

ST MARY'S COLLEGE EARLY YEARS DEPARTMENT

HEALTH, SAFETY AND WELFARE POLICY DOCUMENT

APPENDIX TO ST. MARY'S HEALTH AND SAFETY MANAGEMENT

Reviewed by AH- 19th December 2019 (Changes in staffing and named personnel)

Reviewed by AH- 10th March 2021 (As Above)

Reviewed by AH – 17th March 2023 (Changes in RA provider and named personnel, use of iConnect system)

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STATEMENT OF POLICY INTENT

Our statement of general policy is:

- ❖ To provide adequate control of the health and safety risks arising from our work activities
- ❖ To consult with our employees on matters affecting their health and safety
- ❖ To provide and maintain all equipment
- ❖ To ensure safe handling and use of substances
- ❖ To provide information, instruction and supervision for employees/children
- ❖ To ensure all employees are competent to do their tasks, and to give them adequate training
- ❖ To prevent accidents and cases of work-related ill health
- ❖ To maintain safe and healthy working conditions and
- ❖ To review and revise this policy as necessary at regular intervals and not less than once a year.

Responsibilities:

- 1 Overall responsibility for all sites' health and safety is that of T Gogarty – Services Manager
Final responsibility for health and safety is that the Principal and Governors
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Alice M Haigh – Head of Early Years
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

<i>Name</i>	<i>Responsibility</i>
R. Malone	0-2 years
J. Dutton	2-4 years
R. Brooks	2-4 years
A.Walsh	2-4 years

4. All employees have to:
 - ❖ Co-operate with supervisors and health and safety matters;
 - ❖ Not interfere with anything providing their health and safety;
 - ❖ Take reasonable care of their overall safety; and
 - ❖ Report all health and safety considered to the appropriate person (as detailed in this policy). Any breach of the Health and Safety policy will result in disciplinary action.

Health and Safety risks arising from our work activities

- ❖ Site risk assessments are completed Peninsula
- ❖ Risk assessments (daily routines) will be undertaken by:
A.M. Haigh / R. Malone / J. Dutton / R. Brooks/ A. Walsh in consultation with all staff
- ❖ The findings of the risk assessments will be reported to:
A.M. Haigh / Services Manager- T Gogarty/ Site Manager-C.Dalton
- ❖ Action required to remove/control risks will be approved by T Gogarty- Services Manager.
- ❖ A.M. Haigh will be responsible for ensuring the action required is implemented.
- ❖ Site risk assessments will be reviewed annually
- ❖ Room/ organisational risk assessments are reviewed regularly after an accident report review

Consultation with Employees

- ❖ Employee representatives are:
A.M. Haigh – Head of Early Years
T Gogarty – Services Manager
C Dalton/ G Inman – Site Maintenance Team
R. Malone – Deputy & Head of 0-2 years
J. Dutton – Deputy & Head of 3-4 years
R. Brooks - Deputy & Head of 2-4 years
A. Walsh- Deputy & Head of 3-4 years
- ❖ Employee consultations are provided by:
Health and Safety Committee Meetings
Staff Meetings
Department Meetings
Senior Management Meetings

Safe Plant Equipment and Maintenance

- ❖ A.M. Haigh will be responsible for identifying all equipment/plant needing maintenance.
- ❖ A.M Haigh /T Gogarty will be responsible for ensuring effective maintenance procedures are drawn up.
- ❖ Site Maintenance Team will be responsible for ensuring that all identified maintenance is implemented.
- ❖ Any problems found with plant/equipment should be reported to Site Maintenance Team, Site Manager.
- ❖ T.Gogarty/ Site Maintenance Team will check that new plant equipment meets health and safety standards before it is purchased.
- ❖ To report a maintenance problem please use the Every Reporting system which is on the school desktop or report to the EYD office.

In the case of an immediate problem i.e. flooding/broken window etc then phone maintenance immediately on extension 127. Staff will make the necessary adjustments to reduce any risk whilst the site manager is contacted. The mobile numbers for the site maintenance team are in the main office, on the telephone.

COSHH Assessment

- ❖ C.Dalton will be responsible for identifying all substances which need a COSHH assessment in the Early Years Department.
- ❖ C.Dalton will be responsible for undertaking COSHH assessments.
- ❖ C.Dalton will be responsible for ensuring that all actions identified in the assessments are implemented.
- ❖ A. Haigh will be responsible for ensuring that all EYD employees are informed about the COSHH assessments.
- ❖ C.Dalton will be responsible for ensuring that all EYD cleaners are informed about the COSHH assessments.
- ❖ COSHH assessments are to be found on the shelf in the EYD office in a purple folder.
- ❖ T. Gogarty- Services Manager /Site Maintenance Team-Site Manager will check that new substances can be used safely before they are purchased.
- ❖ Assessments will be reviewed termly or when the work activity changes, whichever is soonest.

Accidents and First Aid

- ❖ The staff first aid boxes are kept in:
Staff room (Upper Floor)
Dining area (Basement)
Baby Kitchen (Ground Floor)
- ❖ All EYD staff are trained in Paediatric First Aid and Emergency First Aid at Work. This includes the office staff and A.Haigh who are super numerate to statutory ratios.
- ❖ All accidents and cases of work-related ill health are to be recorded on an accident form/ staff absence form. All records are kept by A.M. Haigh.
- ❖ T.Gogarty is responsible for reporting accidents and dangerous occurrences to the enforcing authority.
- ❖ A.Haigh is responsible for reporting of infectious diseases and illnesses in children to the relevant Health Authority and Ofsted. A.Haigh will also report accidents resulting in hospital, medical admissions or death to Ofsted and any other relevant authority.

Monitoring Health & Safety Policy

- ❖ To check our working conditions, and ensure our safe working practices are being followed, we will:
Regularly assess risks
Monitor fire drills
Provide adequate training
- ❖ A.M. Haigh and T. Gogarty are responsible for investigating accidents.
- ❖ A.M. Haigh is responsible for investigating work-related causes of sickness absences.
- ❖ A.M. Haigh and T Gogarty are responsible for acting on investigation findings to prevent a reoccurrence.

Health & Safety Induction for new members of staff/students:

- ❖ Induction training will be provided for all students/new staff by A.M. Haigh / J.Dutton/ R. Malone / R Brooks/ A. Walsh
- ❖ New staff must complete the statutory online Health and Safety training, Brightsafe training modules, as a condition of their employment contract.

- ❖ Records of accidents involving students/work experience students will be kept by A.M. Haigh. These will be reported to their college/school accordingly.
- ❖ Students must not administer first aid treatment to any child/adult. They must seek advice from a qualified first aider.
NB: for a scratch or graze that needs wiping then it is possible for a student to administer this or indeed a cold compress.
- ❖ Students/Work Experience students must not be left unsupervised with the children at any time. In the case of toileting requirements, long-term placement students may accompany 1 or 2 children only at a time providing there is a current DBS check and they have passed suitable person checks.
- ❖ Students/work experience students must be made aware of fire drills and precautions on their first day and as part of their Health and Safety Induction Part 1.
- ❖ Equipment that students should not use are the guillotine and fire extinguishers.
- ❖ Work experience students may not use guillotine/baby belling oven, fire extinguishers.
- ❖ Students/work experience students must inform a member of staff if they are leaving the site at any time.
- ❖ Students must not open the front door unless a member of staff has already given permission.
- ❖ Cleaners must not open the front door.

Emergency Procedures – fire and evacuation

- ❖ P. Duffy is responsible for ensuring the fire risk assessment is undertaken and implemented.
- ❖ A.M. Haigh checks escape routes every 4 weeks.
- ❖ Fire extinguishers are maintained and checked by Wirral Fire every year.
- ❖ Alarms are tested by an outside agency every year.
- ❖ The alarm is checked every Thursday between 3:55pm and 4.00pm. The Fire Officer, Mr P. Duffy, coordinates this.
- ❖ Emergency evacuation is practiced every term and is coordinated with the College.

- ❖ Evacuation routes are displayed throughout the building. All staff/students should be aware of their evacuation route and this is part of their induction procedure.
- ❖ All staff must ensure that microwaves are not surrounded by clutter etc.
- ❖ Children are not permitted in the Tots kitchen area and in the 0-2 years kitchen area.
- ❖ All fire doors must remain closed at all times.
- ❖ The fire exit at the rear of the building must be clear at all times and the baby fire cot must be empty at all times. Prams must be left in the outdoors pram store which is locked at 9am and unlocked at collection times. Staff must check their area daily.
- ❖ Each department must take the iConnect tablet out in order to check off the children's registers and also see below:
- ❖ R Malone, J Dutton, R Brooks and A.Walsh will have regard to the iConnect staff register in the event of a fire evacuation.
- ❖ A fire logbook is available in the Risk Assessment folder to review fire drills and alarm checks. This record is held on the T Drive.
- ❖ Fire Marshalls for EYD site are;

Jill Williamson
Sophie Dermott-Derrane
Alice Haigh

They will take the allocated mobile phones for Fire Evacuation to the assembly points and report to the Fire Officer.

- ❖ Children should walk quietly and quickly to a designated area on the playground and/or rear playground.
- ❖ Babies are to be transported out via the allocated fire cots.

The presence of all pupils should be checked according to the iConnect register.

Staff should then inform Head of Early Years that all pupils are present, this information will then be relayed to the Fire Officer.

In the case of fire, staff should immediately sound the alarm and evacuate. Staff must not try to control a fire themselves using fire extinguishers.

- ❖ Fire extinguishers and fire blankets are to be used for a pupil on fire or in the case of an electrical accident/incident.

- ❖ When staff have initiated a fire evacuation Mrs Haigh will immediately notify the College and continue to evacuate Claremont House.
- ❖ Staff must close all windows and doors on evacuating the building.

Health & Hygiene

Staff Hygiene Procedures.

- ❖ When changing children's nappies all staff must wear gloves and an apron and after each change staff must put on a new pair of gloves.
- ❖ All staff must wear gloves when changing children who may have had a toilet training accident in their own clothes. Gloves must be changed after dealing with each child.
- ❖ Aprons are provided for all staff when they are changing children.
- ❖ Staff must wash their hands after every change and use the antibacterial gel after each change.
- ❖ Staff must ensure they wash their hands after they have been to the toilet or been involved in another activity which has involved touching other equipment i.e. outdoors toys, dishwasher loading etc.
- ❖ When wiping noses staff must wash their hands afterwards and ensure they use the anti-bacterial gel.
- ❖ All staff with hair longer than shoulder length must tie their hair up.
- ❖ Smoking/ Vaping is NOT permitted in or outside on the Nursery or school grounds.
- ❖ Staff are not permitted to walk through the connecting door from the baby changing area into the kitchen. This is for emergency use only.
- ❖ Mop buckets are colour coded and should be used accordingly;
 - RED ~ Toilets and changing areas only. (Basement mop for outdoors equipment.)
 - YELLOW~ Kitchen areas and food debris.
 - BLUE/ GREEN ~ Playrooms.

- ❖ When serving food staff must ensure they are wearing gloves and follow food hygiene procedures.
- ❖ All staff will promote the good health of our children and take necessary steps to prevent cross contamination on children and other staff members.
- ❖ This policy and the procedures will be conveyed to staff at their induction for new staff and in staff meetings with all other staff.
- ❖ Sandpits must be covered when not in use.

Exclusion of Children from Nursery

- ❖ Acute skin rash, acute sore throat, conjunctivitis, diarrhoea, vomiting and oral thrush. Please refer to Illness, Injury and First Aid Policy.
- ❖ If the staff identify your child to have any of the above, you will be contacted. We will ask you to collect your child as soon as possible to avoid further risk of infection to other children. If nursery parents need to be informed of any outbreak, the child will remain anonymous and appropriate letters and advice will be sent to you via the iConnect parentzone app or via email. In the event of your child contacting head lice or threadworm, we advise you to seek GP or Pharmacy advice on the management of these common, childhood complaints. Children can return to nursery 48 hours after treatment has begun.
- ❖ The well-being and health of your child is our priority. Whilst we acknowledge the impracticalities of getting to the nursery at short notice we will only contact you if necessary and would appreciate your co-operation when your child is ill. A senior member of staff will access your child's records. Using the emergency contact numbers supplied, we will contact the designated person and inform them of your child's ill health.
- ❖ Children who are ill must be dealt with as soon as possible. However, if a member of staff has responsibility for others they must raise alarm for assistance by using the two-way radios. Staff must never leave children unsupervised whatever the circumstance. (See Illness, Injury and First Aid Policy and Procedures.)
- ❖ There is a no-smoking policy on this site and this includes the use of e-cigarettes and vapes. Smoking is not permitted on the grounds of the site including the car park nor is it permitted at the rear of the building. (College site).
- ❖ Ensure all medicines are put away safely. Parents can notify us now via email and we will complete medicine record on iConnect and publish accordingly to the Parentzone. Medicines must be in a labelled container that explains dosage and

frequency and storage instructions. Specific nappy creams, teething powders, gels and emollients or moisturisers can be administered but will require email permission also. (Refer to Medicine Policy)

- ❖ Staff should wear gloves at all times when changing a soiled child. They must ensure that all areas are wiped effectively.
- ❖ Children should only be changed in the designated changing areas. They must not be changed in a playroom or in a room where food will be consumed.

BODY FLUID AND WASTE COLLECTION.

- ❖ Staff must wear single use, disposable protective clothing (e.g. disposable gloves, aprons) if necessary when dealing with body fluids.
- ❖ Staff must not wear open footwear in situations where blood or other body fluids may be spilt, splashed or where sharps are handled.
- ❖ As far as practicable, children and non-involved adults should be removed from the scene and if there is to be any delay, the area cordoned off.
- ❖ Concept Hygiene collects nappy waste weekly. There are large outdoors containers that are locked in which the bags are placed twice daily.
- ❖ If children are sick indoors then the vomit is cleaned up using paper towels and placed in a black bag to be disposed of separately. The bag is removed by a member of staff and taken to the nearest outdoor bin. If the child is sick on a floor mat then Concept Hygiene will be called to arrange a collection for the mat and to drop off a new one.
- ❖ If a child is sick outdoors, then sand is placed over the vomit and the area is evacuated to prevent children accessing it. A member of staff will then brush it up and dispose of it. If it is over a considerable area, then staff will contact the maintenance team to clean up whilst they supervise the children.
- ❖ Staff must ensure they wear gloves at all times when dealing with human waste and body fluids.
- ❖ In the case of severe sickness or body waste on clothing, staff will rinse out and place the clothing in a nappy bag to be sent home.

- ❖ In the case of a blood loss incident of any type i.e. nosebleed, bad scratch, staff MUST double glove and protect themselves first before dealing with blood or tissue waste. Any dressings, tissues or cloths must be placed in a separate black bag and placed in the waste.
- ❖ If the spill contains broken glass or sharp instruments, safely dispose of them using a disposable scoop (or cardboard), without touching directly with your gloved hands.
- ❖ A suitable disinfectant (Selgiene Ultra or purple spray as we know it) must be used immediately upon clearing the spillage to kill viruses and bacteria that may be present in blood and body fluid spillages.
- ❖ In the case of a child needing needles or epi-pen procedure then a sharps box would be necessary. This would be allocated when an individual child's health plan required it to be available.

Risk Assessment Overview

At St Mary's Bright Sparks & Early Years we promote the safety of children, parents, staff and visitors by reviewing and reducing any risks. We comply with the St Mary's College Risk Assessment Policy. All site risk assessment are completed by Peninsula.

When circumstances change in the nursery, e.g. a significant piece of new equipment is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All staff are trained in the risk assessment process to ensure understanding and compliance.

All outings away from the nursery are individually risk assessed and adequately staffed with paediatric first aid trained practitioners. For more details, refer to the External visits and Outings policy.