

Health and Safety Policy

Perry Beeches Nursery School believes that health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents and staff.

We aim to make children, parents and staff 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.

Perry Beeches Nursery School is committed to:

- Developing the appropriate structures and culture that supports the concept of risk management by all members of the staff team.
- Adequately resourcing health and safety measures including planning and implementation of any health and safety requirements.
- Developing in all members of the staff team, an understanding of health and safety through training and risk assessment implementation.
- Continued monitoring and evaluation of health and safety requirements in line with current legislation.

Who is Responsible

It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and health and safety of the children and other members of staff are not compromised in any way. It is the responsibility of the Governors and the Headteacher to ensure that health and safety of the setting as a whole remains within the legislative requirements and that health and safety of all users including children, employees, parents and visitors is not compromised in any way.

We have public liability insurance and employer's liability through the Local Authority. A certificate is displayed in the school office.

Premises Management

Perry Beeches nursery School is a PFI (Private Finance Initiative) school. The PFI contract is between Birmingham City Council and Galliford Try. The building is maintained to optimum standards inside

and outside by Galliford Try Facility Management. This includes decorating, fixtures fitting and cleaning.

Galliford Facility Management oversees all utilities and are responsible for health and safety testing including: water testing, emergency lighting, alarms and all electrical testing.

First Aid

All staff have current first aid training and training in asthma and allergies.

Our First Aid Kit:

- Complies with the Health and Safety (First Aid) Regulations.
- Is regularly checked and re-stocked as necessary.
- Is easily accessible to adults

Our Accident Books (one in each class)

- Are kept safely and accessible
- Are reviewed regularly to identify any potential or actual hazards.
- Are not filled in by supply staff or students.

Duplicate copies of forms are given to parents/carers on collection. For more serious accidents, parents are notified immediately.

Medicines

We will administer prescription medicines with written consent from the parent. A medication book is kept, giving details of dosage and times. Parents sign the record book to acknowledge the administration of medicine. We do not administer un prescribed medicines. If the administration of prescribed medication requires medical knowledge, we will source the relevant training from a health professional.

Security

Perry Beeches Nursery School is a secure site. External doors can only be opened using a swipe card. CCTV cameras monitor outside areas. Visitors are required to sign in/out at the school office and are accompanied to the teaching areas.

There is a robust system in place for dismissing children at the end of the day. Children under the age of Sixteen are not permitted to collect nursery children.

Risk Assessments

Our risk assessment process includes:

- Checking for hazards and risks indoors and outdoors, and in our activities and procedures. Our assessment covers adults and children.
- Daily visual checks of the Outside area by a classroom staff member before the start of the school day.
- Deciding which areas need attention.
- Completing a risk assessment form that specifies the action required and the time scale for the action.
- Health and Safety is a weekly agenda item at staff meetings, staff discuss potential risks, hazards and safety issues.

Educational Visits

Perry Beeches Nursery School Governing Body have adopted Birmingham City Councils Policy and Guidance for Educational Visits and learning outside the classroom.

The Headteacher is the Educational Visits Coordinator (EVC). EVC certificate is revalidated every three years.

- A minimum staffing level of 1 adult to 4 children is adhered to. Any children that may need additional support are invited to have a parent/family member/carer accompany them at no incurred cost. If no-one is able to accompany them, Nursery will provide a member of staff to provide 1:1 support.
- Reputable coach companies are used and the chosen venue is appropriate for nursery children.
- Risk assessments are completed before every visit.
- Accompanying parents/carers receive written safety guidance before every visit.

[See also Policy guidance for Educational Visits and Learning outside the Classroom-Birmingham City Council.](#)

General Fire Safety

It is the policy of Birmingham City Council, Perry Beeches Nursery School and Birmingham Schools Partnership to ensure as far as is reasonably practical that all steps are taken to prevent and minimise the effects of fire.

- All fire doors are clearly marked and not obstructed.
- Fire drills take place regularly throughout the year.
- Fire risk assessments are in place and discussed with Galliford Facility Management.
- We have two trained Fire Marshalls.
- All visitors and students are given written fire safety information.

ALSO SEE FIRE SAFETY

Smoking

In line with Birmingham City Council guidelines smoking is not permitted anywhere in the building or grounds.

Hazardous Substances

We aim to give children the knowledge that some substances can be harmful and others beneficial. Safety rules are taught about medicines, garden and household substances. We help children understand that all substances are harmful if misused.

- All cleaning materials will be stored out of reach of children.
- All medicines will be stored in the staffroom and out of reach of children. Medicines are clearly labelled with the child's name. No medicines are to be left in a child's bag.
- Inhalers are kept on a high shelf in each class stockroom for easy access.

Hygiene

We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.

- Our daily routines encourage children to learn about personal hygiene.
- There is a daily cleaning routine for all areas of the nursery school.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.

We implement good hygiene practises by:

- Keeping all equipment and furniture clean.
- Checking toilets regularly.
- Wearing protective clothing, such as aprons and disposable gloves as appropriate.
- Providing tissues and wipes.
- Using designated mops and cloths for specific jobs.

Sun Safety

Children will be taught sun safety during normal activities.

We will:

- Encourage children to play in shaded areas.
- Provide cold drinks throughout the day.
- Encourage parents to apply long lasting sun lotion.
- Ensure children wear sun hats when playing outside.
- With parents written permission staff will apply sun lotion if children are unable to do so.