



Health, Safety and Hygiene Policy

Policy reviewed by Sam Edwards

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Submission: July 2021

Policy actioned from: September 2021

Next review date: June 2022

Reviewer's Signature: 

Headteacher's Signature: 

Circulation: This policy has been adopted by the governors, is addressed to all members of staff and volunteers and is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to The Minors Nursery School; 'parents' refers to parents, guardians and carers.

Health and Safety Policy Statement

It is the policy of The Minors Nursery School to comply fully with the requirements of European Community Law, the Health & Safety at Work Act 1974, The Children's Act 1989 and all other relevant statutory provisions. The Health and Safety of all employees and all other persons who use the School premises is a major concern for the School. The Alpha Plus Group recognises that achieving and maintaining high standards of safety requires that the School's management, staff, children, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other persons Health and Safety. All reasonable practical steps are taken to ensure the health, safety and welfare of all persons using the premises

The Named People responsible for Health and Safety are:

The Headteacher and the School Administrator

The Nursery School aims to:

- provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon, statutory requirements
- maintain the cleanliness and state of repair of the building
- provide safe systems of working to ensure, so far as is reasonably practical, the health and safety at work of all staff and children
- provide safe equipment
- provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, children, contractors, visitors and others follow the School safety procedures
- provide safe storage for dangerous materials and substances
- provide first aid training for all staff and provide adequate statutory first aid facilities
- to establish, practice and maintain effective emergency evacuation procedures
- to work closely with the Fire Service and comply with all of their requirements
- provide consultative measures to monitor and review the effectiveness of Health and Safety measure
- ensure accidents and any incidents are recorded in the *Accident Report File* and are accurately notified to the parent or carer as soon as possible
- carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence
- liaise with the Alpha Plus Group, the Health and Safety Executive and other official bodies with the aim of improving all aspects of health and safety at work.
- involve and motivate nursery staff in all matters concerning Health & Safety including the raising of any issues however small at our weekly staff meetings
- ensure hygiene rules relating to bodily fluids are followed with particular care and all staff are aware of how infections can be transmitted

Health and Hygiene Policy & Procedure

The Nursery School aims to maintain high standards of health, hygiene and safety. All staff are required to have a thorough knowledge of good health and hygiene practice and the co-operation of parents and carers is also sought to make the school as safe as possible.

Procedure

First Aid

The First Aid Box is kept in the Hallway First Aid & Medication Cupboard.

All staff must familiarise themselves with the First Aid Box and contents be kept in date & clean.

All staff working directly with children hold Paediatric First Aid Certificates and any new staff employed are trained within 3 months of being employed (their first term).

A designated person (School Administrator) is responsible for checking the contents of the First Aid box, located in the hall, at the beginning of each half-term and replenishing as necessary.

Illness

If a child is unwell or has a temperature, he/she should be kept away from the school until fully recovered. All parents are made aware of this prior to their child starting school.

Children who have had sickness, diarrhoea or a temperature should not be brought back until **at least 48 hours have elapsed since the last instance** of any of these. This is crucial to prevent spread of illness and to ensure the full recovery of the child. If staff are concerned that a child is unwell, their parents will be contacted to arrange for the child to be collected from school, with staff advising of the earliest return date upon collection.

If a child is sent home from school unwell, details will be recorded in the daily diary and in the school register. Parents will be clearly informed as to why their child is deemed too unwell to be in school.

Any member of staff who is unwell and unable to attend school must inform the Headteacher and their Class Leader by 7.30 am via call and not text. If they are unwell during school hours and need to go home they must speak to the Person in Charge before leaving the premises.

Accidents

All staff are aware of the accident policy and procedure. An accident file is kept in the office and all accidents are to be reported and countersigned by the Person in Charge and the child's parent.

Accidents or Incidents that mark or bruise a child and occur at home will also be noted and retained on their file. All marks/ bruises should be reported to the Headteacher.

Infectious Diseases

An infectious diseases list is kept in school and parents must adhere to the regulations regarding the amount of time their child should be kept away from school.

Children or staff with infectious diseases should not return to school until they have been treated and are of good general health.

Medicines

In the rare event of a child having to be given medicine at school a parent will be advised in line with our Medication Policy and Procedure – only prescribed medication may be given in line with a specific individual care plan.

Medicines will be kept out of reach of the children in the First Aid cupboard in the Hall with full instructions and permissions, in a clearly labelled container with the child's name on it and all other relevant information, as per the first aid policy.

Cleaning and Clearing

Any spills must be wiped up immediately and, where appropriate, the affected surfaces disinfected.

Disposable gloves (and where necessary disposable aprons and face coverings) must be worn by staff when dealing with any bodily fluids e.g. urine, vomit, blood etc. Any material that comes into contact with bodily fluids must be double-bagged in nappy sacks and disposed of immediately, with staff cleaning their hands thoroughly after disposal.

Any soiled clothes must be rinsed, double-bagged in nappy sacks and sent home at the earliest opportunity.

Spare underwear and other clothes are available in case of 'accidents'.

All surfaces must be cleaned daily with an appropriate cleaner.

Tables must be cleaned before Snack Time using an appropriate, non toxic, cleaning material.

Different coloured cleaning cloths will be used for the kitchen and toilet areas (list in kitchen).

Personal Hygiene

Children must be encouraged to become independent and effective in self-care routines e.g. using the toilet, washing hands etc.

Children must wash their hands upon arriving in school, prior to snack time and at all other appropriate times, e.g. after handling animals / messy play materials etc.

Paper towels must be used and disposed of appropriately. Bins must be emptied after each session by the designated person (as per the staff rota).

Children must not share water in a basin or bowl when washing their hands.

Tissues are available and children are encouraged to blow and wipe their noses. Tissues must be disposed of appropriately and hands should be washed afterwards. The NHS 'catch it, bin it, kill it' approach should be observed at all times.

Hygiene rules related to bodily fluids must be followed with particular care and all staff be made aware of how infections, including HIV infection, can be transmitted.

Food

Snacks will be as nutritious as possible and all individual dietary requirements will be noted and adhered to.

Children are encouraged to drink water at snack time and drinking water is available to them at all other times.

Hands must be cleaned and disposable gloves and face mask put on prior to the preparation of snacks.

No one may be involved in the preparation of snacks if they are suffering from any infectious or contagious illness or condition.

A list of allergies and intolerances of individual children are in the classrooms and the kitchen.

When cooking with the children as an activity, staff will extend and promote the children's understanding of healthy eating and good hygiene.

Due attention will be given to regulations set out by Environmental Health

Any incident of Food Poisoning must be reported to Ofsted

OFSTED 0300 123 1231

Outdoor Play

Children will have the opportunity to play outside throughout the year.

Children will be encouraged to understand the benefits of fresh air and outdoor exercise and play.

Parental permission will always be sought to take the children off the school premises.