



Sandy Lane Nursery and Forest School  
 "Nurturing curiosity and inspiring imagination"

**2019-20**

# Accident, First Aid and Health & Safety Policy (Child Centred)

## DOCUMENT STATUS

Produced By	Version	Date	Action
Sandy Lane NS/CC	1	November 2009	Re-formatted March 2010
Sandy Lane NS/CC	2	November 2010	Includes Appendix 1 - Procedures
Sandy Lane Nursery and Forest School	3	September 2013	Updated
	3	02.10.14	Approved by school's Premises, Health and Safety Committee
	3	12.11.15	Reviewed and approved by school's Premises, Health and Safety Committee
	4	March 2019	First Aider details updated
	4	01.10.19	Approved by school's Resources Committee

## Legislation

- Health and Safety at Work Act 1974, ss 2-9
- The Management of Health and Safety at Work Regulations 1999, SI 1999/3242
- All associated health and safety legislation

This policy should be read with due regard to the UK Data Protection Act 2018 and the EU General Data Protection Regulation 2018

## Review Frequency

In the event of any changes

## Approval

Governing body free to delegate to a committee of the governing body, an individual governor or the headteacher

# ACCIDENT and FIRST AID POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding first aid and the investigation of accidents and the arrangements by which this is brought about.

## RESPONSIBLE PERSON(S)

**Jane Wilkie**

The primary function of the above named person is to organise any incident or accident investigations required as a result of an incident or accident that has taken place within the grounds and premises of the organisation and in any external location that involves a member of the organisation's employees or students.

In addition, the above named person has a responsibility to ensure that all first aid arrangements, equipment and facilities are maintained and in good working order. They will also ensure that adequate first aid cover is available at all times and is applicable and relevant to the conditions at the time and numbers of persons to be covered. They will also ensure that first aid personnel are trained by a competent organisation and that such training is carried out and certified in a timely manner as required by the current regulations.

Finally, they will be required to ensure that any incident that is reportable under the current set of regulations ('RIDDOR') is done so in a timely manner as required by those regulations.

The above person can delegate specific tasks to other staff members, where agreed and accepted, and is responsible for ensuring that such delegation is appropriate and clearly indicated on the Health and Safety Organisational Chart.

## The Policy

- To provide adequate members of appropriately trained first aid personnel to deal with incidents or accidents
- To provide all first aid personnel with an effective means of communication that will enable anyone requiring the assistance of first aid personnel to contact them in a timely manner
- To ensure that, where applicable, the first aid personnel are trained to deal with additional, specifically identified hazards that are not included in the standard training course

- To provide and maintain in good condition adequate stocks of first aid provisions in clearly labelled and readily accessible areas as deemed necessary
- To be in a position to deal with or assist in dealing with any members of the public who may suffer or be suffering from recognisable symptoms whilst on our premises
- To ensure that adequate provisions and personnel are provided and available during any external activities or journeys to external locations

## The Arrangements

The following arrangements and activities are in place in order to meet the above policy requirements:

- A team of appropriately trained first aid personnel
- A principal member of the first aid team responsible for the upkeep and maintenance arrangements of all first aid provision
- A suitable area ('First Aid Room') where any matters of first aid can be dealt with
- A specific cleaning and maintenance schedule for the above area that ensures its condition is appropriate to its needs
- An accident book to enter appropriate details of any accident or incident that has been brought to the attention of a first aid person
- A copy of RIDDOR at each of the First Aid locations to enable first aid personnel to determine whether an incident or accident is reportable by the current regulations
- Training programmes for various personnel that will enable them to deal with emergency situations.

## The Responsibilities

All staff have the following responsibilities:

- To report any accident, irrespective of how minor, or any incident that might have resulted in an accident, even if this wasn't the case
- To co-operate with any member of the first aid team in fulfilling their duties when entering details in the accident book
- To consider strongly following advice given to them by a member of the first aid team, such as visiting a hospital, checking with a doctor or resting for a period of time

## Training

The following training will be undertaken by the organisation:

- Selected, voluntary staff will be fully trained in first aid skills by a competent organisation that will enable them to carry out their duties effectively and with confidence
- Some selected, first aid personnel may be further trained in areas where more specific or specialised knowledge is required in order to deal with the relevant issue as and when it may arise
- Some selected, voluntary staff will be trained in emergency first aid skills that will enable them to deal competently with emergency situations

# RISK ASSESSMENT POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding risk assessments and the arrangements by which this is brought about.

## RESPONSIBLE PERSON(S)

**Jane Wilkie**

The primary function of the above named person is to carry out **General Risk Assessments** as required under the current **Management of Health and Safety at Work Regulations** and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In addition, the above named person has a responsibility to carry out, or arrange to be carried out, by a competent person or organisation, any risk assessments as identified and required by any specific sets of regulations that may apply. It will also be the responsibility of the above named person to determine the level of competency required to carry out these specific risk assessments and to ensure that the requirements of both the specifically applicable regulations and those of the **Management of Health and Safety a Work Regulations** are met.

The above person can delegate specific tasks to other staff members, where agreed and accepted, and is responsible for ensuring that such delegation is appropriate and clearly indicated on the **Health and Safety Organisational Chart**.

## The Policy

- To ensure that there is a system by which hazards that have the potential to cause harm to any individuals are identified and that appropriate controls and precautions are put into place in order to reduce the risk of harm to as low a level as reasonably practicable
- To inform all those who may be exposed to such hazards the findings of the relevant risk assessment and to clearly instruct, inform or otherwise make aware of the controls and precautions required in order to prevent harm as far as reasonably practicable

- To use only competent persons to carry out risk assessments
- To call upon and utilise the knowledge and experience of all teaching staff and others when and where considered appropriate in assisting in identifying hazards and developing the corrective actions, controls and precautions necessary
- To promote the understanding of risk and 'risk taking' to all students and pupils under our control

## The Arrangements

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system that enables the user to apply a consistent interpretation of the level of risk applicable
- An appropriately located master manual(s) that contains a copy of any current and applicable risk assessments carried out on behalf of the organisation. This manual is available for any member of staff to access and consult any time
- A system by which any identified actions and controls required to be put into place as a result of risk assessment findings are implemented in a timely manner appropriate to the level of risk identified

## The Responsibilities

All staff have the following responsibilities to:

- Familiarise themselves with the contents and findings of any risk assessment that is applicable to them
- Follow the controls and precautions identified as a result of any risk assessment that is applicable to them and to ensure that those for whom they are responsible are also made aware of these controls and precautions
- Report back any changes or suggested changes deemed necessary for any risk assessment in order to update that assessment and ensure its accuracy and applicability
- Not to carry out any tasks or operations not covered either by a generic risk assessment or a risk assessment specific to that task or operation. If in any doubt, the responsible person named at the head of this policy, or their designated representative, should be contacted beforehand

## Training

The following training will be undertaken by the organisation:

- All staff will be trained in the basics of risk assessment either through the school's own internal training system or by arrangement through an external competent organisation

# SCHOOL HEALTH AND SAFETY POLICY

This policy will be reviewed on at least an annual basis and whenever significant changes to the systems and arrangements take place.

Where any changes, amendments or additions are made, the revision number will change. Reviews that result in no changes at all will maintain the same revision number.

## GENERAL STATEMENT

The *Health and Safety at Work Act 1974 (HSWA)* requires all organisations employing five or more people to have a written Health and Safety Policy. This must contain a general policy statement and the arrangements and organisation for putting the policy into practice.

## OUR POLICY

1. To identify, access and control the risks to the health and safety of all children in our care from the moment they arrive to the moment they are picked up from school.
2. To ensure that all staff and parents are made aware of any risks identified and ensure systems and procedures are put in place to deal with these risks.
3. To provide a safe and healthy environment for the children to enjoy learning.
4. To train all our staff in the particular health and safety issues that affect young children.
5. To provide safe play equipment and safe play areas and to keep and maintain our equipment in good order.
6. To have a clear understanding on actions to take in the event of any emergencies.
7. To ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the children in our care.
8. To monitor and review this policy and the various procedures and arrangements for controlling health and safety whenever considered necessary.

In order to ensure the above policy is put into practice, the following pages detail the responsibilities delegated and the arrangements made.

# RESPONSIBILITIES

The *Health and Safety at Work Act of 1974* places responsibilities on all our staff. Information about first aid personnel is kept in all classrooms and first aid areas.

We have a Health and Safety Law Poster in the kitchen/staffroom area that summarises the responsibilities of all our staff and our employers as required by law.

# ARRANGEMENTS

## General Arrangements

The following general arrangements are in place in order to meet the above policy requirements:

- We have a Health and Safety Law Poster that is clearly displayed (as required by law) that summarises the responsibilities of everyone and which gives specific contact details for key organisations and personnel
- At least two staff members are present at all times when any children are on our premises
- We have a registration book to record the arrival and departure of all staff and a register of attendance for the children
- We have a master Health and Safety Manual that contains all the necessary information and documents applicable to the procedures, rules and safe running of our premises
- We have a system for assessing the health and safety risks on all the tasks and activities we do and the areas and locations we do them in. Where appropriate, controls and procedures are put into place to ensure these risks are as low as reasonably practicable
- We arrange and encourage audits, fire risk and safety inspections from external authorities in order to check that what we are doing and the way we are doing it is right
- We have our own system of regular checks and monitoring procedures to ensure that our health and safety arrangements are maintained in an effective manner
- We have direct access to sources of competent people and up to date guidance in all matters of health and safety
- We have specific controls and procedures for any external visits or outings anywhere. Details of these and any formal registration forms are provided in a

separate document and are given to all staff, volunteers and made available to all parents

- We have specific controls and procedures for ensuring that children do not have access to any medicines, foods or drinks to which they are allergic
- We have specific controls and procedures for ensuring the safety of the children in our care from the point of arrival to the point at which they depart
- We have a number of particular arrangements that apply every day and at all times. These are listed separately below

### Arrangement For The Safety And Security Of Children

The following arrangements are specifically put in place to look after all the children in our care at all times:

- Only those staff who have been checked by an 'enhanced disclosure' from the Disclosure and Barring Service (DBS) are allowed unsupervised access to the children in our care
- A minimum of two staff are always present whenever any children are on our premises
- All arrivals and departures of staff, visitors and contractors are recorded and the attendance of children is recorded in separate registers
- The entrance through which parents, visitors, contractors, etc, can enter the building is controlled through the use of an electronic door release from inside the building. This is designed to prevent unauthorised access at any time
- All children in our care are regularly reminded of what is safe and what is not safe to do on our premises
- We have installed smoke detectors in all fire risk areas for early warning of any problems that may arise. These are checked on a weekly basis to make sure they work effectively
- We have installed a fire alarm to enable any member of staff to raise an alarm that everyone else can hear
- We practice on a regular basis what to do in the event of a fire and make sure all the children in our care know what to do if they hear our fire alarm
- We have 11 first aid personnel. At least one first aid personnel is present at all times whilst children are on our premises
- We have an accident and incident book into which are entered all and any details no matter how small or minor for parents to read and sign. Parents of children

accessing 'The Lakes' provision are supplied with an accident slip signed by Sandy Lane and the Lakes staff

- More serious incidents are thoroughly investigated and an 'Accident & Incident In-Depth Investigations' form completed and shown to parents
- We only use safety-approved substances for use by children, such as non-toxic glues and paints. We only use water-based products and not solvent-based ones that can give off fumes and vapours

### Arrangements For The Safety And Security Of Equipment

The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase:

- All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety
- Our gas heating boiler and gas supply lines are regularly checked by competent persons or organisations to ensure their intrinsic safety. Access to these is strictly controlled to prevent any accidental access by children
- All our playground play equipment conforms to British Standards for safety design and is positioned in such a way as to allow sufficient space in between for safe movement and access, and tested annually
- All external play areas of our premises where children might fall from a height conform to the relevant standards
- All internal play equipment is assessed for safety prior to use for the first time and that it is suitable for use by the appropriate ages of children in our care. Only CE-marked equipment (or equipment certified to conformity) is used
- Regular visible checks are made on the integrity of all play equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organisation
- Formal inspections of all external play equipment are carried out on an annual basis by a competent person or organisation

### Arrangement For Activities

- We work on a 1 adult to 13 children ratio within the mainstream; a ratio of 1:4 in 2-year old provision; and a maximum of 1 adult to 3 children within the SEND setting
- We ensure parents are always informed of all forthcoming plans for events on our premises

- We always insist that parents sign consent forms whenever we plan to take the children away from the premises for an outing somewhere, no matter where
- We encourage parents to join us on outings
- We ensure that our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten
- We always ensure we have means of communication with us during outings and a list of appropriate telephone numbers for contacting the right people whenever required
- Whenever we require vehicles to transport children anywhere, we only use approved and licensed contractors that operate vehicles that conform to all the safety standards
- We ensure that any drivers of coaches, etc, that are required to transport the children on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts

### Arrangements For The Comfort And Well-Being Of Children And Staff

The following arrangements are specifically put in place to try and ensure that children are as happy and comfortable as possible whilst on our premises. We also like to make sure that our staff have the right environment in which to teach and supervise.

- Our premises are kept warm during cold weather through the use of easily adjustable, safe heating systems
- Our windows are designed to be safe, lockable and to allow sufficient light through to provide a bright and cheerful environment
- Our doors are designed to prevent children's fingers from being trapped by sudden closures and have safe vision panels fitted so that small children can be seen before opening the door from the other side
- Our floors are designed to minimise the likelihood of slips and trips and are regularly checked to make sure they are free from obstacles along walkways and are not damaged
- Our hot water supply is maintained at a temperature to prevent accidental scalding
- We have a separate lockable room for the storage of any items we consider to be potentially harmful if accessed by children. Likewise, lockable cabinets for smaller items
- We have safe and sufficient ventilation and air circulation systems to maintain a fresh atmosphere in the building

- All children are encouraged to drink water, and fresh water is available at all times. There is no access to any water supplies that are not safe for drinking

## Arrangements For Hygiene

The following arrangements are specifically put in place to minimise the likelihood of any staff or children picking up undesirable diseases, ailments or other health problems. We try to teach our children about the importance of hygiene and keeping their hands clean.

We have a daily cleaning schedule to cover all areas accessible by children. Only safety approved cleaning materials are used.

- Our toilet facilities have a particularly high standard of hygiene arrangements in the way they are cleaned (twice a day) and in the facilities provided for washing and drying
- We have a disposal system procedure for nappies
- We provide all protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate
- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked on a daily basis
- Whilst we may have, from time to time, pets and animals on our premises, these have been carefully checked and selected to ensure they do not pose any health and safety risks to children in our care
  - All other pets and animals (such as those belonging to parents and staff) that have not been previously checked and authorised by the school are strictly forbidden inside the premises. Dogs, for example, must remain with their owner outside the school gates at all times and under full control by means of a suitable lead or restraint

# APPENDIX 1 - PROCEDURES

## HEALTH AND SAFETY POLICY

The school complies with Warrington Borough Council's Health and Safety Policy.

Health and Safety Representative - Jane Wilkie, Headteacher

### STAFF WITH CURRENT FIRST AID TRAINING (September 2019)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	CERT
Atherton, Marcia	✓	✓	✓	✓	✓	P
Bate, Michelle	✓	✓	✓	✓	✓	P
Broady, Annie*	✓	✓	✓	✓	✓	P
Brown, Katy	✓	✓	✓	✓	✓	P
Hall, Emma	✓	✓	✓	✓	✓	Outdoor
Kirkbride, Jamie-Lee	✓	✓	✓	✓	✓	W
McCready, Holly	✓	✓	✓	✓	✓	P
Matthews, Kirsten	✓	✓	✓	✓	✓	P
Melia, Saadet	✓	✓	✓	✓	✓	Outdoor
Scruton, Jo	✓	✓	✓	✓	✓	P, Emergency FAW*+ Outdoor
Shaw, Nic	✓	✓		✓	✓	P
Swanton, Sarah	✓	✓	✓	✓	✓	P
Williams, Vanessa	✓	✓	✓	✓	✓	P

- W – 1<sup>ST</sup> Aid at Work
- FAW – Emergency 1<sup>ST</sup> Aid at Work
- P – Paediatric 1<sup>ST</sup> Aid

<b>First Aid Qualification and Renewal Dates</b>
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**2016-17**

Date	Name	Course	Availability	Renewal
08.10.16	V Williams	Level 3 Paediatric First Aid	Mon-Fri	October 2019
01-02.02.17	S Swanton	Paediatric First Aid	Mon-Fri	February 2020

**2017-18**

Date	Name	Course	Availability	Renewal
13-14.12.17	M Atherton	Paediatric First Aid	Mon-Fri	December 2020
25-26.01.18	J Scruton	Paediatric First Aid	Mon-Fri	January 2021
16-17.05.18	M Bate	Paediatric First Aid	Mon-Fri	May 2021
16-17.05.18	N Shaw	Paediatric First Aid	Not Wednesday	May 2021

**2018-19**

Date	Name	Course	Availability	Renewal
21.09.18	K Brown	Paediatric First Aid	Mon-Fri	September 2021
28.09.18	J Kirkbride	First Aid at Work (inc AED)	Mon-Fri	September 2021
04.12.18	K Matthews	Paediatric First Aid	Mon-Fri	December 2021
28.02.19	H McCready	Paediatric First Aid	Mon-Fri	February 2022
23.05.19	J Scruton	Emergency First Aid at Work	Mon-Fri	May 2022

**2019-20**

Date	Name	Course	Availability	Renewal
17.09.19	E Hall	OUTDOOR First Aid	Mon-Fri	September 2022
06.11.19	J Scruton	OUTDOOR First Aid	Mon-Fri	November 2022
06.11.19	S Melia	OUTDOOR First Aid	Mon-Fri	November 2022

**Other**

Date	Name	Course	Availability	Renewal
05.02.14	M Bate	Medication Awareness in Education	Mon-Fri	
18.04.14	S Swanton	Infection Control	Mon-Fri	
25.09.15	K Matthews	Medicines Matter in Education	Mon-Fri	
13.11.15	L Miller	Medicines Matter in Education	Mon-Fri	
11.10.18	N Shaw	Medication Awareness	Not Wednesday	
13.03.19	S Swanton	Food Hygiene	Mon-Fri	

## Accidents

Accident slips are kept in each of the Garden, Sunshine, Rainbow 1 and Rainbow 2 Rooms. Details of the incident are recorded and signed by the reporting member of staff and parent/carer.

- Children attending 'The Lakes' have a separate accident book where a copy is passed on to a member of staff for reporting to parents

Accidents at home are logged in the 'Incidents Reported at Home' book, kept in Sandy Lane Nursery and Forest School.

### ***Incident Reported At Home Book Extract***

Date	Child	Accident	Reported to	Parent/ Carer

- The headteacher should be informed of all serious accidents and will inform and contact both parents and ambulance service. All serious accidents should be recorded on a serious accident form as well and a copy given to the parent/carer
- Parents should always be informed of minor injuries. Any involving the child's head should be given a letter on how to deal with head injuries
- There is an accident book in school for parents and carers to sign whose child, in their care, has an injury or mark that was not sustained at school
- Children attending The Lakes must have their accidents recorded in the school's accident book and in the duplicate book. The slip must be signed by staff at The Lakes and handed to the parent

All records and details of an accident within school must include:

- Name of child
- Date and time of injury
- Description of accident (how it happened and what injury was caused)
- Signature of person treating
- Description of treatment applied or a 'no treatment' entry
- Signature of parent

All records and details of an injury reported by parents must include:

- Name of child
- Nature of injury
- Signature of parent/carer

All incidents in school should be reported to Marcia Atherton, Deputy Headteacher, and/or Jane Wilkie, Headteacher.

## Medication

- The school follows guidelines from the DfE Circular April 2014, “Supporting Pupils with Medical Needs in School”, where children require medication whilst at school. See “Administration of Medicines” file
- Parents are required to provide information of medication to be administered and to sign a form of consent
- Medication must not be administered without parental consent or the guidance of the Headteacher

## Illness And Changing Children

Children occasionally become unwell during sessions in school or at the centre; the following procedure is adhered to:

- Children appearing to be unwell, inexplicably distressed, suffering from sickness, diarrhoea, high temperature, rash or other complaints are required to be brought to the attention of staff (teaching staff in school)
- A decision to contact the parent/carer or emergency telephone contact is taken in consultation with the deputy headteacher or headteacher
- In case of acute medical emergencies, the child may be taken directly to Warrington Hospital and parents/carers will be informed as soon as possible
- Staff to wear protective clothing when changing wet, soiled or injured children and to be in eye contact of another member of staff – see *Intimate Care Policy* and *Nappy Changing Policy*

## First Aid

- Inform First Aider
- Deal with child at the accident site if you are in any doubt about limb fractures (*DO NOT MOVE CHILD*)
- If a child can be moved, take the child to the *children’s bathroom*
- All serious accidents to be recorded on the serious accident form and a copy given to parent/carer

## First Aid Equipment

- Kept in the children’s bathroom; if in doubt about injury, seek advice from first aider

- Record accident in the book; if a child has a head injury, a form should be completed and given to the parents. Inform assistant headteacher of any accidents and the headteacher of serious accidents
- First aiders monitor and replenish first aid materials on a regular basis; travel packs to be used in the case of educational and other visits

## Risk Assessments

(see Health and Safety file)

Risk assessments are carried out for all rooms and for the outdoor play areas. All educational visits are risk assessed. These are reviewed on a regular basis and updated when and if necessary.