



Colgrain Primary School & Pre-5 Unit
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01436 673557

Health and Safety Policy
Last Updated: August 2024

This policy is underpinned by the UNCRC and Health and Social care Standards as reflected below.

Articles of the UNCRC (the UN Convention on the Rights of the Child)	
Article 3	The best interests of the child must be a top priority in all decisions and actions that affect children.
Article 5	(parental guidance and a child's evolving capacities) Governments must respect the rights and responsibilities of parents and carers to provide guidance and direction to their child as they grow up, so that they fully enjoy their rights. This must be done in a way that recognises the child's increasing capacity to make their own choices.
Article 12	(respect for the views of the child) Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.
Article 24	(health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy.

This policy was drawn up by Mrs Pauline Walsh (Head Teacher) and Mrs Linda Candlish (Depute Head Teacher) in consultation with all nursery staff.

Aims

It is the policy of the establishment to ensure the safety of both young children and staff is of paramount importance.

The aim of this establishment is to create an atmosphere of carefulness and vigilance by all service users both within and externally to the nursery.

This 'carefulness' includes:

- The ability of each individual to protect himself/herself
- Concern and consideration for others
- Knowledge of what to do in certain circumstances
- Alertness and control
- Cultivation of good habits

The policy is holistic and should be integrated throughout the whole nursery and includes general statutory observations. Colgrain Nursery follows closely the guidelines contained in Argyll and Bute standard circulars and other Health and Safety Circulars:

- Fire precaution
- General Instructions on Fire Precautions
- Health and Safety at Work for Educational Establishments
- Early Closure – Abnormal temperatures
- Early Closure – Inclement weather

Risk Assessment Protocol and Practices

- All children are supervised by adults at all times and will always be in sight of an adult.
- All staff are aware of the system for children's arrival and departures and key workers have an understanding of who will be picking up pupils.
- The external doors are locked and alarmed when pupils are in the establishment.
- There is a security pin-controlled door between the cloakroom and main nursery area.
- Children will only leave the setting with authorised adults.
- Indoor and outdoor risk assessments will be completed every day.
- Activities such as baking and energetic play will receive close and constant supervision.
- Soap will be used in water less than 60c.
- Tables will be washed with anti-bacterial spray and blue roll before and after snack and tooth brushing activities.
- Cups and plates will be washed in a dishwasher which reaches 85c.
- Chopping boards are colour-coded with knives as per Environmental Health Guidelines.
- Chopping boards and knives will be washed in a dishwasher which reaches 85c.
- Aprons will be worn for food preparation and baking.
- Adults will not walk in the nursery with hot drinks or place hot drinks within the reach of children.
- Kettles and toasters will be used with great care and supervised at all times.
- All cleaning materials will be kept out of the reach of children.
- All medicines will be kept locked away and out of reach of children (see additional information).

Outdoor Play

(see additional Outdoor Play policy)

- Fences and gates will be secure at all times.
- Outside sandpit will be covered when not in use.
- Children will not be allowed to pick berries or fungi that they find. (Berries grown in the garden by the children do not fit with this protocol – these are considered safe and are picked under the supervision of a responsible adult).
- Outside play areas will be checked for broken glass or other dangerous litter.

Accidents

- The Lead Practitioner and Head Teacher will be informed of any accidents that take place and an accident report will be completed.
- The accident book is available at all times.
- Parents/Carers will be notified of all accidents.
- Incident forms are filled in for trips/falls and first aid is applied.
- All staff in nursery are first aid trained.
- Any major accidents will be reported to the Care Inspectorate through the eforms webpage.

Medication

- If a child is to receive medication we will follow the guidelines laid out in the NHS Highland Guidelines.
- All medications are kept in a locked/safe place out of the reach of children.
- Cuts or open sores, whether on adults or children will be suitably covered e.g. dressing secured with adhesive tape.

First Aid Boxes

This establishment will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packaging until needed. A fully equipped first aid box will be available at all times and will contain the following:

- Burn relief dressing
- Washproof plasters
- Eye pad dressing with sterile bandage
- Foil blanket (adult size)
- Large HSE sterile dressing 18cm x 18cm
- Medium HSE sterile dressing 12cm x 12cm
- Nitrile gloves pair
- Mouth to mouth resuscitation device
- Finger dressing with adhesive fixing
- First aid guidance
- Conforming bandage
- Microporus tape
- Moist cleansing wipes
- Safety pins
- Triangular bandage
- Universal shears
- Eye wash

As well as these articles, there are also a number of ice packs which can be used when a cold compress is required.

Hygiene

General hygiene procedures will be adhered to in line with the Environmental Health guidance:

- Hands will be washed after using the toilet
- Hands will be washed before eating snack
- Toothbrushes will be cleaned and stored in line with Child Smile protocol.
- Spillages of blood, vomit or bodily fluid will be cleaned immediately by staff wearing disposable gloves and the area will be disinfected.
- Any medical waste (wipes, pads, paper towels and tissues) will be placed in a foot-controlled bin.
- Any children's clothes which are soiled or wet will be double bagged and placed within the pupil's bag.
- All children will change their shoes in the nursery area.
- Colour-coded mops will be used to ensure infection control policies are adhered to.

Attendance

Although nursery education is not mandatory, we like to see children attend the unit for as many sessions as possible. If for any reason a child will not be attending, we ask parents/carers to let the school office know.

Access to Colgrain Campus

The Pre-5 unit and Two year old room has one daily session: 8:45am – 2:45pm.

In the interest of safety we ensure that no unauthorised adults are in the playground during session times. When arriving at school we ask anyone who is arriving by car to observe a 5mph speed limit. The school gates are closed between 8:55am and 9:10am/2:50pm and 3:10pm to reduce school traffic in the area.

Smoking

Colgrain Primary and Nursery operate a no smoking policy. Anyone smoking on the school grounds will be asked to extinguish the cigarette/e-cigarette in an environmental friendly and safe way, or asked to leave the premises.

Fire Procedures

Colgrain Primary School complete a Fire Risk Assessment annually in partnership with Argyll and Bute Council procedures. As well as this, when completing variations to our usual service, we complete a Fire Safety Checklist (please see the Fire Safety policy for further information).

- General fire safety instructions are clearly displayed throughout this establishment.
- All staff and children are aware of fire drill procedures.
- Break glass panels are obvious and clear of obstructions.
- Fire doors are clear obstructions and closed.
- Fire exits are clearly marked.
- A register of adults and pupils is completed daily/or at the beginning of each sessions.
- A register of visitors is kept at the office.
- Fire extinguishers are checked annually.
- The fire alarm is checked weekly and logged in a log book.
- Fire drills are carried out to ensure pupils and staff are aware of the protocol for exiting the building in the event of a fire.

Contingency Arrangements

In the event of an emergency the Head Teacher/Lead Practitioner must:

- Ensure that all staff and children are move to a place of safety outdoors.
- Phone 999 for the emergency services.
- Check the evacuation procedure has been followed
- Remain at the front of the establishment to meet the emergency services and direct them to the incident.
- *Local Authority establishments should inform Argyll House, relevant Education Officers and Argyll and Bute Public Relations Press Office.*

Early Closures

Parents/carers are always informed well in advance of a planned early closure of the school or Pre-5 Unit. Planned early closures are usually at the end of the Christmas and Summer term. We would contact service users by:

- Newsletter
- Mobile phone text message
- Xpressions App – Email/App alert
- Twitter feed

Information in Emergencies

We make every effort to maintain a full education service, but on some occasions circumstances arise which lead to disruption. School and Pre-5 Unit may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties with fuel supply. In some cases, Colgrain Management and Administrative Staff shall do all they can to let service users know about the details of closure and reopening. Service users would be contacted in one or all of the following ways:

- Text message
- Xpressions app alert
- Email
- Telephone call

Emergency Closure

Should an emergency occur in the course of the school day, every effort will be made to contact service users and only those children who have been guaranteed safe return to their own home/emergency contacts home/neighbour's home will be allowed to leave the school/nursery building. The other children will be kept at the Pre-5 Unit until the normal closing time.

Fire Drills

Fire drills are carried out regularly throughout the year to ensure that the children are aware of the procedures should there be a fire (please see Fire Safety Policy for more information).

Up to Date Emergency Contact Information

Data checks are conducted at the beginning of each school year to ensure that we have the most up to date information regarding contacts for each child. The nursery has a copy of all pupils contact information in the event of an emergency. The information in the file also contains Doctor's Practice and phone numbers for each child.

Inclement Weather or Abnormal Temperatures

Local Authority establishments should refer to the Argyll and Bute Standard Circulars 1.21 and 1.22.

Contact Numbers

Name	Role	Number
Helensburgh Medical Centre		01436 672277
Vale of Leven Hospital		01389 754121
Anne Paterson	Head of Education: Lifelong Learning and Support, Customer Services	01546 604333
Louise Connor	Head of Education: Learning and Teaching, Customer Services	01631 569196
Wendy Brownlie	Education Manager (Early Years)	01369 707118

Susan Tyre	School Services Support Manager	01369 708509
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I have read and understood this policy.

Staff Name - Print and Sign	Date Reviewed		
Chelsey Dolan	March 23	August 24	
Sandra Cunningham	March 23	August 24	
Wilma Brown	March 23	August 24	
Gillian Dougan	March 23	August 24	
Fiona Porter	March 23	August 24	
Angela Collins	March 23	August 24	
Courtney Williams	August 24	August 24	
Aimi Sharkey	August 24		
Rechelle Calderbank`	August 24		
Leila Dick	August 24		
Cherri Clemmett	August 24		
Nicole Campbell	August 24		
Tatyana Morrison	August 24		
