

Health and Safety Policy

The Health and Safety representative has overall responsibility for ensuring that this policy is implemented and updated.

The Health and safety of all pupils and staff at Violet Way Nursery is of utmost importance, and all staff shall work together with the Health and Safety representative to ensure that all standards are met. The areas to be used will be supervised by staff at all times according to a ratio of 1:8.

1. Health Matters, Facilities and Procedures

- Staff shall be made aware of where the medical room is and where First Aid boxes are located. These shall constantly be monitored for replacement.
- Parents indicate on the admission form at registration, two alternative points of contact. If a child has an accident in nursery which necessitates us contacting parents (head injuries, deep gaping wounds, suspected limb fractures) it shall be recorded in the nursery accident book at the discretion of the Health and Safety representative. If it is not possible to contact parents and the child requires immediate medical attention a member of staff shall accompany the child to hospital. Clerical staff shall continue to attempt to contact family and to arrange for them to go straight to the hospital. A member of staff involved in an accident in school shall be entered in the accident book also.

2. Medicines and Pupils

- Children suffering from long-term illnesses e.g. asthma, epilepsy or fibro-cystic disease shall be administered drugs at the required times providing clear written request is received from parents. Parents shall be invited to come into school to administer short-term medications if they wish.

3. First Aid

- First Aid boxes are accessible to staff, but out of reach to children. All staff members of the nursery are First Aid holders. Designated members of staff will check contents and replenish as necessary. Accidents to be recorded in the accident book. Serious accidents to be reported to RIDDOR.

4. Fire Drill

- A termly fire drill is held and all children are taken to the nursery playground to be lined up and accounted for. All staff and children shall be made familiar with exit routes and procedures. Exit signs are situated in the school according to the regulations. The fire bell shall be tested weekly. Details of fire drills and bell tests shall be recorded. In the event of a bomb alert children shall be escorted well clear of the building onto Stanton Road.

5. No Smoking Policy

- Nursery holds a no smoking policy on and around the nursery premises. This is also the case of the main Violet Way Academy School site.

6. Risk Assessments

- A designated person conducts risk assessments of the premises and is reviewed regularly.