

Balmalloch Nursery Class



Health and Safety Policy

responsi **B**ility

gr**A**ttitude

BELIEVE IN YOURSELF

hu**M**ility and forgiveness

persever**A**nce

Love

ACHIEVE YOUR GOALS

h**O**nesty and gener**O**sity

respe**C**t

friends**H**ip & family

A Place of Enthusiastic Learning and Achievement!

Rationale

The health and safety of all members of our nursery community is of paramount importance. It is necessary for all the staff to know the procedures laid down by North Lanarkshire Council to promote safety and welfare within our establishments.

Aim

We aim to ensure that all staff are aware of North Lanarkshire's Health and Safety Policies and how our nursery statement meets the demands therein.

Objectives

In this nursery we will:

- Ensure that staff have access to up to date Health and Safety information.
- Ensure that general risk assessments are reviewed on an annual basis and daily risk assessments are carried out.
- Ensure all accidents and injuries are recorded on sheets kept for this purpose. These should be shared with the parent, signed and retained in the nursery. In the event of a serious incident then this should be reported to SMT, recorded on an incident form, and then recorded on a CIRIS form. Some injuries are also reportable through RIDDOR.
- Ensure all staff are aware of the evacuation procedures in event of a fire or any other reason (see separate Fire Safety Policy).
- Ensure that fire drills take place once per term and are recorded in the fire procedures folder. Regular fire drills allow children to become familiar with routine (Principal Leads to record this).
- Ensure that the fire alarm is tested on a regular basis and recorded in the Fire Procedures Book (Janitor).
- Ensure parents have completed an Administration of Medicines form for all children who need to receive medication during the nursery day.
- Actively encourage parents to inform the nursery regarding illness, special needs, dietary requirements etc. for their children, to enable us to support them appropriately.

- Ensure staff complete a register each day and this is passed to the office at the end of each week.
- Nursery staff must record how many children are present in the playroom in each group and a total number of children per session.
- Adhere to regulations regarding the operation of electrical equipment within the kitchen area.
- All electrical appliances should be PAT tested before use.
- Ensure all cupboards within the kitchen area are secured and that potential hazards such as cleaning products, first aid kits, medication and knives/snack cutlery and crockery.

RESPONSIBILITIES

First Aiders:

Sandra Merrick - Early Learning and Childcare Principal

Fiona McBride - Early Learning and Childcare Support Worker

CONCLUSIONS

Staff awareness of this statement will be raised on an annual basis and will be reviewed in the light of the experiences.

K. Baker

Early Learning and Childcare Principal Lead

March 2021

Review Date: March 2022