

Health and Safety Policy

To ensure the health and safety of all the children in our care, it is important that risks are clearly assessed and hazards are managed by all staff at Knockbreda Nursery School. All staff are responsible for making daily checks and informing the school Principal of any identified risks (see Appendix 1).

MAIN HAZARDS:

1. Knockbreda Nursery School shares the campus with Knockbreda Primary School. The school is accessed via a controlled entry barrier.
2. At school opening and closing times there is heavy traffic congestion on Wynchurch Road, particularly in the area around the main gate. Parents/carers of both schools continue to bring cars onto the campus, creating further traffic problems.
3. The roadway past Knockbreda Nursery School to the Primary School is very narrow, allowing the passage of one car up or down at any one time. The footpath along this roadway has no restraining safety barrier.
4. All electrical equipment is situated in a cupboard in the hall.

RISK ASSESSMENT:

1. There is a high risk of accidents involving traffic both inside and directly outside the campus due to the traffic congestion. During the Induction process, all parents/carers were made aware of the health and safety restrictions of a shared campus and advised to park outside the school campus and walk safely with their child to Nursery.
2. All pupils are accompanied to and from school by an adult. During the Induction process, all parents/carers were made aware of the health and safety restrictions of a shared campus and advised to take due care. This information is also included in the Induction packs, which all parents/ carers received.
3. During the Induction process, all parents/carers were made aware of the health and safety restrictions and advised to use the Nursery crossing directly across to the Nursery main entrance route.
4. A fire in the electrical cupboard situated in the entrance hall (being the main risk of fire in the school) would effectively cut off one evacuation route. There may be a number of children with Special Educational Needs on the premises at one time who may need extra help if the school has to be evacuated. These pupils



have been identified and Class Teachers have completed a Personal Emergency Evacuation Plan for these students. This PEEP has been shared with all staff and made known to students.

SCHOOL PROCEDURES:

A separate register for both classes is kept and completed daily. The register is taken at the start of the session and the total adjusted immediately to include any child who arrives late. A list of the children's addresses and contact telephone numbers are located inside the relevant register class folder.

* In the event of a serious accident involving a pupil/parent in the vicinity of the campus:

1. On being notified of the accident, the Principal/ Clerical Officer telephones for an ambulance.
2. The Assistant Teacher or in her absence, a Nursery Assistant or other member of staff takes the emergency first aid kit and renders whatever comfort/assistance possible to the child/parent until the arrival of the emergency services.
3. In the event of the child having been accompanied by a childminder, the Principal/ Clerical Officer contacts the child's parent/carer.

* In the case of need to evacuate the building i.e. Fire/ Emergency.

1. The Class Teachers take charge of the registers (unless they have already been sent to the school office in which case the Clerical Officer will collect them). The Clerical Officer (or in her absence, the Principal) takes charge of the signing in book for visitors and Fire Register.
2. The children, any students and staff gather at the nearest suitable fire exit (and assemble at the gravel pitch beside Knockbreda Primary School).
3. The Clerical Officer (or in her absence, the Principal) contacts the emergency services.
4. All pupils are accounted for, as per the registers.
5. If all are present, they proceed with the Class Teachers and staff/students to Knockbreda Primary School.
6. In the event of anyone being missing the Principal stays behind and where possible, re-checks the building or informs the emergency services.

7. If appropriate, the Principal will proceed with the missing child to Knockbreda Primary School.
8. The register will be rechecked at Knockbreda Primary School and all children and staff/students accounted for.
9. School contacts parents/carers and arranges for the children to be collected.
10. The Class Teachers and Nursery Assistants look after the children until all are collected by parents/ carers.
11. The Principal contacts the appropriate Education Authority Officer informing them of the situation.

* In the case of a child having a serious accident on the premises.

1. Staff member gives emergency first aid as appropriate and comfort the child.
2. Other staff supervise and comfort the other children.
3. Principal/ Clerical Officer contacts parent/carer and/or emergency services as appropriate.
4. In the case of parent/carer taking child to hospital a member of staff should accompany them as necessary and where possible. School will contact the hospital and make them aware to expect the child. Where the child needs to go to hospital by ambulance a staff member will accompany the child, if the parent/carer has not arrived.
5. An Accident Report is completed by the Principal/Assistant Teacher.

SCHOOL RESPONSE TO EMERGENCIES ON THE PREMISES:-

During School Hours:

1. Principal assesses the situation.
2. If considered necessary, the evacuation detailed above is followed.
3. The situation to be reassessed after the emergency is over and the school declared safe.
4. Arrangements made to secure the building by temporary repairs if necessary.
5. Principal to notify Education Authority and seek guidance and advice about further repairs, re-opening dates and any other concerns.
6. In the event of a child being seriously injured the above procedures are followed.

Out of School Hours:

1. Contact Principal.
2. If unavailable contact named school keyholder- Caretaker.
3. Contact Education Authority.
4. Make arrangements for the emergency to be dealt with and have the building made secure.

First aid

At Knockbreda Nursery School, all staff have received first aid training. Emergency first aid will be carried out as required.

Class Teachers create Medical Action Plans for all pupils on the Medical register and these are shared with parents/ carers for accuracy. All staff are made aware of these action plans and all pupils on the medical register are known to staff and students.

Should a child require the administration of medication during the school day, parental consent will be required to formally authorise this.

Knockbreda Nursery School is a nut free zone and all parents/ carers have been made aware of this during the Induction process.

Monitoring and evaluation

This policy is reviewed annually to reflect changing circumstances and adaptations to the school site. This policy should be read in conjunction with the school's Emergency Management Plan.

APPENDIX 1

Health and Safety Report Form

Staff Name.....

Date.....

Nature of concern.....

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Where?.....

When?.....

What?.....

For school use:

Action taken.....

Date.....

Time.....

By whom?.....