

CVSE Health and Safety (including Fire) Policy

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Health and Safety (including Fire) Policy

1. Purpose

The purpose of this document is to set out the health and safety policy for use at any of the CVSE settings. All staff must be aware of this policy and adhere to the guidance.

2. Aims of the policy

To ensure all staff and individuals working within the CVSE settings are kept informed of procedures around Health and Safety, including fire safety.

3. Policy statement.

In practice all teachers and other staff members are responsible for ensuring the health and safety of pupils and colleagues in their particular areas of work.

All members of staff are responsible for keeping the Health and Safety coordinator informed of any activities, events and particularly hazards which she should be aware of under the Health and Safety Act. The Health and Safety coordinator is the Early Years Manager, Kate Lunn.

All relevant activities are subject to the completion of a prior Risk Assessment. For more details, see the CVSE Risk Assessment Policy.

All staff must have read and be familiar with the CVSE Safeguarding Policy.

4. CVSE Health and Safety

- All staff will avoid causing any unnecessary or unacceptable risk to the health and safety of our pupils and parents, employees, helpers, customers, contractors and members of the public who could be affected by any of our activities.
- All staff will provide a safe place for pupils, employees and helpers to work by ensuring as far as is reasonably practical that all classrooms, offices, buildings and elsewhere are maintained in a safe condition and provided with safe means of access and exit.
- CVSE will provide equipment and materials, which are safe to use when correctly operated, used or handled.
- CVSE will provide any necessary training, supervision, instruction or information to enable pupils' activities or employees' work tasks to be carried out safely and keep records as appropriate.

- CVSE will establish safe systems of work and keep records as appropriate.
- Teaching staff will organise and control the handling, use, storage or transport of articles, substances or materials to ensure as far as reasonably practical the absence of any risk to health and safety.
- All staff who take children out into the natural environment need to have essential information around some plants which are known to be poisonous and be aware of the procedure to follow should any of the children (or adults) come into contact with any of them.
- CVSE will provide only equipment, which fully meets statutory or recommended safety standards of design and performance where at all possible.
- CVSE will provide and maintain all necessary welfare facilities for pupils, employees and helpers.
- Staff will ensure that all pupils are properly supervised on CVSE premises, trips and outings.
- All teachers, employees and helpers are must be aware of the CVSE's Health and Safety Policy, and that agreed guidelines and procedures are carried out in their classroom and elsewhere.

5. Policy in Practice

5.1 Fire Regulations

- All staff must know the whereabouts of fire fighting equipment, and be trained in its use.
 - All staff must attend fire drills, and be aware of procedure.
 - Equipment will be checked regularly and any dangerous items repaired/discarded
 - Fire doors will not be obstructed and fire exits will be easily identifiable
 - Fires/heaters/electric points and wires will be adequately guarded
 - A record will be kept of any checks by the Fire Safety Officer, servicing of fire equipment and also of fire drills.
 - A record will be kept of other fire related safety checks, e.g. gas safety checks, boiler service, electrical testing including PAT.
 - All recommendations by Fire Safety Offices will be carried out.
- **Child Registers** are located in the Nursery room

- **Daily staff and visitor registers** are located by the main front door
- **Fire Extinguishers** are located in all rooms and cloakrooms. All Fire Extinguishers are labelled and colour coded with their appropriate use.
- **Fire Blankets** are located in the kitchens
- **Fire Bell alarm points** are located throughout the building
- **Fire procedures**, including appropriate use of fire extinguishers, are displayed throughout the building
- **Fire escape routes** are clearly marked throughout the building

5.2 Fire Drill

A Copy of the fire drill is on Notice board and in the Health and Safety/fire file.
The classes will follow the drill as set out when the fire bell is sounded. This will take place twice each term during the Nursery year.

- The groups will respond to the fire alarm.
- Any children with disabilities will have an IEP**
- All children, the teacher with the register will go out of either the front or back doors and meet in the church garden by the large stone angel. If the fire is severe the classes will assemble in the pub car park.
The Nursery group will be accompanied by the teacher with the register who checks that all persons have left the classroom.
 - Registers are taken and building is checked.
 - Whilst this is happening in the event of a real emergency the Fire Services are alerted. (The teacher will also take the mobile phone with her if available)
 - Register is taken a second time.
 - If necessary, the children will be walked away from the premises to the pub car park (Hinchliffe Arms)
 - Children must be made aware of the importance of staying together in a group.
 - All staff members must communicate clearly, to the person with register, their whereabouts at all times.
 - The fire wardens will check all the children have left the building, paying particular attention to all relevant spaces such as toilets and store rooms.

The fire drill date and time must be entered in the register.

Note: NEVER PUT YOURSELF AT RISK ATTEMPTING TO FIGHT A FIRE YOU DO NOT FEEL CONFIDENT YOU CAN CONTROL.

5.3 General Health and Safety

The safety of children attending or visiting the Nursery is of paramount importance. In order to ensure the safety of both children and adults the staff will ensure safety in the following areas.

Environment

- The main entrance must be kept locked if there is no one in the garden, it will be opened by the key pad code.
- The gate should be locked using the combination lock if children are playing in the garden. It is also kept locked during Nursery hours.
- The garden will be regularly checked for litter and other dangers
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children.
- Large equipment will be erected with care and checked regularly and secured to floor or wall as required.
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to the younger/less mature children.
- Risk assessments will be completed as required

Supervision

- All children must be supervised by adults at all times and will always be within sight of an adult.
- Children will not be unsupervised in the kitchen or in cupboards which are storing hazardous materials.
- Whenever children are on the premises at least 2 adults will be present
- Children who are sleeping will be checked regularly.
- Risks assessments will be completed as required

Special Considerations

- Children playing with or near water will be continuously supervised
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised
- All cooking activities involving the use of heat will be continuously supervised and children will not be allowed unsupervised in the kitchen for any other purpose.
- Access to dangerous areas such as stairways will be physically restricted and closely supervised
- Systems will be in place to ensure that children are not at risk from swinging doors.

- Systems will be in place to ensure that no child can leave the premises unattended.
- Risk assessments will be completed as required

NB see CVSE Health and Safety policy on activities outside the Nursery grounds.

Management

- All incidents will be recorded
- Regular safety monitoring will include checking of the accident records as a basis for risk assessments
- All adults will be aware of the systems in operation for the children's arrivals and departures and an adult will be at the door during these periods.
- Adults will not walk about with uncovered hot drinks or place hot drinks within reach of children.
- Fire drills will be held at least once a term on each site
- All premises are non-smoking settings
- Risk assessments will be completed as required

5.4 Poisonous plants

Calder Valley Steiner Education believes that a major part of a child's development should take place in the great outdoors and children can learn a lot from Mother Nature.

Within the curriculum there is much emphasis on out door pursuits. The following is intended to ensure that the teachers and children have a good understanding of the dangers that some plant life hold.

Plants known to be dangerous.

The following plants are known to be dangerous and **can be lethal if eaten.**

Aconitum – Monkshood
 Arum – Cuckoo pint
 Colchicum – the autumn crocus
 Convallaria – Lily of the valley
 Cytisus – the Broom
 Daphne – shrub grown for beautifully scented flowers
 Delphinium – highly toxic
 Digitalis – foxgloves
 Gloriosa superba – the gloriosa lily
 Laburnum
 Lantana
 Nerium
 Phytolacca - the poke weed

Ricinus communis – castor oil plant

Taxus – a hedge favourite

Veratrum – the false hellebore

The following plants are considered to be **either poisonous or skin irritants**

NB. The severity of the problems which may be caused by skin irritant plants should not be underestimated, once a reaction has occurred it can cause severe skin problems for years if not for life.

Aesculus – Horse chestnut

Alstroemeria – the Peruvian Lily

Aquilegia – Garden Columbine – ladies bonnet

Caltha – the Marsh Marigold

Chrysanthemum now known as Dendrantherma

Comfrey

Cup – Leylandii

Datura – Angels Tears

Dicentra spectabilis – Bleeding heart

Dictamnus alba

Euonymus

Euphorbia – the Spurge

Fremontodendron – Californian Poppy

Gaultheria

Gloriosa Lily

Hedera Helix – common lily

Helleborus – the Christmas rose

Hyacinthus

Hypericum

Ipomoea – the morning glory – seeds

Iris

Juniperus Sabina – low growing juniper

Kalmia – Calico bush

Ligustrum – privet hedges

Lobelia – the perennial types

Lupinus – Lupins

Narcissus – daffodils

Nerium – the Oleander

Phytolacca – the poke weed

Polygonatum – Solomons Seal

Primula obconica

Rhamnus – the Sea buckthorn

Rheum – looks like rhubarb

Ruta graveolens

Scilla

Solanum tuberosum – the potato green parts

Symphytum

Thuja occidentalis – often sold as a hedgehog conifer

Tulip

Wisteria

General Health and Safety procedure

1. Teachers will be informed and kept up to date around any particular plants on a known walk or outing by the lead for this area – **Angie Whitehead**
2. teachers must inform children of dangers of said plants
3. Teachers will ensure that a greater vigilance is kept around the named plants when it is necessary
4. Teachers should be aware of when unnamed plants or trees bear poisonous fruit, e.g. Yew tree and laurel bushes etc

Procedure to follow in the event of a child eating something untoward

1. NHS direct should be contacted immediately
2. the instructions of NHS direct should be followed
3. the parents of the child should be informed
4. any such incident should be document
5. any incidents should be reviewed and lessons learnt

NB if there are any signs of breathing difficulties in a child, 999 should take precedent over a call to NHS direct.

Monitoring Compliance

- All staff must read this policy
- This policy should be adopted by all staff in their practice
- All staff should be aware of the emergency procedures
- This document should be discussed at the Senior Management team meetings
- This document will be reviewed annually.
- All incidents/accidents will be recorded
- All incidents may be used in an audit in order to improve practice
- The Health and Safety Officer is Kate Lunn.

Related policies

- CVSE Risk Assessment policy
- CVSE Health and Safety policy on activities outside the Nursery grounds
- CVSE Invacuation policy
- CVSE Safeguarding policy