



St Angela's Nursery Class

Health and Safety Policy

Rationale

The nursery has a responsibility to ensure, so far as is reasonably practicable the health, safety and welfare of all employees and that children and other users of the nursery are not exposed to any risk to their health and safety.

Aim

- Ensuring that employees and all service users of the nursery are a priority.
- The nursery will follow the procedures and policies from the Health and Safety department and Glasgow City Council.
- To keep up to date with current documentation.
- Ensure that all stakeholders are aware of their respective responsibilities.
- Ensure that appropriate policies are in place that link with Health and Safety-Care plans, administration of medicine and risk assessments.

Good Practice

- Procedures will be reviewed regularly, responsively and timely.
- Risk assessment will be carried out at all times.
- The nursery Health and Safety Policy will be the strict adherence to all Health and Safety Department Directives from Glasgow City Council.
- All staff will have a personal and collective responsibility to read all relevant Health and Safety documents and to report any incidents and potential risks to the Head or senior management team immediately.
- Master Health and Safety files and management circulars are available on Glasgow City Council Web page under Health and Safety.



Accident/Incident Reporting

All accident/incident procedures will be recorded using Glasgow City Council accident/incident forms. HandS report.

The parent/carer must be informed and sign the form when collecting the child from nursery.

Parent/carer to be contacted immediately by telephone if accident/incident is serious or requires medical attention.

If child requires medical attention further to accident/incident then the Care Inspectorate should be informed within 24 hours using notification forms on eforms.

- Staff have a duty to read policy updates that are provided by management.

Policy adopted: August 2021

Policy to be reviewed: August 2023

Signed: A Kerlin and L McCann

Designation: DHT and Team Leader

Reviewed August 23 L McCannTL, L Isaac DHT