



Health and Safety Policy

Introduction

The Health and Safety Policy for Shaftesbury Nursery School is intended as a document which is endorsed by the Board of Governors, used by all staff, both teaching and non-teaching and is available, on request, to parents and D.E. Inspectorate.

General Policy

The objective of this policy is to ensure, so far as is reasonably practicable, the provision and maintenance of:

- a) A safe place of work, safe access to it and a safe exit from it.
- b) Plant, equipment and systems of work that are safe.
- c) Safe arrangements for the use, handling, storage and transport of articles and substances.
- d) Sufficient information, instruction, training and supervision to enable all staff and pupils to avoid hazards and contribute positively to their safety and health at work.
- e) A healthy working environment.
- f) Adequate welfare facilities.

ORGANISATION AND RESPONSIBILITIES

Board of Governors

In the discharge of their statutory responsibilities Governors will seek to ensure: -

- The maintenance of procedures for the safety of staff and pupils who come under its control.
- The maintenance of procedures for the safety of all persons using the premises under its control.
- That an inspection of the school premises and equipment is carried out at least once per year and that maintenance is documented in the minutes of the BOG meetings.
- prompt and efficient maintenance of: -
 - (i) All equipment

(ii) All non-structural repairs as defined in the relevant Annex of the EA's Scheme for the Local Management of Schools.

- That both teaching and non-teaching staff are provided with regular training that will assist them to work safely.
- That contractors who are carrying out work on behalf of the Board of Governors do so in a safe manner so as to ensure the health and safety of all personnel on the premises.
- That all equipment and materials, either purchased or acquired by them, are suitable and safe for their intended use.
- That both teaching and non-teaching staff have access to a copy of the Health and Safety Policy. This will be on the school website.

Principal

The principal is responsible for the day-to-day application of this Health and Safety Policy. In the discharge of this responsibility, she shall: -

- Ensure that both teaching and non-teaching staff are provided with regular training that will assist them to work safely.
- Ensure that all staff are aware of any instructions or safety advice issued by the EA or the Department of Education.
- In communication with the Buildings Supervisor, ensure that all safety reports pertaining to the school are understood and that the detailed work has been completed.
- Ensure that adequate arrangements exist for carrying out regular fire drills and all staff participate in, and are aware of, such arrangements.
- Report to the Board of Governors all defects and hazards which are its responsibility.
- Ensure that safe systems of work are used by contractors carrying out inspections on non-structural repairs.
- Report all defects and hazards which cannot be dealt with under the LMS Scheme, to the responsible officers in the EA.
- Ensure that all accidents are reported promptly to the EA.
- In the absence of the principal the assistant teachers will assume the role.

Teaching staff

Each member of the teaching staff has a responsibility to exercise reasonable care and attention regarding the health and safety of themselves and pupils who may be affected by their acts or omissions at work.

In the discharge of this responsibility each teacher shall: -

- Ensure that they take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and pupils.
- Observe all safety instructions and advice issued by EA or DENI.
- Observe all safety rules relating to specific machinery or processes.
- Ensure that all protective clothing and equipment, as required, is both available and used by themselves and pupils.
- Report all potential hazards, affecting Health and Safety, to the principal and record them in the maintenance book held in the school office.
- Report all accidents to the principal.
- Co-operate fully with the principal on all matters pertaining to Health and Safety;
- Exercise effective supervision of pupils and know emergency procedures in respect of Fire, First Aid, etc.;
- Give clear instructions and warnings as often as is necessary.
- Follow safe working procedures.

Non-teaching staff

All non-teaching staff have a responsibility to exercise personal care and attention for the safety of themselves and other, and to co-operate with the Principal and Governors in the execution of this Policy.

In the discharge of this responsibility non-teaching staff shall: -

- Perform their duties in a safe manner and pay attention to particular safety procedures which affect them specifically.
- Report all accidents and injuries, to the principal, as soon as possible.
- Obtain adequate treatment as soon as practicable if injured.
- Report all defects in equipment and potential hazards to the Principal and record in the maintenance book which is held in the school office.
- Assist in the investigation of injuries and accidents.
- Observe all safety rules.

Substitute teaching staff/students/volunteers

All adults on placement / voluntary duties / temporarily employed are instructed on the Nursery School procedures, with functions of staff clearly set out and everyone knows exactly what is expected of them e.g. lists are written for all tasks required when substitute staff are employed to cover permanent staff absences. Particular attention is paid to work experience students who are given a list of tasks to be completed during their placement, to ensure both their safety and the pupils. All temporary members of staff/students/volunteers are given an induction and access to relevant policies.

ARRANGEMENTS FOR HEALTH AND SAFETY IN SHAFTESBURY NURSERY SCHOOL

a) Inspection of Premises

The Board of Governors will carry out an inspection of the premises of Shaftesbury Nursery School on an annual basis and this will be documented in the minutes of the Governors. All certificates and reports of safety inspections of systems and services of equipment are kept in a folder in the Office. The Buildings Supervisor maintains these.

b) Extra-Curricular Activities

Before any pupil participates in an extra-curricular activity at Shaftesbury Nursery School, they must submit a permission slip signed by a parent or guardian to the teacher involved. The Principal/Teacher will carry out a risk assessment prior to any school trip.

c) Fire Drill

A fire drill will take place each term. Arrangements are as Appendix 3.

d) Supervision Of Children

Prior to the session:

School doors will open each morning at 8.45am. Parents are requested to bring their child into the classroom at the beginning of the session. A member of staff is always at the door of the classroom to greet each child.

At the end of the session:

At the end of the session parents/carers are requested to come to the classroom/playground to collect their child. A member of staff is always at the door of the classroom/outdoor area to ensure a child leaves only with an adult. Any child who is not collected promptly remains in the classroom and a member of staff contacts the parent by phone.

No child will be permitted to leave with an unauthorised adult nor without prior permission from the parent. In the case of separated parents, it is important to establish who has legal rights of access.

Parents/carers are requested to arrive at school promptly at the start of the session and likewise to collect their child promptly at the end of the session. This helps minimise any undue stress caused to the child by arriving late to school and the feeling of being 'left' at the end of the session.

e) First Aid

Staff are advised to be cautious before administering any form of first aid. Parents are requested to give written consent for the application of plasters at the beginning of the school year. First Aid Boxes are available in each classroom and the outdoor area. Contents are monitored by the trained First Aiders.

Each teacher/nursery assistant should take responsibility for dealing, initially, with accidents concerning children in their own class.

It should be stressed, however, that anything of a major nature/or which causes the teacher concern, must be reported immediately to the Principal. Normally in these cases, arrangements will be made to have the child's parents contacted by telephone.

An accident/injury should be recorded, and an accident report form (*completed online by principal*) should be completed and sent to the EA – Legal Section if necessary.

Administration of medicines to pupils, if necessary, will be administered after parents have provided written, signed instructions on the required form. This form is in line with the *DE Guidance 'Supporting Pupils with Medical Needs'*.

All medication, to include asthma inhalers is to be kept in a safe place out of reach of children in a named box/zippy wallet in the child's classroom.

f) Accident Recording and Reporting

If a member of staff receives any correspondence e.g., from a parent, solicitor, etc. relating to an accident which occurred when they were supervising a child/children, it should be brought immediately to the attention of the Principal.

g) Entrance/Exit Points

Any visitor to Shaftesbury Nursery School will be greeted by a member of staff. The entry system ensures that all personnel other than staff are required to use the buzzer entry. The front door is open from 8.45am to 9.00am to allow parents/carers access to the hallway at the beginning of the session. The playground gates and doors are open again at the end of the session. The doors will be locked during school hours.

h) Traffic and Pedestrian Management on School Grounds

Vehicle movements in school grounds are restricted. Parents are advised at the induction Information session in August that parents' cars are not permitted in the school car park. Alternate parking places for parents are in Percy Street and the surrounding areas. Parents/carers/staff are advised that no vehicles may park on the marked yellow lines.

i) Jewellery

Parents are advised of the potential dangers of wearing jewellery. Earrings should be kept to a small stud.

j) Smoking Policy

Shaftesbury Nursery School and its grounds is a no smoking area.

k) Health and Safety of the Learning Environment – See Appendix 1

l) Daily Risk Assessments – See Appendix 2

m) Fire Drill/Evacuation Procedure – See Appendix 3

n) First Aid Boxes/Risks – See Appendix 4

o) Health & Safety of staff incident form – See Appendix 5

Responsibilities

The school's Principal, Mrs. S. Gillespie has direct responsibility for maintaining this policy and providing advice and guidance on its implementation. All staff are responsible for policy implementation and for ensuring that staff they manage also adhere to the standards.

The aims and principles of this Health and Safety Policy for Shaftesbury Nursery School have been agreed by the staff and endorsed by the Board of Governors. The policy will be reviewed and updated on a regular basis and in light of any changing guidance & legislation.

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Policy Ratified:

Signed by Principal:

Signed by Chair of Governors:

Policy reviewed: October 2025

APPENDIX 1

HEALTH AND SAFETY

It is the policy of Shaftesbury Nursery School to provide and maintain a health and safety conscious environment, both indoors and outdoors, in all areas of work and play.

KEY POINTS IN MAINTAINING A SAFE AND HEALTHY LEARNING ENVIRONMENT

1. Plan for safety and freedom – be vigilant and on the lookout for possible accident spots when setting up equipment e.g. Safe distance from opening doors, sharp edges etc.
2. Make sure all equipment, toys etc. are suitable for the age group and conform to British Safety Standards.
3. Make sure all equipment is well maintained and repaired – report all damage to principal or teacher. When reporting – also make a written record in the maintenance book in the school office.
4. Ensure that all equipment is set up and secured properly with suitable safety mats where required.
5. Make sure there is adequate supervision in all areas especially where physical play is taking place. Never leave children without adult supervision, especially where physical play is taking place.
6. Enforce necessary rules for children's safety e.g. Children are expected to walk inside the classroom, children are expected to come down slide when the person in front is off the slide.
7. Make sure all spillages or water, sand and paint are mopped up immediately.
8. Encourage children to pick up and tidy away play resources and equipment that they have been engaged with. This minimizes the risk of slipping/tripping.
9. Treat all minor cuts and scrapes immediately and make sure parents are informed of these. Seek medical help where necessary. Accident details to be recorded in *Incidence Books used by SNS*.
10. Make sure accident report forms are filled in when appropriate and forward these to EA. Discuss with the principal.

APPENDIX 2

DAILY RISK ASSESSMENTS

Principal/Teacher carry out assessments, but **all staff** do have responsibility to maintain safe environment. The Buildings Supervisor also completes a daily check of the outdoor playground.

Water

- Level of water in tray
- Safety of resources
- Mop available for spills
- Supervision – keeping of rules

Creative

- No sharp scissors
- Suitability of resources
- Wipe up spills

Sand

- Brush up spills – suitability of resources

Snack

- Health/Hygiene – food preparation
- Washing hands
- Wipe up spills immediately
- No sharp knives etc.

Dinner Time

- Supervision re food containers – children to remain seated.
- Health/Hygiene
- No sharp knives etc.
- Wipe up spills immediately

Floor Play

- Check for trip hazards

Bathrooms

- Clean mops
- Paper towels/toilet rolls
- Wipe spills
- Record changing of children/toilet accidents and in addition - those with an intimate care plan will have individual records.

Safety in Classroom

- No climbing on tables
- Walking, not running
- Quiet, “indoor voices”, not shouting
- Adults always vigilant – do not wait for another adult to act – if you see a dangerous situation arising – act immediately.
- Children constantly supervised by adult – adults expected to scan the room.
- Quiet/sensory room doors must remain open unless closed by an adult.

OUTDOORS

- Check for trip hazards/gates are closed and locked.
- Ensure that all hard surfaces, paths and ornamental grounds around the property are clean, tidy and free of litter or fouling by cats/creatures.

Climbing Equipment

- Ensure all is secure
- **Activity constantly supervised** – according to staff playground rota
- Rules adhered to

Play Areas

- Check for debris.
- Climbing Frame – are they slippery or wet and need dried?
- Are there any twigs/branches which need to be pruned?
- Ensure bikes are maintained (*an annual inspection by Podium Sports*)
- Not to be used in icy weather

Sand

- Suitable resources
- Sand outside the sandpit to be brushed up quickly and left clear at end of class use

Block Area

- Safety when using blocks
- Show children that it is sometimes necessary to have a partner to help carry a big block
- Return resources when finished

REMEMBER

- **Never lift or carry an item yourself which is awkward or heavy – seek assistance.**
- **Always report concerns to Teacher/Principal (written record required)**
- **Write in Incident Book**

APPENDIX 3

EVACUATION PROCEDURE -SNS

The signal that there is a fire in the school is the continuous ringing of the fire bell.

On hearing the fire bell staff should do the following: -

1. Collect class register and classroom keys for exiting the green gates & unlocking double classroom doors/maglocks (*teacher in class*). In the principal's class – this duty would be carried out by *the assistant* while the principal takes control of the overall situation.
 2. Assemble children calmly (*assistant in class*).
 3. Walk them out of the school by the nearest exit of the room you are all in. (*assistant in class*).
 4. If outdoors the children will be gathered together (*by the assistant*) and walked to the assembly point. In this instance *the teacher* will collect the register and keys. One member of staff leads the children, one follows as some could remain behind un-noticed.
 5. Close all doors and windows behind you.
 6. Assemble children at a safe distance from the building (*assembly area 1 – over at the hill next to the rock*) and check all are present – including staff and students on placement. Class teacher to do the count and report to the principal that all are accounted for.
 7. If a child/student/adult is missing, arrange for another member of staff to supervise the class and inform the Principal immediately.
 8. Principal will have school keys and mobile phone. Will check Assembly area 2 also.
 9. Return to supervise your own class until it is safe to go back to your room.
- Remember that your main concern at all times must be for the safety of the pupils.

DUTIES OF KEY PERSONNEL

EVACUATION CONTROLLER – PRINCIPAL (or in her absence assistant teacher)

- ✓ Ascertain situational circumstances early on in emergency, i.e. is it a bomb or fire, where is it? etc.
- ✓ Report to assembly area 1 (*or assembly area 2 if fire in playground area*) and await reports on evacuation, i.e. who is missing and where are they likely to be located.
- ✓ Assume control of situation until emergency services arrive.
- ✓ Report numbers and possible location of missing persons to the emergency services.
- ✓ Responsibilities outside emergency situations include ensuring that regular fire safety inspections are carried out. Buildings Supervisor manages this.

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FIRE MARSHALS – CLASS TEACHERS / Nursery Assistants

- ✓ Ensure that the alarm activation is met with the appropriate response, i.e. that people actually evacuate.
- ✓ Ensure that their area of control is evacuated promptly and safely.
- ✓ Ensure that all toilets and stores are evacuated.
- ✓ Ensure that students, visitors, members of the public, less able bodied or physically impaired people evacuate safely with the staff. Assistance should be rendered where required.
- ✓ **Bring attendance register and keys with you.**

EVACUATION MARSHALS -

ROOM 1: Mrs. Brush/Mrs. Tate-Foster

ROOM 2: Miss Dickson/Mrs. Murphy

ROOM 3: Mrs. Andrews/Mrs Moore

HALLWAYS (*to include office/staff toilets/School meals kitchen area*) : Mrs. Officer/Mrs. Gillespie

EVACUATION PROCEDURE ASSEMBLY POINT

CLASSROOM 1, 2 and 3

- Exit via classroom playground doors into outdoor area. Walk across playground and around corner of bike shed to line up next to the rock on grass area.

OFFICE

Exit via office door and enter Classroom 1 and follow instructions above.

Should the emergency be in Classroom 1 exit by Front door and follow the footpath through gates to ASSEMBLY AREA 2. (staff car park)

SCHOOL MEALS KITCHEN

Exit via back door of kitchen and follow the footpath to the green playground gates – at a safe distance.

Should the emergency be in the school meals kitchen, exit by kitchen door and exit through classroom 2 to the assembly area 1.

If the fire is in/near the playground area – the exit point will be through the front door and the ASSEMBLY POINT 2 will be in the staff car park.

APPENDIX 4

FIRST AID BOXES

The first aider (Mrs. Brush) is responsible for the maintenance of the first aid boxes, and she should ensure that they regularly checked and replenished with the appropriate supplies.

First-aid boxes should contain sufficient quantities of suitable first-aid materials.

Ice packs are always available in the freezer in the staff kitchen. Mrs. Brush to maintain the supply of instant ice packs across the 3 classrooms and in the first aid box outdoors.

RISKS

During the course of their work staff may be at risk from e.g.

- verbal abuse.
- threats.
- false allegations.
- sexual harassment.
- assaults.
- vandalism; or
- other forms of intimidation.

This behaviour may come from pupils, parents, guardians, members of the school staff or other persons whose business brings them about the premises. Such behaviour may also occur in respect of contact with the teachers during the discharge of their duties elsewhere e.g. supervising educational visits.

POLICY

Employing Authorities are conscious of their obligations under the Health and Safety at Work (Northern Ireland) Order 1978. As part of their Health and Safety Policy and in relation to paragraph 1 above Employing Authorities and relevant bodies are committed to: -

- promoting preventive measures.
- supporting staff who have been subjected to belligerent behaviour.

PROMOTING PREVENTIVE MEASURES

(i) Involving Parents/Guardians

The school makes available and explains to parents the policy for the promotion of positive behaviour and the pastoral care of the pupils. In the interests of avoiding any misunderstanding, arrangements should be made to permit individual parents to seek clarification of the policy. In the case of separated parents, it is important to establish who has legal rights of access

APPENDIX 5

HEALTH AND SAFETY OF STAFF FORM A

INCIDENT REPORT FORM

Shaftesbury Nursery School, 23-25 Percy Street, Belfast, BT13 2HS

Report of Incident

Please give details of the persons involved and their relationship with the school e.g. pupil, parent, guardian, other relative, intruder, teacher, other.

	NAME	RELATIONSHIP WITH THE SCHOOL	ADDRESS IF KNOWN
a)			
b)			
c)			
d)			

Please give below an account of incident(s) stating the incident type – e.g. physical violence, aggression, sexual, religious, racial or other personal abuse, intentional damage to personal property and the circumstances giving date(s), place(s) and time(s) as appropriate.

Please enter any further information on a separate sheet.

Please give details of any witnesses (*including other persons who may be contacted to help in any further investigation*).

	NAME	RELATIONSHIP WITH THE SCHOOL	ADDRESS IF KNOWN
a)			
b)			
c)			
d)			

(Principal)

(Phone Number)

(Date)

This form should be completed and sent to the Board's Legal Section who will note the incident and forward the form to the appropriate Education Officer.

