

# **Tulips Day Nursery Ltd**

## **Policy for Health and Safety**

## **POLICY FOR HEALTH AND SAFETY**

### **Aim**

The aim of the Tulips Day Nursery Ltd is to create an awareness of precautions and measures regarding safety that should be observed in and out of nursery by all users of the nursery: children, school staff, parents and the local community.

The Tulips Day Nursery Ltd cultivates good habits, alertness and control and instils concern and consideration for the safety of others. Each individual should know how to protect him or her self and should know what to do in emergencies, including basic first aid and other procedures.

Sensible safety habits are taught within the whole Curriculum, sometimes through topics – for instance, ‘a safe place to play’ – covered in role play exercises. Outside agencies, such as the Police, Fire Brigade, Road Safety Officer, are invited to address the children in an informal yet informative role.

At the Tuesley Day Nursery Ltd, children are encouraged to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles, with an extended healthy option menu served. Break-time snacks are provided: consisting of fresh fruit.

The Tuesley Day Nursery Ltd believes that children learn best through practical experience and active involvement in all areas of the Curriculum. Pupils are taught to have care and consideration for themselves and others:

- ◆ in the classroom
- ◆ when using equipment, e.g. scissors, tools, PE apparatus
- ◆ when moving around nursery
- ◆ when carrying out investigations, e.g. a pond
- ◆ when on educational visits.

They should not wear shoes or trainers for indoor activities (unless they have a foot infection), as bare feet grip better, but should wear trainers or other suitable footwear for outside activities. Children are not permitted to wear any form of jewellery, for safety reasons.

The Tuesley Day Nursery Ltd has a few rules that are made specifically for safety reasons, such as walking (not running) in the buildings, playing within sight of an adult, care of property, etc.

In accordance with Surrey County Council safety regulations, educational visits are planned in advance, with staff making a prior inspection of the venue, if possible. Details of the visit are sent to parents. Children should wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed, and the person in charge always takes a first-aid kit and list of emergency telephone numbers.

The Tuesley Day Nursery Ltd has standard procedures in case of an emergency at nursery, such as a fire or bomb alert, when the building is evacuated. Practice drills are carried out at least once a term. All staff and children are familiar with the routine and know their own exit route, place of assembly and roll-call system. (See Policy for Emergency Procedures.)

All the children are taught to take care of themselves and each other but, in a nursery environment, accidents can occur. Most are minor and can be dealt with by any member of staff. Fully equipped first-aid boxes are placed in visibly marked positions in both rooms as well as the Kitchen, as is the nursery's Accident Register, Accident Forms and a list of allergies any child has. If the accident is more serious, the nursery ensures the child receives qualified medical attention as quickly as possible, an ambulance being called if necessary. Parents are informed straightaway.

Accident forms are filled in for those accidents that require professional medical attention, or that are caused by any defect in the nursery or its equipment.

The Manager, under the direction of the Directors, is responsible for ensuring that the building provides safe and healthy surroundings for the children and for undertaking basic repairs and maintenance. Approved contractors are called in as advisable. The Manager and staff maintain clean and tidy buildings and grounds. Any equipment/hazardous substance is locked away. All equipment is to British Standards and is maintained regularly.

### **Fire Drill**

As soon as the fire alarm sounds, all children and adults should stop what they are doing and walk out of the building through the nearest exit. Fire doors and emergency exits should never be blocked nor locked during nursery opening hours but, should a normal exit be blocked for any reason, then the nearest exit should be used. Escape routes are marked on a plan which is situated on the notice boards at the exit points.

The children should walk out of the building(s) calmly and line up quietly. Adults should prevent panic. The Deputy Manager will check the Register to ensure that all the children are present. The Register should be returned to the Manager via an external route.

Nobody should go back into the building(s). If a child is missing this should be reported to the Manager.

When the Register has been re-checked, the Manager will signal it is safe to re-enter the nursery.

### **Fire and Bomb Alerts**

In the event of a fire or bomb alert the Manager should sound the fire alarm to evacuate the premises and, after telephoning 999 to alert the Fire Brigade and Police, check that the evacuation procedure has been followed. If the alert is a practice, then the Fire Brigade should be informed before the evacuation of the premises takes place.

The Manager, should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

### **Smoking Drugs and Alcohol Policy**

It is the policy of the Directors that the Tuesley Day Nursery Ltd is a no-smoking nursery. Smoking is not permitted in any area of the nursery by staff, children, parents or visitors to the nursery. No-smoking signs are displayed prominently around the building(s) and grounds.

### **Car Parking**

Car parking is a concern at The Tuesley Day Nursery Ltd, as it can be a hazard for those who use the grounds of Rodborough Technology College and for those who live or work within the vicinity of the school. Drivers parking cars at or near the school, while dropping off or collecting children should show consideration for the safety of pedestrians, other road users and the immediate community.

There is regular liaison with Traffic Police and the Road Safety Officer, who will talk to parents and children and provide literature to display and send out.

Regular information is provided in the Monthly Newsletter to parents emphasising:

- ◆ our neighbours: consideration for those who live and work in the vicinity of the school
- ◆ not parking on yellow lines

The Tuesley Day Nursery Ltd admonishes any adult who parks repeatedly in an inconsiderate way, obstructing other traffic or the roadway. Notice is taken of complaints by other parents and neighbours.

### **Animals in School**

- ◆ The Tuesley Day Nursery Ltd ensures that animals kept in the nursery are acquired from an accredited source and are healthy.
- ◆ Nursery pets should not come into contact with wild animals (e.g. mice/rats). Wild animals, whether dead or alive, should not be brought to the nursery.
- ◆ People with cuts or infections should not touch the animals. Animals can bite and scratch and resulting wounds must be treated carefully. (See the section on first aid.) These incidents must be reported to the Manager.
- ◆ Food for animals should be stored carefully and safely to stop it becoming infested and it should be stored away from the children.
- ◆ The care of animals during nursery time and holiday time should be considered very carefully (i.e. cleaning, feeding etc.).

### **Dogs**

Dogs are not allowed within the perimeter of the nursery grounds for health and safety reasons, though exceptions are made for working dogs; namely, guide dogs and hearing dogs.

Should a dog foul an area of the nursery grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. toxocariasis.

Dogs in the area around the nursery should be with their owners and on a lead at all times. Parents should stay outside the nursery grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

### **Policy on Children Moving Equipment**

In the normal day-to-day running of the nursery, there are times when children might need to move equipment or items of furniture – perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Children should *always* be supervised when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Children are shown how to lift and carry safely and reminded of this each time.

### **Furniture**

Chairs should be moved one at a time and children are taught how to carry them correctly. They may carry a single chair on their own.

Small items of equipment – tape players, CD players, PE trolleys – can be moved by the children under adult supervision.

When an item of equipment or furniture is being moved from one room to another, the supervising adult should nominate a child to open and close doors.

### **Items Children Should Not Move.**

- ◆ Computers – wires can get caught and monitors can easily fall off trolleys.
- ◆ Televisions and overhead projectors.
- ◆ Piano – although on castors, it can tip and trap feet or fingers.
- ◆ Cooker – too heavy and awkward.
- ◆ Paper cutters – dangerously sharp blade.
- ◆ Children should not stand on chairs or tables to remove displays, nor should they remove staples, pins etc., from display/notice boards.

### **Security of the Premises**

The Directors and the Manager are the designated key holders and are responsible for the security of the building. (See Policy for Security.)

### **Class Teacher**

It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off before they leave the premises.

### **The Manager**

It is the responsibility of the Manager to check weekly that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults.

Before leaving the premises, the Manager has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

### **Deputy Manager**

The Deputy Manager performs the above functions in the absence of the Manager.

The Manager is responsible for the security of the premises during the day. The main entrance door must be closed at all times.

Any parent or visitor is welcome in the nursery but with appointment first. Although these precautions should be observed, they should in no way detract from the welcoming ambience of the nursery.

### **Nursery Health and Safety Committee**

The Tuesley Day Nursery Ltd has a Nursery Safety Committee that meets once a term to review safety measures and reports of accidents, to assist in reviewing the school's Health and Safety Policy and to ensure safety procedures are implemented throughout the school.

The Manager is responsible for Health and Safety in the school and day-to-day implementation of the policy.

Dr Salma Choudry is the member of the Directors responsible for Health and Safety. The member of staff and the Director meet once a term to complete a risk assessment and report to the nursery's Health and Safety Committee.

### **Contractors on Site**

- ◆ Contractors should telephone the Manager and make appropriate arrangements before commencing work.
- ◆ When they arrive, all contractors should report to the Manager. Contractors work under the close supervision of the Manager and Directors, so that there is no danger to the health and safety of children or adults in nursery. Any concerns should be reported to the Manager, the contractors and the appropriate department of Surrey County Council.
- ◆ When not in use, any equipment that contractors bring into nursery should be stored in a safe place.
- ◆ No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- ◆ No work should be in progress in the playground/Dining Hall during break times and lunchtime.

NB: The guidance sheet below should be given to contractors.

### **Guidance for Contractors on Site**

The Tuesley Day Nursery Ltd complies with the recommendations of the Health and Safety Inspector (Surrey County Council) and requests you to refrain from the following practices.

- ◆ Smoking in the building or in the grounds, as The Tuesley Day Nursery Ltd is a no-smoking nursery.
- ◆ Talking to the children (who have been taught not to talk to strangers).
- ◆ Moving vehicles while children are at play.
- ◆ Working on or near the playgrounds while the children are at play.
- ◆ Leaving equipment lying around or unattended.
- ◆ Playing music during nursery hours.

If you have any problems, please see the Manager.

### **Policy on the Use of Hazardous Substances in Nursery**

All potentially hazardous substances are kept in a locked store. Staff should order only chemicals covered by the COSHH (Control of substances Hazardous to Health) Register, which is kept in the filing cabinet in the store).

Any member of staff using chemicals should check the substance against the COSHH Register and follow procedures laid down for its use, control and exposure to it. Staff should review the risk assessment in the light of the particular class and/or the specific equipment/accommodation in use. Any difficulties should be brought to the attention of the Manager.

### **Science**

All equipment is kept in the stock cupboard between lessons.

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers should make children aware of this and insist that care is always taken. Children should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

Glass should always be handled carefully and, whenever possible, plastic should be used in its place. Some objects, e.g. glass mirrors, could have their edges taped to avoid sharp edges. All liquids or objects spilt or dropped on the floor should be cleaned up immediately to avoid accidents. Hot water should not be put into thick glass containers, as they might crack because of uneven expansion setting up strains in the glass.

Care should be taken when holding objects close to the eye.

There are many ways in which germs can be transferred and these should be minimised by keeping hands and equipment clean. Hands should be washed before touching anything to be put into the mouth. Tasting should not be allowed except under strict supervision. Some things might need to be disinfected. Children should not use liquids that give off vapours. Some glues can be hazardous both from the inflammability and inhalation point of view. Objects should not be pushed into the ears or nose.

Children should know some plants are poisonous and they should be aware of what these are. Moulds that have been grown should be destroyed carefully. The children should *never* handle moulds.

Use of cutting devices – knives, scissors, chisels, etc. – can be dangerous. Eye protection should be worn when chisels are in use. Children should be shown the correct techniques for their use before handling them.

Throwing projectiles or dropping objects in investigations should be done at carefully chosen and monitored places.

It should be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous. Risk assessment should be carried out.

With naked flames (e.g. lighted candles), children should be warned to keep long hair, ties and other parts of clothing away from the flame. Candles should be fixed firmly in suitable holders. Safety goggles should be considered. Usually safety goggles are not essential, but using them is a way of encouraging good habits.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore special care should be taken that children do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something inflammable.

Children should never look at a very bright light (e.g. a projector beam). Pupils should never look directly at the sun, even through dark glasses or plastic.

Only alcohol-filled thermometers should be used. There should be no mercury-filled thermometers in the school. Magnets, although not a hazard to pupils, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care should be taken when carrying out electrical work. Mains electricity should not be used – only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not 'trail' across the room or tables. All electrical equipment is subject to an annual inspection.

### **Technology**

All equipment should be stored safely and returned to its correct storage place after use. Craft knife blades must be retracted before they are put away.

Hardboard should be used to protect surfaces when using tools. An adult should always supervise children who are using tools. The correct procedures and techniques need to be shown to the children beforehand.

When buying wood to use in nursery, ensure it is bought from an educational supplier. Some woods are treated and can be harmful to children. 'Donated' wood should not be accepted unless the source has been investigated.

### **Glue Guns**

- ◆ When using glue guns, the children should be well supervised. Children should not use the guns on their own.
- ◆ Designate an area for using the glue gun. Only one child should be in the area using the gun at any one time. Keep all the other children well away.
- ◆ The item being glued must be left for a few minutes to cool.
- ◆ If a child should burn him/herself, the wound should be run under the cold tap. If there is doubt about the severity of the burn, the designated First Aider or the Manager should be consulted.

### **Food Technology**

The Tuesley Day Nursery Ltd recognises the importance of cooking and baking as part of the Technology Curriculum but is aware that certain children are allergic to various foodstuffs. Basic hygiene practices are observed, such as the children washing their hands before handling foodstuffs and tying back long hair. The area to be used is wiped clean with a mitten after the cooking/baking has taken place.

Classroom organisation is of the utmost importance for food technology lessons. All necessary equipment and ingredients should be in the immediate vicinity and prepared beforehand, ready for use.

The class teacher should exercise vigilant supervision of children when they use any potentially dangerous equipment.

### **Musical Equipment**

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a Music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments, Hi-Fi, tape recorders and any electrical equipment should be returned to the store cupboard after use.

### **Protective Clothing**

- ◆ Aprons should be worn for all painting activities and any potentially messy craft activities. Wipe-down aprons should be worn in Food Technology classes. Painting shirts should not be worn for Technology lessons. Children should wear the aprons used for Art or others provided especially for Technology.
- ◆ If handling soil for any activity, gloves should be worn.
- ◆ Teachers should have goggles to hand, in readiness for science activities requiring their use.
- ◆ In the case of accidents involving blood, all staff should wear plastic gloves and aprons.

### **Physical Education**

**The Tuesley Day Nursery Ltd always has the safety of the children in mind. There is a risk element to Physical Education of which the Tuesley Day Nursery Ltd is aware. (See following notes.)**

General points to be considered when teaching PE

- ◆ The teacher should be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- ◆ The children should change into pumps for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged.
- ◆ The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.
- ◆ Children who have forgotten their pumps should sit and watch the rest of the class.
- ◆ If a child constantly forgets their pumps, a letter should be sent to the parents, reminding them that PE is part of the National Curriculum and it is therefore necessary that their child's kit is in nursery ready for the lesson.

### **Gymnastic Safety**

- ◆ Large pieces of gymnastic apparatus should be moved only when there is a member of staff present. All equipment should be checked by a member of staff and returned to its proper place at the end of the lesson.
- ◆ The teacher must consider if the environment is safe and whether dangerous situations can arise. Is the floor wet or slippery? Is the area clear of superfluous equipment (tables, chairs, filing cabinets)? Are the mats in the right places? Are all the fixing points and bolts in the right places?
- ◆ The children should be 'warmed-up' sufficiently before the lesson begins, to avoid injury. The teacher should be able to see the whole class (important during apparatus work).
- ◆ Is the apparatus suitable for the age of the children? The teacher should know how many children are safe on each piece of apparatus and should group the children accordingly.
- ◆ If only one person at a time can go on the apparatus, make sure the next child does not start until the first is off the apparatus and mats.
- ◆ Discourage the children from touching each other (especially giving support), unless the specific task you have given them requires it, e.g. partner work.
- ◆ Beware of demonstrating an exercise with the most able child, as this could influence other children to attempt a task beyond their capabilities.

### **Games Safety**

Ensure all equipment is safe and nothing is cracked or broken. All equipment should be checked again and put away at the end of the lesson.

Children may take the coloured boxes from the storeroom but should be supervised.

### **Dance Safety**

Although dance is less dangerous than other physical activities, teachers should be aware of certain hazards.

- ◆ Children should dance in bare feet or wear pumps.
- ◆ Children should be discouraged from running around in a boisterous manner.
- ◆ The teacher should make sure there is nothing in the Hall on which children could harm themselves.

### **Policy on the Administration of Medicines during Nursery Hours**

No member of staff should administer medicine to children, although parents might request the nursery do so for children who require emergency medication on a long-term basis because of the chronic nature of their illness (for example, asthma, diabetes, epilepsy). In these circumstances, an agreement is reached between the parent and the Manager. Where long-term needs for emergency medication exist, the Tuesley Day Nursery Ltd requires specific guidance on the nature of the likely emergency and how to cope. Detailed written instructions should be supplied to the nursery and the parent/guardian should liaise with the Manager. Emergency day-time contact numbers should be provided where the parent/guardian can be reached.

Parents are responsible for the administration of medicine to their children and, if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to nursery to administer the medicine. For casual ailments (coughs, colds, etc.), it is often possible for doses of medication to be given outside nursery hours. The Tuesley Day Nursery Ltd does not administer medicines for casual ailments.

If a child has to take medicine in nursery for treatment of a long-term illness to be effective, then cases will be considered individually. Teachers are not required to dispense medicines as part of their contracts and any agreement to do so is purely voluntary.

For the Tuesley Day Nursery Ltd to agree to assist with long-term medication, parents should write to the nursery authorising medicines to be administered to their child. This should include precise instructions regarding the dosage and frequency.

The medication should be brought into nursery in a suitable, labelled container (sufficient amount for one day only) that states the child's name, the name of the medicine, the dosage and the time of administration. Whenever possible, the medicine should be self-administered under the supervision of an adult. Medicines are kept in a secure place by staff, in accordance with safety practices.

### **Policy on First Aid in Nursery**

All staff in the nursery deal with minor incidents requiring first aid.

During lessons, first aid is administered by the Nursery Nurse or Manager. If an accident occurs in the playground and first aid is required, one of the staff on duty in the playground should request the assistance of the Nursery Nurse. At lunchtimes, the individual on duty administers first aid.

If there is any doubt about the correct first-aid procedure, the qualified First Aiders should be consulted.

The qualified First Aiders at the Tuesley Day Nursery Ltd are:  
The Manager, the Deputy Manager.

### **Treatments:**

**When dealing with blood, plastic gloves and an apron should be worn.**

**Cuts/scratches** – Use only clean water and lint. It is policy not to use antiseptic liquids/ointments, as these could delay healing or cause allergic reactions. Plasters may be applied, if necessary, after ascertaining the child is not allergic to these.

**Bleeding** – As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.

**Head Bumps** – Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are advised in a 'Bump to the Head' letter. See Appendix One. (The child might not show signs of concussion until much later.)

**Falling** – Children do fall over at nursery from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is in obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause other injuries.

**Unconsciousness** – Call a First Aider immediately.

**Breathing Difficulties** – Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider should be summoned.

**Epilepsy/Fainting** – If a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider.

**Haemophilia** – This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a 'bleed', call an ambulance to take them to The Royal Surrey Hospital.

**Diabetes** – Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class teacher and/or a First Aider.

**Anaphylaxis** – The result of a severe, generalised, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, the Manager should administer the child's adrenaline and call for an ambulance. Common allergies are:

- ◆ food, e.g. eggs, fish, nuts, especially peanuts
- ◆ insect stings
- ◆ immunisations or antibiotics.

### **Safety/HIV Protection**

Disposable gloves and a plastic apron should always be worn when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, pads, paper towels, etc.) is placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened ready to take home.

### **Recording Accidents**

All accidents must be recorded in a Record of First Aid Treatment Book. This is kept in the filing cabinet. All details need to be filled in, including treatment.

When a serious accident occurs, and the pupil requires treatment, the details are recorded on the Accident/Incident Record form. With a copy sent to the Directors.

### **First-Aid Boxes**

The locations are marked by a green cross.

Contents: scissors, bandages, plasters (single and strip), cotton wool, sterile gauze, disposable gloves, and aprons.

Supplies are also kept of eye baths and slings.

### **First-Aid Supplies**

The Manager keeps additional, more specialised, equipment for first-aid boxes.

### **Person Responsible for Supplies**

The Deputy Manager is responsible for checking the contents of the first-aid boxes once a week and for placing orders to replenish stock. All staff are responsible for notifying the Manager if the contents of any of the first-aid boxes are running low.

### **Allergies/Long-term Illness**

A Medical Register is kept on the nursery computer database as well as a hard copy in the filing cabinet. This records any child's allergy to any form of medication, food products or insect stings (if notified by the parent); any long-term illness, for example asthma; and details on any child whose health might give cause for concern. All staff are given a copy of the Register.

### **Courses**

All staff are kept up to date as far as first aid training is concerned.

### **Accidents**

Accidents fall into four categories:

- ◆ a death or major injury
- ◆ a semi-serious injury (that is when an employee or child has had an accident at school and is unable to work for more than three days)
- ◆ a work-related disease
- ◆ a dangerous occurrence (this is when something occurs that does not result in a reportable injury, but which clearly could have done).

### **Reporting School Accidents**

Certain accidents arising out of, or in connection with, work have to be reported to the Health and Safety Executive, under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

If the accident is more than a minor one for a child or adult, the Manager or Deputy Manager should be informed immediately. He or she sends for an ambulance, if needed, and contacts parents, if considered advisable.

### **Other accidents**

These are the more common accidents that occur in nursery.

Procedures to follow.

- ◆ Minor injuries (including all bumps on the head, but not minor cuts and grazes) should always be noted in the Accident Book. This can be found in the filing cabinet.
- ◆ If a child has a bump on the head, a parent/guardian should be contacted or a letter sent home. (See Appendix Four.)
- ◆ If the parent/guardian has to take the child to the family doctor or to hospital for further treatment, fill in the Accident Form, copies of which are kept in the filing cabinet. The Manager or the Deputy Manager should sign the form first. (See Appendices Two and Three.)

Copies of the form are taken, for the Health and Safety Executive and sent to the ICC and Area Education Office.

### **Major Injuries**

- ◆ Fracture of the skull, spine or pelvis.
- ◆ Fracture of any bone in the arm, other than a bone in the wrist or hand.
- ◆ Fracture of any bone in the leg, other than a bone in the ankle or foot.
- ◆ The loss of sight in an eye.
- ◆ Any other injury that results in the person injured being admitted to hospital as an in-patient for more than 24 hours, unless that person is detained for observation only.

It could be that the extent of the injury might not be apparent at the time of the accident or immediately afterwards, or the injured person might not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

### **Employee Accidents**

(This applies to all education employees and self-employed persons on nursery premises.)  
See Appendix three.

Any accident to an employee resulting in a fatal or major injury should be reported to the ICC immediately by telephone or e-mail. If first reported by telephone, the details should be confirmed on Form F2508 within seven days.

### **Pupil Accidents**

Fatal and major injuries to pupils on nursery premises during nursery hours should be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls need not be reported unless they are attributable to:

- ◆ the condition of the premises (for example, potholes, ice, damaged or worn steps, etc.)
- ◆ plant or equipment on the school premises
- ◆ the lack of proper supervision.

Fatal and major injuries to nursery pupils occurring on sponsored or controlled activities, organised by the nursery but off the nursery site (such as field trips), should be reported if the accident arose out of, or in connection with, these activities.

Refer to Visits Policy for more detailed information.

## **Further Information**



Appendix One



Health and Safety at Work etc Act 1974  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

# Report of an injury or dangerous occurrence

**Filling in this form**

This form must be filled in by an employer or other responsible person.

## Part A

**About you**

- 1 What is your full name?
- 2 What is your job title?
- 3 What is your telephone number?

**About your organisation**

- 4 What is the name of your organisation?
- 5 What is its address and postcode?
- 6 What type of work does the organisation do?

## Part B

**About the incident**

- 1 On what date did the incident happen?  
 /  /
- 2 At what time did the incident happen?  
(Please use the 24-hour clock eg 0600)
- 3 Did the incident happen at the above address?  
Yes  Go to question 4  
No  Where did the incident happen?  
  - elsewhere in your organisation – give the name, address and postcode
  - at someone else's premises – give the name, address and postcode
  - in a public place – give details of where it happened

If you do not know the postcode, what is the name of the local authority?

- 4 In which department, or where on the premises, did the incident happen?

## Part C

**About the injured person**

If you are reporting a dangerous occurrence, go to Part F.  
If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured person.

- 1 What is their full name?
- 2 What is their home address and postcode?
- 3 What is their home phone number?
- 4 How old are they?
- 5 Are they  
 male?  
 female?
- 6 What is their job title?
- 7 Was the injured person (tick only one box)
  - one of your employees?
  - on a training scheme? Give details:
  - on work experience?
  - employed by someone else? Give details of the employer:
  - self-employed and at work?
  - a member of the public?

## Part D

**About the injury**

- 1 What was the injury? (eg fracture, laceration)
- 2 What part of the body was injured?

3 Was the injury (tick the one box that applies)

- a fatality?
- a major injury or condition? (see accompanying notes)
- an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days?
- an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?

4 Did the injured person (tick all the boxes that apply)

- become unconscious?
- need resuscitation?
- remain in hospital for more than 24 hours?
- none of the above.

### Part E

#### About the kind of accident

Please tick the one box that best describes what happened, then go to Part G.

- Contact with moving machinery or material being machined
- Hit by a moving, flying or falling object
- Hit by a moving vehicle
- Hit something fixed or stationary
- Injured while handling, lifting or carrying
- Slipped, tripped or fell on the same level
- Fell from a height  
How high was the fall?  
 metres
- Trapped by something collapsing
- Drowned or asphyxiated
- Exposed to, or in contact with, a harmful substance
- Exposed to fire
- Exposed to an explosion
- Contact with electricity or an electrical discharge
- Injured by an animal
- Physically assaulted by a person
- Another kind of accident (describe it in Part G)

### Part F

#### Dangerous occurrences

Enter the number of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form)

### Part G

#### Describing what happened

Give as much detail as you can. For instance

- the name of any substance involved
- the name and type of any machine involved
- the events that led to the incident
- the part played by any people.

If it was a personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent a similar incident. Use a separate piece of paper if you need to.






### Part H

#### Your signature

Signature

Date

#### Where to send the form

Please send it to the Enforcing Authority for the place where it happened. If you do not know the Enforcing Authority, send it to the nearest HSE office.

#### For official use

Client number

Location number

Event number

INV  REP  Y  N

*Appendix Two*

(To be forwarded to the HEALTH AND SAFETY GROUP)

**ACCIDENTS TO NURSERY CHILDREN**

URN No: ..... NURSERY No: .....

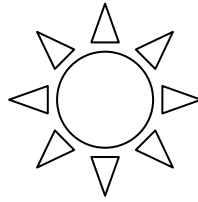
Name of Nursery: .....

1. Name of pupil:	
2. Age (Yrs, Mths) and date of birth:	Yrs      Mths Date of birth:.....
3. Date of accident:	
4. Did the accident occur during nursery hours (lunch hour included)?	
5. State how the accident occurred; what was its cause; what was the nature of the injuries?	
6. Give the name(s) of any person(s), including children, who saw or were present at the time of the accident.	
7. Was the pupil under the supervision of a teacher? If so, state the nature and extent of the supervision.	
8. Was the pupil acting under the instructions of a teacher at the time of the accident?	
9. Was the pupil disobeying nursery rules, or acting against the express instructions of an adult, at the time of the accident?	
10. Have there been any previous accidents at the nursery that might have been due to the same cause?	
11. Was the accident caused, or contributed to, by any defect in the playground, premises or the condition of the nursery furniture?	



*Appendix Four*

Tel: 01483 861904  
Fax:01483 823925



The Tuesley Day  
Nursery Ltd

The Tuesley Day Nursery Ltd  
Petworth Road  
Milford  
Surrey  
GU8 5AT

Date:

Dear

**Re: accident in Nursery**

Your child \_\_\_\_\_ has had an accident today in nursery.

The chart overleaf indicates the position of any injury sustained.

If the injury is to the head, please look for signs of:

- dizziness or nausea
- loss of memory of events at the time of the accident
- a mild, generalised headache

and seek medical advice.

Yours sincerely

Nursery Manager

# Skin Map

