Woodburn Nursery Class

Health and Safety Policy

**The Headteacher is designated risk assessor / health and safety officer in this school.**

# Aims

* To identify significant hazards.
* Evaluate the likelihood and severity of the risks they pose.
* Assess the effectiveness of existing control measures.
* Determine what needs to be done to eliminate or, at least, reduce the risks to as low a level as reasonably practicable.
* To ensure that all staff are fully aware of health and safety issues and that they undertake to make the nursery as safe and secure as possible.

## Risk Assessment

* Class Teacher to carry out / oversee regular risk assessment checks and eliminate/reduce risk or report to Headteacher/Depute Headteacher, Principal Teacher, Janitor or Administrative staff, as appropriate.
* If further action needed the appropriate action / comment sheet is to be submitted to the appropriate authority department and in serious cases to Health and Safety Unit, Midlothian House.
* Staff to have appropriate training whenever possible e.g. manual handling

## Incidents

* Where an accident occurs that is deemed to be a health and safety issue the Headteacher will carry out a risk assessment.
* If the incident is serious the appropriate form will be submitted to the Health and Safety Unit.
* If further action is deemed necessary, the Headteacher will enlist the support of the Health and Safety Unit and any other appropriate section (e.g. Road Safety).
* Any accident to a child is to be written in the accident book by the member of staff witnessing or dealing with the accident. This is to be signed by the member of staff and by the parent / carer when informed of the accident.
* If the accident is such that a parent needs to collect their child they are to be phoned immediately by a member of the Nursery Staff or Administrative Assistant.

## First Aid

* Member of staff to administer First Aid in line with Emergency Aid training.
* Parent to be informed by phone (if more serious) or told when collecting child. Accident book to be signed.
* Serious accidents concerning hospital treatment to be submitted to Health and Safety Unit on the appropriate form.

**See also** – Fire Emergency Plan, Midlothian Health and Safety policy, Food Hygiene Policy.