/Head of Centre from the Health and Safety Unit (also available on LA Ednet/intranet) E.g. seatbelts on visits out by coach, bedrails, wheelchairs, use of ladders etc. All health and safety information is kept in the filing cabinet in the Headteacher's/Head of Centre's room.

This policy was reviewed by a group of four Governors on behalf of the Governing Body on Tuesday 1st October 2019 and ratified at the Governing Body meeting of Everton Nursery School and Family Centre Governing Body on Thursday 10th October 2019.