



**Ghanshyam Nursery School**

'Laying the foundations for life'

S.K.S.S. TEMPLE, WESTFIELD LANE, HARROW, HA3 9EA

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# Health and Safety General Standards Policy

Updated: [April 2021](#)

Presented and Agreed by Governors:

Review Date: [April 2022](#)

## Key Contacts

<b>Manager</b>	<b>Mrs. Kastur Patel (Acting Manager)</b>
<b>Chair of Governors</b>	<b>Mr Harice Jesani</b>
<b>Secretary</b>	<b>Mr. Arvind Bhanderi</b>
<b>Health and Safety Governor</b>	<b>Mr. Arvind Bhanderi</b>
<b>Deputy overseeing Health and Safety</b>	<b>Miss Pooja Vaghela</b> <b>Mr Harice Jesani</b>
<b>Manager - overseeing CPD and First Aid Training</b>	<b>Mrs. Kastur Patel</b>
<b>Designated Safeguarding Leads</b>	<b>Mrs. Kastur Patel</b> <b>Miss Pooja Vaghela</b>
<b>Site Supervisors</b>	<b>Mr Kalyan Vekaria</b> <b>Mr. Kishor Kara</b>
<b>School Bursar</b>	<b>N/A</b>
<b>Special Educational Needs and Disabilities Coordinator</b>	<b>Mrs. Iqbal Ghali</b>
<b>Educational Visits Coordinator</b>	<b>Mrs. Kastur Patel</b>
<b>IT Technicians</b>	<b>Mr Harice Jesani</b> <b>Harshad Mepani</b>

## Health and safety general standards

Ghanshyam Nursery School is committed to safeguarding and promoting the welfare of children as we believe that this is of paramount importance. We expect all staff and volunteers to share this commitment. We uphold the rights of everyone to equality under the law regardless of gender, age, race, belief, ability, disability, sexual orientation or identity.

We believe that our core school motto ('Laying the foundations for life' - We strive to provide the highest quality childcare facilities and personnel for the social, personal, cultural and religious advancement of the child) and British values are not mutually exclusive. We focus on ensuring our work is effective in securing this motto; challenging children, staff and parents/carers who express opinions contrary to the British values with regard to our duty to prevent extremism and radicalisation. Ghanshyam Nursery School has the highest regard for the safety of the children in our care and will carry out its duties to safeguard and promote the welfare of children at all times.

### Statement of Intent

The Governing Body of Ghanshyam Nursery School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis culminating in an Annual Health and Safety Report. This policy will ensure the allocation of adequate resources (including time, effort, training and money) to safety, health and wellbeing.

### Policy statement

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

- We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- Our member of staff responsible for health and safety is:  
**Kastur Patel and Pooja Vaghela**

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Both staff member are responsible for health and safety in the setting and are competent to carry out these responsibilities.
- Both staff have undertaken health and safety training
- For employers: We display the necessary health and safety poster in:

### The nursery office

#### *Insurance cover*

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in:

### The main corridor by the nursery office and the nursery office.

### Responsibilities of Employees

Under the Health and Safety at Work Act document, 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **Procedures**

### *Awareness raising*

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.
- We have a strict policy for contractors and on site workers

### *Windows*

- Low level windows are made from materials that prevent accidental breakage and we ensure that they are made safe.
- Our windows above the ground floor are secured so that children cannot climb through them.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

### *Doors*

- We take precautions to prevent children's fingers from being trapped in doors.
- Special doors are installed to prevent accidental trapping of fingers.

### *Floors and walkways*

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Non slip floor signs are used in the nursery when appropriate
- Walkways and stairs are left clear and uncluttered.

### *Electrical/gas equipment*

- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and we teach the children not to touch them.
- We check storage heaters daily to make sure they are not covered where appropriate
- There are sufficient sockets in our/my setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.

### *Storage*

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- All storage of cleaning substances are stored correctly, away from children and in the original bottles at all times.

### *Outdoor area*

- Our outdoor area is secure.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied and hats are worn during the summer months.
- We supervise outdoor activities at all times; and particular children on climbing equipment.

### *Hygiene*

- We seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes the play room(s), kitchen, rest area, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- We implement good hygiene practices by:

- cleaning tables between activities;
- cleaning and checking toilets regularly;
- wearing protective clothing - such as aprons and disposable gloves - as appropriate;
- providing sets of clean clothes;
- providing tissues and wipes; and
- ensuring individual use of flannels and towels

The nursery employs three cleaners that come in when the children have finished for the day.

#### *Activities, resources and repairs*

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- All our materials, including paint and glue, are non-toxic.
- We/ ensure that sand is clean and suitable for children's play.
- Nail brushes are available for children and staff when play
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- Children are kept safe when on outings and we teach them about safety
- We check children who are sleeping regularly and staff are not left on their own for long periods of time with the children during sleep time.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded. Large pieces of equipment are discarded only with the consent of the manager and the management team.
- Children's toys and equipment is purchased for the suitability of the children's age group and toys are never purchased from pound shops.
- Faulty equipment and toys are recorded

#### *Jewellery and accessories*

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- Staff earrings need to be studs and small. Any earrings that a child could choke on if swallowed are not permitted
- Staff's nails must be kept short at all times. Nail varnish is authorised, however this must look tidy and nails to be covered when handling food and drinks. Staff will be asked to go home to cut their nails if they are too long, and will not be paid for this time.
- Henna is authorised, however this must be covered when handling food and drink
- We ensure that hair accessories are removed before children sleep or rest
- Novelty jewellery is not authorised for children and staff

### *Safety of adults*

- We ensure that adults are provided with guidance about the safe storage, movement and of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We have a maintenance team who helps and supports the staff.
- We ensure that all warning signs are clear and in appropriate languages.
- We ensure that adults do not remain in the building on their own.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

### *Control of substances hazardous to health*

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

### **Infection Control**

To promote good health and to prevent the spread of infection, the school will ensure that the following good practices are followed in line with Public Health England document Guidance on infection control in schools and other childcare settings, September 2014 (version 2)

### **Routine immunisation**

Guidance should be consulted on immunisation from Guidance on infection control in schools and other childcare settings and the Council Infection Control Arrangement.

### **Personal Hygiene**

- Hands washed after using the toilet;
- A box of tissues is available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically;
- Children are encouraged to shield their mouths when coughing;
- Hygiene rules related to bodily fluids are followed with particular care by all staff and volunteers.

### **Children in Nappies**

- We will endeavour to meet the needs of all children. If necessary, younger children will have nappies changed. For older children accessible toilet facilities are available;

- All staff have enhanced Data Barring Service (DBS) clearance and specified staff members may change nappies;
- Nappies, disposal bags and any cleaning agents will be provided by parents;
- Staff will wear disposable gloves and aprons when dealing with an incident and/or soiled nappies;
- Soiled nappies will be double wrapped and placed in a hygienic disposal unit and collected by a waste contractor;
- The changing area and mat will be hygienically cleaned after each use, and hands washed.

#### Clean environment

- All surfaces are cleaned daily in accordance with the daily cleaning scheduled by the manager and governors. A deep clean will be undertaken every six months;
- Any spills of blood or vomit are wiped up and disposed of using a Body Fluids Disposal kit;
- Excrement will be flushed down the toilet;
- Disposable gloves and aprons are always used when cleaning up spills of body fluids. Floors and other affected surfaces are disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions in all areas;
- Fabrics contaminated with body fluids are thoroughly washed in hot water;
- Spare laundered pants, and other clothing, are available in case of accidents and polythene bags are available in which to wrap soiled garments. Children are encouraged to change and clean themselves.

#### Lifting and Handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will have a risk assessment conducted to ensure such risks are adequately controlled. Where practical manual handling operations are avoided using engineering controls. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

#### Paediatric Moving and Handling

All staff who move and handle children have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of children has been risk assessed and recorded by a competent member of staff.

#### Personal Protective Equipment

The completion of risk assessment may identify additional control measures in the form of Personal Protective Equipment (PPE); this should be used as a last resort. This can include items such as head protection, hand protection, eye protection, foot protection, hearing protection, high-visibility clothing, inclement weather protection and safety harnesses. It also

includes respiratory protective equipment (RPE). Where PPE is identified Ghanshyam Nursery School will purchase the PPE for those required to use it and provide appropriate instruction, information, training and supervision in its safe use.

All PPE purchased is selected on the basis that it conforms to a recognised standard, it fits the user, it is fit for purpose and is compatible with existing PPE and clothing worn by the user. Staff that require the use of PPE on an individual basis are provided with a safe location to store it.

### Slips, Trips and Falls

Slips and trips occur across all education premises – whether a small primary school, a busy secondary school, a multi-site further education college, or the campus of a higher education institution. They provide a wide variety of facilities including educational, leisure and residential, open to employees, pupils and members of public at varying times of the day. Sites can be busy with large numbers of people moving around at the same time – often rushing.

Ghanshyam Nursery School adopts the following simple practical ways to control slip and trip risks and prevent accidents on the premise. These include:

Stop floors becoming contaminated - use of entrance matting, leaks fixed from machinery or buildings, plant and equipment are maintained, tasks are designed to minimise spillages, pedestrian routes are planned to avoid contaminated areas.

Use the right cleaning methods - cleaning methods used are appropriate and effective for the type of floor being cleaned, avoid creating more slip or trip risks during the cleaning process, smooth floors are left dry after cleaning or pedestrian access is restricted until the floor is dry, spillages removed promptly by kitchen staff during lunch time, use of appropriate detergent mixed at the correct concentration. All chemical CHEDS assessed prior to use.

Consider the flooring and work environment - checks made for loose, damaged and worn flooring and replace as needed, floors that are likely to get wet or have spillages on them are of a type that do not become unduly slippery, adequate lighting on all walkways and slopes or steps are clearly visible, walkways and work areas are kept clear of obstructions and restrictions.

Get the right footwear – staff wear appropriate footwear for the tasks in hand which are also suitable for the environment and for those who will be wearing it. Footwear supplied as personal protective equipment (PPE), is supplied free of charge to employees.

People and organisational factors – staff and pupils are encouraged to avoid rushing, overcrowding and using trailing cables.

### Working at Height

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs, tables etc. Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided

to all staff that use ladders / stepladders using HSE guidance document Safe use of ladders and stepladders, INDG455 <http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The nursery's nominated persons responsible for work at height are the Chair of governor and the Site Supervisor.

The nominated persons shall ensure:

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment selected;
- A register of access equipment is maintained and all equipment is regularly inspected and maintained;
- Any risks from fragile surfaces are properly controlled.