

# Garretts Green Nursery School

## HEALTH AND SAFETY POLICY



### Safeguarding Statement

At Garretts Green Nursery School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Garretts Green Nursery School. We recognise our responsibility to safeguard all whom access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

### Rationale

At Garretts Green Nursery School, we are determined to ensure that all necessary steps are taken to protect children, young people and adults from harm. The following policy establishes the school's position, role and responsibilities in relation to Health and Safety and clarifies what is expected from everybody employed and involved in the delivery of services (core curriculum and extended services). School is committed to an organised, well-informed and proactive approach to all health & safety and welfare-related issues.

### Overview of school's responsibilities

This policy supplements and operates in conjunction with Birmingham policy statement on Health and Safety. It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school. There is an expectation that all staff, visitors and pupils appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities. All school staff have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school, and to observe school's health and safety requirements relevant to their activities.

All on-site and educational visit activities are planned using systematic procedures, which includes context-sensitive risk assessment. Where necessary, control measures are put in place to reduce any foreseen risks to a safe acceptable level.

A comprehensive range of risk assessments of all-foreseeable hazards and risks to staff, pupils and visitors are in place and made available to all governors and staff. Where significant risk is identified, appropriate measures to reduce or eliminate the risks have been identified and staff are expected to implement such measures.

Staff will be consulted on matters of health, safety and wellbeing through:

- Appointed union safety representatives, wherever possible,
- Staff representation on school's Governing Body.

All staff are expected to support the Garretts Green Nursery School in achieving a safe environment for everyone. Health and safety information, training, instruction and supervision is made available to achieve this and is a key element of school's induction process. A copy of this Policy is available to all members of staff, volunteers and, where deemed appropriate, extended service contractors.

### **Specific roles and responsibilities**

#### **The Governing Body: Health and Safety Governor: Jackie Parr**

The Governing Body is responsible for ensuring that the school premises, access thereto, and any plant or substance on the premises or provided for use there is safe and without risks to health, so far as is reasonably practicable.

The Governing Body will ensure that:

- the school, provides a safe work environment for pupils, staff and visitors;
- the school actively promotes the health, safety and well-being of pupils, staff and visitors;
- all necessary procedures and protocols are developed, implemented and reviewed so as to ensure the successful application of this policy;
- the school complies with statutory requirements, the Local Authority's Health and Safety Policy and associated codes of practice, and that these are taken into account in determining the allocation of resources;
- all annual monitoring is carried out in accordance with required procedures.

#### **The Head Teacher: Claire Henebury**

At operational level Claire Henebury, Head Teacher, or in her absence Emma Ashford, Teacher, is responsible and accountable to the governors for implementing the health and safety policy and associated procedures.

Specific operational duties are listed below:

<b>Organisation-</b>	There is appropriate structure/organisation within the school for implementing this policy.
<b>Health and Safety Policy-</b>	The health and safety policy is brought to the attention of all staff and volunteers- available on shared network drive.
<b>Responsibilities-</b>	Individual employees, supply staff and volunteers and, where deemed appropriate, extended service providers are made aware of their responsibilities for health and safety.
<b>Consultation-</b>	Promote, through consultation and other means, the active involvement of staff and pupils in the development, promotion, implementation and monitoring of measures provided for health and safety;

<b>Implementation-</b>	The provisions set out in the school and Local Authority policies /codes of practice are fully implemented;
<b>Communication-</b>	Other additional health and safety information is communicated effectively to staff and volunteers.
<b>Risk assessment-</b>	Assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice;
<b>Visitors-</b>	The health and safety of any visitors to the school and volunteers involved in any school activity is assessed and adequate precautions applied and training / support given;
<b>New or pregnant mothers-</b>	That adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured;
<b>Security-</b>	That security of premises and pupils are protected in line with school's safeguarding policy;
<b>Planning-</b>	Risks to health and safety are taken into account and assessed/re assessed when any change to policy, buildings, methods or equipment are being considered or planned;
<b>Manual Handling-</b>	Manual handling operations are avoided, or where they cannot be avoided, the risks are reduced to the lowest reasonably practicable level and follow the school's Care and Control Policy and procedures;
<b>Display Screen Equipment-</b>	That VDU workstations for "users" are assessed and the risks reduced to the lowest reasonably practicable level;
<b>COSHH-</b>	Exposure to hazardous substances is controlled to prevent ill health. A COSHH file containing Material Safety Data Sheets (MSDS) with supporting risk assessments for product use is regularly maintained by the BBS, Lee Hamid;
<b>PPE-</b>	Personal protective equipment is provided free of charge where identified in the risk assessment process;
<b>Maintenance-</b>	That all electrical installations, portable electrical equipment, machinery, equipment and plant is maintained in a safe condition, and that inspections are arranged as appropriate and records kept;
<b>Educational visits-</b>	That educational visits are adequately planned, organised and the risks assessed in accordance with Birmingham policy, and that performance monitoring of educational visits is carried out. Ensuring residential educational visits are sanctioned by Colin Cooper Chair of Governors or Jackie Parr Vice Chair of Governors in their absence;
<b>Incident reporting-</b>	Incidents and hazards are recorded, investigated and reported using established procedures, including to the Health and Safety Executive where appropriate under RIDDOR, and that all persons under their control are aware of the reporting procedure; and that appropriate remedial action is taken;
<b>Hazard removal-</b>	In the event of any hazard or risk to health and safety of any person under their control, appropriate action is taken to remove the hazard. Where action is of a temporary nature, consultation will take place as appropriate to enable further positive steps to be taken;
<b>Training, instruction</b>	

<b>&amp; Supervision-</b>	Training needs are identified and met, and that employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work;
<b>Induction-</b>	New employees receive appropriate health and safety information, instructions and training, including details of the school and Local Authority Health and Safety Policies, Codes of Practice, fire and other safety procedures. This includes school's Critical Incident Plan and supporting protocols;
<b>Volunteers-</b>	All volunteers receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged. Where identified Disclosure and Barring Service (DBS) vetting checks are carried out;
<b>Fire precautions-</b>	Ensuring the Fire Safety Management Plan is in place and regularly reviewed. Fire precautions procedures are implemented (including a full range of fire drills);
<b>Emergency procedures-</b>	Critical incident and emergency procedures are developed and implemented;
<b>First aid &amp; Fire-</b>	Staff, pupils, volunteers, visitors and extended service providers are aware of first aid facilities, fire procedures, evacuation of the premises and other emergency procedures. All employees undertaking the role of first aider or fire marshal receive appropriate training with regular updates;
<b>Repair/maintenance-</b>	Arrangements are made to deal with premises and management issues e.g. repair and maintenance of buildings, selection of and proper management of contractors in accordance with Local Authority guidelines, ensuring joint risk assessments are carried out and significant findings recorded, with monitoring to ensure safe systems of work are followed;
<b>Asbestos-</b>	Any asbestos on site is properly managed, the location of the Asbestos Report is displayed in the main office; Duty Holder training is attended and updated regularly
<b>Record keeping- Lettings-</b>	All statutory registers and records are kept; Appropriate arrangements are made with regard to lettings. This is in line with the Lettings Policy;
<b>Performance monitoring-</b>	Health and safety performance is monitored, and arrangements reviewed, including regular audit of the school, completion of the annual internal monitoring checklist, routine equipment maintenance checks, that safety devices are fitted and maintained, that safety rules are observed and followed and personal protective equipment worn, investigation of incidents, causes of ill health and complaints, and reviewing incidents statistics to identify causes of accidents;
<b>Audit &amp; review-</b>	If during any audit or performance monitoring, variations from this policy are observed, immediate and effective steps are taken to rectify the situation;
<b>Safety Representatives-</b>	Union Safety Representatives can carry out their functions including inspections and incident investigations and, where appropriate, that consultations take place with them;

<b>Advice-</b>	Specialist advice is sought on health and safety matters when deemed necessary;
<b>Review-</b>	The policy, protocols, risk assessments, procedures and systems of work in place are reviewed at least annually, that changes are made as appropriate and staff, pupils and visitors are informed of any such changes as necessary.
<b>Compliance-</b>	Appropriate action is taken under the disciplinary procedures against anyone under their control found not complying with safe working practices.

### **The Site Manager (BSS): Lee Hamid**

The Site Manager has particular responsibility for ensuring that:

- they are familiar with and comply with the health and safety policy, risk assessments and codes of practice;
- access equipment is inspected at least every 6 months and a record kept, in addition they should check prior to each use to ensure safety;
- access equipment must be used in accordance with HSE and Birmingham guidelines;
- monitoring required to control legionnaires disease is carried out and appropriate records kept;
- asbestos is managed on the site and that the condition of asbestos is checked regularly and records kept;
- contractors, service engineers etc. are made aware of the asbestos survey and any records relating to asbestos and that they have signed the "Contractor pre-Start Declaration" form;
- a Type 3 asbestos survey is carried out prior to any works to check no risk of damage or disturbance to asbestos;
- they receive a copy of the contractor's health and safety policy;
- regular inspections of the boiler(s) by a competent person (e.g.: CORGI registered) takes place;
- they are trained in the operation of the boilers and are familiar with any action needed to be taken in an emergency;
- regular inspections of the boiler house are undertaken and that the sump pump (if present) is operating effectively;
- COSHH risk assessments are produced, updated and filed with the relevant Material Safety Data Sheets (MSDS) for any hazardous substances. Ensuring such information is made available to relevant personnel (e.g.: contractors, service engineers and staff);
- all cleaning staff are aware of any implications of the health and safety policy / COSHH file e.g. storage arrangements for materials, equipment, substances etc;
- hazards notified to them are reported to the Head Teacher;
- defects to the premises are dealt with in consultation with the Head Teacher, and that interim measures are taken to make an area safe where the defect cannot be dealt with immediately;

- any items received from suppliers are accompanied by adequate information, safety data and instruction prior to use e.g. machinery, equipment, substances ;
- testing of fire alarms, fire doors, emergency lighting, intruder alarms etc. is carried out at appropriate intervals with records kept;
- all fire alarm call points are numbered and tested every 13 weeks, with a record kept identifying the number tested and date;
- all door closers are checked to ensure that they are working properly once per term and that arrangements are made to rectify any defects immediately;

#### **Playtime/ Lunchtime Supervisors:**

Playtime/ lunchtime supervisors are responsible for ensuring that:

- pupils are safe and without risks to health during the mid-day period inside and outside the school building by effective supervision;
- spillages are cleaned up immediately and where necessary appropriate warning signage erected;
- arrangements for first aid are followed;
- they are familiar with emergency evacuation / fire procedures during these periods.

#### **Teachers and Senior Leaders:**

With their special knowledge of the area of work for which they are responsible, Teachers and Senior Leaders have a key role in ensuring health and safety procedures are implemented in everyday practice and activities safely run.

In particular Teachers and Senior Leaders will be responsible for ensuring that:

- codes of practice appropriate to their area of work and relevant health and safety information are brought to the attention of all staff;
- specific legislation and codes of practice appropriate to the work of their team are complied with;
- appropriate safety signs and notices are displayed;
- all incidents are reported to the Head Teacher, the causes investigated and an incident form completed;
- health and safety training needs are identified and met, or reported to the Head Teacher;
- staff are aware of first aid, fire and emergency procedures;
- new employees receive appropriate health and safety training;
- assessments for all risks to health and safety are carried out and significant findings recorded, including COSHH, Manual handling etc., with appropriate preventive measures being taken;
- regular inspections of areas for which they are responsible are carried out;
- all equipment is safe for use and, where appropriate, liaise with other members of staff and / or seek specialist advice;
- as far as possible, any health and safety issues brought to their attention in respect of work and/or areas of premises for which they responsible are resolved;

- effective supervision of pupils takes place, and that pupils are aware of general emergency procedures in respect of fire, first aid and any special safety measures in relation to the teaching areas.

**Teachers and Teaching Assistants (also including supply teachers and students on training placements):**

Teachers and Teaching Assistants are responsible for the health and safety of pupils and students while in their care, as are student teachers and supply teachers. They may direct the work of a teaching assistant, but ultimately they retain overall responsibility for the safe conduct of a class.

Where a teaching assistant is responsible for a group of children they will make sure they are familiar with the health and safety requirements below.

A teacher is responsible for ensuring that they:

- carry out risk assessments as necessary to ensure the safety of pupils in their care;
- follow school procedures relating to educational visits, that they are clear about their duties on any educational visit and that proper planning and organisation has taken place with risks assessed before and during the educational visit. Appropriate control measures are followed in line with school and Local Authority policies and that performance monitoring is carried out;
- know the emergency procedures in respect of critical incidents, fire and first aid and ensure they are applied;
- exercise effective supervision of pupils and students and ensure that they know of the general emergency procedures in respect of critical incidents, fire and first aid;
- give clear instruction as necessary;
- ensure pupils' coats, bags, lunchboxes etc. are safely stowed away;
- manage the storage of equipment and materials to ensure good housekeeping, COSHH requirements and prevention of slip/trip hazards;
- integrate all relevant aspects of health and safety into the teaching process and where necessary give special lessons on health and safety;
- follow safe working procedures personally;
- request personal protective equipment (PPE) e.g. clothing, guards and implement special safe working procedures where necessary;
- make recommendations on health and safety matters to the Senior Leaders;
- report any hazards seen on site.

**All employees:**

In addition to any specific responsibilities delegated to them, all employees have the following responsibilities:

- to take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions;
- to co-operate with the Governing Body in so far as is reasonably practicable, to enable it to meet its responsibilities for health, safety and welfare;
- to be aware of, and follow, this policy, protocols, codes of practice and guidelines;

- to make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident/incident reporting;
- to use work equipment provided correctly and carry out any activities in accordance with instructions and training;
- to take reasonable care of all safety equipment and clothing given to them, report any defects, and always wear personal protective equipment when undertaking those jobs for which it is required, and use all safety devices provided;
- to use, and not wilfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others;
- to ensure good housekeeping and prevention of trip hazards;
- to ensure that occasional one off manual handling operations are assessed before attempting them;
- to report all accidents, incidents, damage, hazard and defects to the Head Teacher/person responsible;
- to inform their line manager of any work situations which represent a serious and immediate danger to health, safety and welfare, and take immediate measures to protect persons from such risk;
- to co-operate with the school in promoting improved safety measures;
- to co-operate with the Union appointed Safety Representatives, enforcement officers, and advisers on behalf of the Local Authority.

### **Risk Assessments**

A risk assessment is made for all activities including the rooms where they take place. Routine activities are covered by generic risk assessments. Unusual or occasional activities are subject to their own individual risk assessments.

Risk assessments are carried out using the school's standard format. Copies must be stored:

- By the person carrying out the risk assessment;
- On the school shared network drive;
- In the school risk assessment folder.

Risk assessments are monitored and signed off by the Head Teacher and annually by the Governing Body.

### **Educational Visits**

#### **Educational Visits Leader: Emma Ashford**

School has an Educational Visits policy with procedures for planning and carrying out educational visits. All staff must adhere to these procedures. A risk assessment is carried out before any visit takes place. This includes obtaining any site risk assessment produced by the intended venue. No visit can take place until **all** risk assessments are in place and approved by the Head Teacher or a designated member of the Senior Leadership Team. Residential risk assessments are to be formally approved by the Governing Body as stated earlier.

Plans to undertake hazardous and adventurous activities e.g. caving, canoeing, rock climbing are reported to Birmingham and only take place with appropriately trained and qualified



staff.

**First-Aid at Work: Alison Harris and Vicky Hanson (although all staff have the qualification Paediatric First Aiders: Alison Harris, Emma Ashford, Debbie Bushell, Kelly Knight, Sam Richardson, Nicola Wright and Vicky Hanson.**

School has a number of staff that have received training in the administration of first aid. This training is regularly updated. A staff member trained in first aid must accompany any planned educational visit off-site.

**SENCO: Claire Henebury**  
**Inclusion Manager: Alison Harris**

Please refer to school's SEN policy, Managing Medical Needs/Administration of Medication policy and procedures.

### **Service Level Agreements/ Contractors**

All work carried out by contractors is agreed and managed through school's Service Level Agreement (SLA) process. The SLA will ensure compliance with school's health and safety policy/ procedures and details of any additional requirements pertinent to the nature of the contracted work. Arrangements for vetting are also included. All contractors are given a general information sheet on arrival at school and advised of any Health and Safety requirements relating to their safety and their role whilst in school.

### **School Security**

Security is maintained by the Head Teacher and Site Manager through:

- Locked doors
- Site checks
- Boundary fences

School follows the DFE guidance.

### **Occupational health services and work-related stress**

The school seeks to avoid work-related stress to staff and takes all practical measures to prevent it. This includes an annual stress survey, which all employees are encouraged to complete. The results of the survey are shared with the Governing Body to assist with improving standards.

Normal working arrangements and performance reviews are designed to create a culture where issues of health and wellbeing can be discussed openly and sensitively.

### **Manual handling**

Manual handling tasks are reduced as much as is practical. Team Teach training is delivered on a two-year cycle and a Care and Control Policy is in place.

### **Legionella**

The school complies with Birmingham regulations on management of Legionella risk. All hot water is stored above 60 degrees. Annual risk assessments are carried out by an external contractor. Weekly and monthly temperature checks and flushing are carried out and recorded by the Site Manager.

### **Control of substances hazardous to Health (COSHH)**

The school complies with regulations on control of substances hazardous to health (COSHH). COSHH Material Safety Data Sheets and risk assessments are carried out and updated

annually for all known substances (see COSHH file). Staff are not permitted to bring into school substances that may require a COSHH assessment. COSHH assessment is also necessary where an activity may produce a hazardous substance e.g. wood dust. Please refer to school's COSHH guidance sheet. Advice and support is available from Claire Henebury (Head Teacher), Lee Hamid (BSS/Site Manager)

### **Maintenance / Testing**

The school complies with Birmingham regulations on plant and equipment. Contractors carry out annual on other checks as required by regulations. These include:

- **Electrical plug testing (annual)**
- **Electrical fixed installation (5 years)**
- **Gas supply (annual)**
- **Pressure vessels (3 years)**
- **Gas appliance servicing and inspection (annual)**
- **PE equipment (annual)**
- **Water supply (Annual)**
- **Fire alarm and extinguishers (annual).**

### **Recording and reporting accidents to staff, pupils and visitors / Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).**

The school complies with Birmingham regulations on accident reporting. All accidents/injuries must be reported and recorded in the accident book. Serious accidents to pupils and all accidents to adults on the premises are reported to Birmingham LA

### **Fire safety**

The school complies with Birmingham regulations on fire safety. This ensures:

- A Fire Safety Management Plan is in place and regularly updated;
- A Fire Risk Assessment is carried out annually;
- Alarms are tested regularly using different activation points;
- Evacuation procedures are practiced at least once every half term.
- All results are recorded and evaluated.

### **Working at Heights**

Ladders are only used by trained staff and are locked away after use. All ladders are footed by experienced staff.

Staff are instructed not to tread on the top steps of ladders and not to over-reach. Kick stools and small stepladders are provided for classroom use. Staff are instructed not to stand on worktops or chairs, not to over-reach and not to store heavy items on high shelving.

### **Visitors**

Visitors are only admitted through controlled doorways and are required to sign in. See school's Visitors to School Policy for more information. The school complies with all OFSTED and other statutory requirements to ensure security of children and staff.

### **Display Screen Equipment**

All display screen equipment complies with regulations and is risk-assessed. Risk assessments are made available to staff. The assessment process is repeated for new equipment, changed circumstances or new operator.

### **OFSTED Requirements of Childcare and Early Years Foundation Stage**

School complies with Ofsted requirements of health and safety and safeguarding children.

These include:

- Safe premises
- Suitable staff
- Food hygiene
- Suitable adult-child ratios
- Safe practices
- Paediatric first aiders.

### **Critical Incidents Plan**

School's Critical Incident Plan covers procedures for predictable emergencies and protocols to guide practice in unpredicted crisis situations. All staff are required to be familiar with the content of the Critical Incident Plan.

**Presented to Governing Body: Dec 23**

**Review date: Aut 24**

**Signature of Chair of Governors:**

**Signature of Head Teacher:** *CHenebury*

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## **Accident Reporting Procedures**

In accordance with Birmingham City Council (BCC), and the Directorate of Children, Young People & Families (Directorate for Children's Services), accident/incident reporting procedure, employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant form.

Accidents involving children will be recorded and copies kept in the corridor by the office. Serious accidents involving children will also be recorded on the Accident A1 Form then sent to CYPF Safety Services.

All accidents involving staff must be reported and recorded on the Accident A1 form and sent to CYPF Safety Services.

All A1 accidents will be investigated by a member of the Safety Advisory Group in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

### **Reporting to the Health and Safety Executive (HSE)**

CYPF are responsible for ensuring RIDDOR are informed of reportable incidents

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### Asbestos

Recognising the absolute duty to manage asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Children's Services Health and Safety.

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric of the building unless authorised to do so and having regard to the asbestos guidance.

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

The asbestos survey is held in the BSM's office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

In order to prevent an unplanned disturbance of asbestos and before the fabric of the building is disturbed a 'Permit to Work' system will be employed.

The Duty Holder responsible for strict enforcement of this arrangement is the Head Teacher (or Deputy in her absence.)

The School's Asbestos monitoring persons will be the BSM and Head Teacher/Deputy Head Teacher. Refresher training is required 3 yearly.

The school shall ensure:

- The asbestos log is maintained and that any changes are acted upon.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials on site will be carried out and recorded in the asbestos management plan.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under **no** circumstances must staff drill or affix anything to walls without first obtaining **approval** from the Head Teacher.

Any damage to materials known or suspected to contain asbestos should be reported to the Head Teacher who will contact the relevant agencies.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Head Teacher.

### **Contractors**

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office where they will be asked to sign in and wear an identification badge which outlines emergency evacuation procedures. Contractors will be issued with verbal & written guidance on fire procedures, local management arrangements and vehicle movement restrictions.

A member of the SLT team or the BSM will be responsible for monitoring areas where the contractor's work may directly affect staff and children and for keeping records of all contractors' work.

### **School Managed Projects**

To ensure contractor competency the school uses recommended contractors. The school will undertake appropriate competency checks prior to engaging a contractor.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

### **Holidays**

The school may have deep cleans and refurbishment work undertaken during holidays. This can often involve contractors or other staff undertaking tasks that could be hazardous and jobs that would fall outside the normal routines such as moving heavy furniture about. Full risk assessments will be carried out before such work begins.

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**Display Screen Equipment (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time) e.g. admin and staff, etc. shall have a DSE assessment carried out by the senior office manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use.)

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## **Educational Visits**

### **Introduction**

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The Governors and staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all children at all times. Within these limits we seek to make our visits available to all children, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

### **Aims**

The aim of our off-site visits is to:

- Enhance curricular and recreational opportunities for our children.
- Provide a wider range of experiences for our children than could be provided on the school site alone.
- Promote the independence of our children as learners to enable them to grow and to develop in new learning environments.
- The visits are carefully planned to enable our children to progress in skills and knowledge of the curriculum and of life skills.

### **How visits may be authorised**

A member of staff will request an extra-curricular visit which the Head Teacher will authorise.

The school's educational visits co-ordinator will be involved in the planning and management of off-site visits.

S/he will:

- Ensure that risk assessments are completed
- Support the Head Teacher and Governing Body in their decisions on approval
- Organise related staff training
- Verify that all accompanying adults, including private car drivers, have had satisfactory security checks, and use approved coach companies.
- Make sure that all necessary permissions and medical forms are obtained
- Keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility)

Appropriate child car seats must be used if a private car is being used on a regular basis and not in an emergency situation.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by BCC. All off-site activities must take place in accordance with the guidance given.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Head Teacher before any commitment is made. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our

programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

### **Risk Assessment**

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Head Teacher/Governing Body will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

The Early Years Foundation Stage (EYFS) Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (for children aged three and over in early year's settings either 1:8 or 1:13 and 1:30 in infant school reception classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.

A useful framework for assessing requirements for ratios and effective supervision is **SAGED**:

- **Staffing requirements** – Trained? Experienced? Competent? Ratios?
- **Activity characteristics** – Specialist? Insurance Issues? Licensable?
- **Group characteristics** – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **Environmental conditions** – Like Last Time? Impact of Weather? Water Levels?
- **Distance from support mechanisms in place at the home base** – Transport? Residential?

Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

A risk assessment must also cover transport to and from the venue.

A copy of the completed risk assessment will be given to the Head Teacher, the Governing Body (where applicable), and the educational visits co-ordinator, and all adults supervising the trip.

### **Transport**

The costing of off-site activities should include any of the following that apply:

- transport
- entrance fees
- provision of any special resources or equipment
- any refreshments the school has opted to pay for

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business Insurance) of each driver covers such journeys, and double-checking that each driver has been subject to the normal Disclosure and Barring checks.

### **Legislation on car seats must be taken into consideration when using cars, private hire vehicles etc.**

The school makes a charge to parents if their children are transported by means of transport provided by the school. The charge covers the expenses of the journey only. We do not make any profit from this.

### **Communication with Parents**

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

Funding for off-site activities is provided mainly by parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

The timetable for the payment of contributions should allow for the Head Teacher making a decision about the financial viability of the activity in reasonable time.

### **Further Health and Safety Considerations**

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical

questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual children likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Head Teacher the possibility of excluding that child from the activity.

More detailed guidance on procedures and requirements can be obtained from National Guidance for off-site visits - <http://oeapng.info/>

### **Visit plan**

The visit plan for intended educational visits must include the following:

- Risk assessment
- Report on preliminary visit
- Applications for approval of visit
- General information
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule
- Full plan of activities
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for party leaders
- Guidance for the emergency contact and Head Teacher
- Medical questionnaire returns
- First-aid boxes

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## **Fire Arrangements - Inspection/Maintenance**

### **Testing of the fire alarm system**

Fire alarm call points will be tested weekly in rotation by the BSM and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor/ electrical engineer.

A fire alarm maintenance contract is in place and the system will be tested annually.

### **Inspection of firefighting equipment**

An approved competent contractor undertakes an annual maintenance service of all firefighting equipment. Monthly checks are carried out to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the approved contractor.

### **Emergency Lighting**

These systems will be checked for operation monthly in house by the BSM and annually by an approved competent contractor.

Test records are located in the site's record book.

### **Green Door Release Boxes**

These will be tested regularly by the BSM.

### **Means of Escape**

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

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## **Fire Evacuation & other Emergency Procedures**

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the school office and reviewed on an annual basis.

### **Smoking**

The site is kept as a non-smoking site; this also includes the use of all forms of electronic cigarettes.

## **Emergency Evacuation of the whole School**

### **Introduction**

The basic facts:

- What to do if you discover a fire.
- What to do when you hear the fire alarm.
- Calling the Fire Brigade
- Evacuation
- Assembly
- Roll Call

The school's fire procedures should be made available to all staff and included in the induction of all new starters.

A summary of the evacuation procedures will also be made available to all contractors and visitors to the school. These shall be displayed throughout the premises.

Emergency evacuation fire drills are carried out once per term as a minimum.

### **Evacuation Procedures for People with Special Needs**

Particular attention will need to be given to pupils and staff who have special needs including those with a disability.

The fire brigade position is that the building management are required to have procedures in place to evacuate all people from a building independent of assistance from the brigade.

Any staff who feel they or a pupil may require assistance in the event of an evacuation must inform the BSM / Head Teacher in order that suitable arrangements can be put in place. There may be a need to adopt alternative procedures if they cannot be evacuated with the majority. This may be as a result of particular mobility or sensory problems or because of the nature of the building(s) which makes it difficult to evacuate quickly - e.g. multi-storey blocks

A personal emergency evacuation plan (PEEP) may need to be developed for disabled persons who frequently use a building. This should be developed in discussion with the person concerned (and/or parents / guardians in the case of pupils).

When formulating a Personal Emergency Evacuation Plan consideration should be given to:

- The problems the individual feel they may encounter during evacuation.
- What areas of the premises are most commonly used by the individual?
- Location of safe refuges, (a relatively safe waiting area for short periods, which is separated from the fire by fire resisting construction and which has access to a final fire exit via a safe route).
- Identifying members of staff with designated responsibility for helping the evacuation of those persons requiring assistance, including staying with them in the safe refuge. These individuals should be trained, easily identified, accessible and available at all times.
- Is there a 'buddy' system established for those with impaired sight or hearing to ensure they are alerted and escorted from the building?
- Is the means of raising the alarm appropriate for the disability (e.g. hearing impairments)?
- The current evacuation procedures (are they familiar to all staff and well-practised? Is extra training required in use of specialist equipment etc.?).
- Are all staff aware of those individuals requiring specific help?

### **Fire Marshalls**

Fire Marshalls (SLT) should carry out a systematic sweep of the building which must include all areas that are open and accessible to occupants, which includes toilets, closing doors and windows as they go.

Fire Marshalls must remain vigilant at all times and on no account place themselves in any danger.

Once the building has been checked, the Fire Marshalls must report to the designated assembly point.

### **Emergency Procedures**

#### **Fire Evacuation**

#### **IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:**

- Staff discovering a fire, or other emergency for which the buildings should be evacuated, should activate the alarm [using the nearest available break glass call point] they should then notify reception/main office of the exact location of the incident.

#### **Fire Fighting**

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire-fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

NB. Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.

#### **ON HEARING THE FIRE ALARM:**

- All staff, children, occupants of building must respond to alarm activations.
- The fire alarm is a continuous ringing bell.
- The BSM or member of SLT will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- A member of the office staff will summon the emergency services (DIAL 9 - 999) as necessary;

- Staff will supervise the evacuation of children/visitors to the designated assembly point(s).
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the SLT at the assembly point.
- Do not stop to collect personal belongings.
- Office staff will ensure all registers, student signing in sheets and the visitor log are taken to the assembly point.
- The Emergency Grab Bag will be taken out by the Nursery Office Staff.
- The telephone in the bungalow will be taken outside by the 2 year old staff.
- Parent contact information can be accessed via the SIMS app from and iPad or the computer in the Medical Centre.

### **The assembly point is:**

- Children and staff in charge of the children should leave by the nearest escape route. Staff will lead the children in a single file to the designated assembly point. The exit doors should be closed behind the last person to leave. Children should remain in their groups at the assembly point to enable staff to check everyone is present. The result of this check must be reported to the Head Teacher/SLT as soon as it is completed.
- If children and staff are outside when the alarm sounds, they should make their way to the nearest exit gate to enable them to arrive at the assembly point.
- All Fire Marshalls should report to the Senior Leadership Team that the building has been checked and cleared.
- The Head Teacher/Senior member of staff will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Head Teacher/ SLT.
- If the building cannot be reoccupied following an evacuation, children and staff will be evacuated to the Medical Centre and arrangements made to contact parents.

In the event of a bomb threat follow the evacuation procedures for fire.

## **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

### **Mobility Impairment**

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

### **Visual Disability**

People with a visual disability are likely to require the assistance of staff. They should take the staff member's arm and follow them.

### **Hearing Disability**

People with a hearing disability should be escorted out of the building by staff.

### **Fire Instructions**

These documents are made available to all staff and included in the school's induction process.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.



## EMERGENCY PROCEDURES

### Fire and Evacuation

These procedures will be reviewed at least annually.

Emergency contact for security will be DNS and key holders details are maintained by the office.

In the event of a bomb threat follow the evacuation procedures as above

### Fire Drills

Fire drills will be undertaken termly, and a record kept in the fire log book.

### Fire Fighting

The safe evacuation of persons is an absolute priority. Staff trained in fire extinguishers may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.

### Details of service isolation points (i.e. gas, water, electricity)

- **Gas:** Outside Head Teachers office by the buggy shelter- red doors.
- **Water:** In the archive room, in the boxed in area- put hand in and to the left there is a tap.
- **Electricity:** Old staffroom in the cupboard to the left hand side, bottom doors to the right pull down the handle to the right.

Details of chemicals and flammable substances on site are kept by the BSM as appropriate, for consultation.

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## **First Aid & Medication**

First aid boxes are located in each classroom.

A nominated person will be responsible for regularly checking the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

### **First Aiders:**

The necessary nursery school staff have received the appropriate first aid training in line with EYFS guidance.

A list of adult first aiders is displayed outside the office and at appropriate points around the nursery.

The EYFS Framework requires a list of staff first aiders to be displayed or staff paediatric certificates displayed and made available to parents. A nominated person will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

### **Transport to hospital:**

If the first aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

### **Administration of Medicines**

All medication will be administered to children in accordance with the DfE document <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

The medication kept and administered within the school will only be given specifically for a child at the request of the parent/guardian and with the consent of the Head Teacher.

Prescribed medicines can only be given to the child whose name is on the prescription label.

Records of administration of medicines will be kept with their medication in a safe place in the child's classroom.

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

Where children need to have access to emergency medication, i.e. asthma inhalers, adrenaline pens, the following has been put in place:

All asthma inhalers are kept centrally in the child's classroom and clearly marked with the child's name.

Adrenaline pens are kept centrally in the child's classroom clearly marked with the child's name.

Designated staff have received the appropriate training for administering medicines.

### **Health Care Plans**

Health care plans are in place for those children with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually and written precautions/procedures made available to staff.

Staff under-go specific training related to health conditions of children and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

## Hazardous Substances

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “Control of Substances Hazardous to Health Regulations 2002” (the COSHH Regulations).

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

The school’s nominated person responsible for substances hazardous to health will be the BSM.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.)
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

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## **Health & Safety Information & Training**

### **Consultation**

The Head Teacher and Senior Leadership Team will meet to discuss health, safety and welfare issues affecting staff, children or visitors. Action points (significant issues only) from meetings are brought forward to the full Governing Body.

The Health and Safety Law poster is displayed in the staff room.

Elite Safety in Education provides competent health and safety advice for our school.

### **Health and Safety Training**

Health and safety induction training will be provided and documented for all new employees by a nominated person.

The nominated person will be responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Training records are held in the school office and the Head Teacher and clerical assistant will be responsible for co-ordinating health and safety training needs and for including details in the training and development plan along with the Head Teacher. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Head Teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the senior administrator's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

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## **Health & Safety Monitoring and Inspection**

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Head Teacher/BSM.

A named Governor may be involved/undertake an inspection on an annual basis and report back to the Head Teacher who will inform the full Governing Body of the outcomes from the audit. This Governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the school's health and safety representative(s) if possible.

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## **Legionella**

The nursery school complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A legionella water risk assessment of the site has been completed by an approved contractor.

The Head Teacher is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control log book.

An approved contractor will be responsible for the following (IWS):

- sampling of water taps
- testing and inspection of Thermo-Static Mixing Valves (annually)
- conduct monthly temperature checks

The BSM will:

- Identify and carry out flushing of rarely used outlets on a regular basis, and during school holiday periods.

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## **Lone Working**

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hour's activities - cleaning, maintenance, etc.

Lone working is undesirable but in some circumstances it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

### **Definition of Lone Working**

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Head Teacher to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by the Head Teacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

### **Controls**

Staff should seek the permission of the Head Teacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a colleague.

A staff member must seek permission to work alone and contact the Head Teacher by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Head Teacher the member of staff must ideally contact another member of staff or a family member as the default position.

Good practice would be to liaise with other staff during school holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the school premises. At weekends and during school holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified then the policy will be reviewed. The staff attendance log in must be maintained.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock the outer doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head Teacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time. It is not normally practicable for the Head Teacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Head Teacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The School respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Head Teacher any aspect of work related risks.

The Head Teacher will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

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## **Mobile Phones**

### **Aim**

To inform all members of our staff about the appropriate use of mobile phones at our nursery school and to outline the procedures and processes of this policy.

### **Staff**

During teaching time, while on duty and during meetings, mobile phones will be switched off or put on 'silent' and stored away.

Except in urgent or exceptional situations, mobile phone use is not permitted during the work day, (except at break times). These situations must be agreed in advance by the Head Teacher or a senior member of staff, should the Head Teacher be unavailable.

Should staff need to take photographs whilst on the school site, they should seek the Head Teacher's approval in advance and must utilise the school's own photographic equipment. Under no circumstances can iPads be used to take photographs of the children or other staff without the consent of the Head Teacher. The iPads must not be used for communication of social networking sites.

Disciplinary measures can and will be taken, should staff be deemed to have used social networking sites inappropriately. Contravening The Data Protection Act, bringing the school into disrepute, disclosing information about the school and/or its' personnel constitute inappropriate use.

Inappropriate use of mobile phones will include staff using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

### **Related Technology**

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, iPods and similar devices.

### **Exemptions**

Exemptions of this policy can only be approved by the Head Teacher and then only in exceptional circumstances.

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## **Moving & Handling**

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Head Teacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Moving and Handling**

All staff who move and handle children have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

All moving and handling of children has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor (if applicable)

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## **Premises & Work Equipment**

### **Statutory Inspections**

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept by the school office.

All staff are required to report any problems found with plant/equipment to the school office. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

### **Gas Safety**

All gas appliances will be inspected and tested on an annual basis by a “Gas Safe” registered contractor.

### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required, and carried out by a qualified competent person.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

### **Internal & External Play Equipment**

The equipment will only be used when supervised. Equipment will be checked daily or before use for any apparent defects.

### **Premises Safety Sweeps**

These will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the Head Teacher or BSM sweeping areas within the building and findings will be recorded on a checklist.

Any issues raised on these forms will be collated into a ‘job list’ and distributed to those people who are required to action them. Completed checklists along with ‘job list’ documentation of any remedial action taken will be retained by the BSM.

These arrangements will be closely monitored and checklists inspected annually by the Safety Advisory Group. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Governing Body.

### **Play Areas and Grounds Safety Sweeps**

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the BSM sweeping designated safety zones within the play areas or grounds and recording findings on a checklist.

Staff also complete daily risk assessments and are reminded to report any issues immediately.

### **Play Equipment**

All play equipment will only be used when supervised. Equipment will be checked daily or before use for any apparent defects.

There is no P.E. equipment on site.

There is no fixed outdoor play equipment

### **Tools and Equipment**

All tools and equipment, such as paper cutters, used in classrooms will be properly stored to ensure no unauthorised or unsupervised use. Only rounded blunt scissors will be used by children.

As part of the planning process for curriculum activities that involve tools and equipment, staff will consider whether there are any opportunities to actively involve the children in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

### **Smoking**

The site is kept as a non-smoking site, this also includes the use of all forms of electronic cigarettes.

### **Air Conditioning Units (if applicable)**

All Air Conditioning Units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier.

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## **Risk Assessments**

The school risk assessments (for all activities and premises) will be co-ordinated by staff.

The risk assessments are held electronically and in a hard copy format which will be kept in the Head Teacher's office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are made aware of any changes to risk assessments relating to their work.

### **Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or young person/child are held on that person's file and will be undertaken by the relevant staff.

It is the responsibility of staff to inform the Head Teacher of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

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## **Security**

Safety of our children, staff and visitors to the school is of paramount concern to our whole school community. The Governors and Head Teacher have endeavoured to make the site as safe as possible.

### **Entry to School**

The electronic gate entrance from the main road is secure and has a camera. The main entrance reception area is clearly marked and directs persons to the front entrance. Persons are prevented from going further into the school by an entry system on the door with a camera. This door must not be propped open.

Visitors who are admitted into the school are asked to sign in on the electronic system and given a visitors' badge.

Staff who are no longer employed by the school are asked to return their key-fobs and fobs will be deactivated (this will occur regardless whether they have been returned or not)

### **Security of the Nursery**

There are robust security measures in place to ensure safeguarding of all children on the school site.

### **Supervision of Children**

All children are closely supervised at all times.

### **Child Supervision**

The Head Teacher or in their absence a nominated member of staff remains on the premises until the last child is collected.

### **Alarm System**

The school alarm is always set each day.

### **Care of ICT Equipment**

As far as possible, all equipment is secured. All school laptops are security marked.

### **Security of Data**

The Governors recognise their responsibility to ensure that measures are taken to ensure no breach of security.

“Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data.”

### **Other Data Protection Issues:**

- Printed material is disposed of by shredding
- Parents are informed of data kept in school and its use through the Fair Processing Notice
- Personal data is not disclosed over the telephone if not fully aware of the callers identification
- Disaster recovery plan in place
- School anti-virus software is updated regularly

Security of the building will be reviewed in meetings, and matters may be referred to the Governors for consideration as necessary.

## **Stress/Wellbeing**

The school are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The school will use the HSE Stress Indicator tool to identify any issues.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

- Regular performance management reviews
- Regular Supervision meetings with SLT
- Open door policy of Head Teacher and SLT
- Trained Mental Health First Aider
- Mentoring of new staff
- Staff Care

Any member of staff who considers their wellbeing is being compromised due to work related pressures are to be encouraged to raise concerns with the Head Teacher, their line manager or a member of the Safety Advisory Group, who will if necessary seek external advice from Children's Employee Relations Service.

The school purchases the Staff Care counselling service for confidential advice and guidance.

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**Sun Protection**

**APPENDIX 20**

See separate Policy



**Vehicles on Site**

The access gates for children attending the nursery is separate to the main vehicle access point.

Staff are reminded to drive safely when leaving the school car park.

If an event is being held outside of normal school activities the pedestrian gate will always remain open.

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## **Violence**

West Heath Nursery will not tolerate violent behaviour from parents, visitors or others who enter the building.

The school has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work at the school.

### **Prevention:**

To reduce the risk of violence staff should consider the following guidance:

- Consider the working environment e.g. exits, space available
- Do not meet parents when colleagues are not in the near vicinity
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the school. Consult with senior leadership team if this is the case.
- Always have another member of staff present.
- If there is a confrontation try to calm the situation. Staff should be aware of their stance and tone of voice etc.

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## Volunteer in School

### Introduction

At Garretts Green Nursery School, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the classroom or working in a support capacity within another area of school. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

Garretts Green Nursery School values volunteers and the contribution that they make to the sustained success of the school. We hope that the association will be a mutually beneficial partnership between the school and the volunteer; that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

### Safeguarding

Garretts Green Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at West Heath Nursery will require an Enhanced Disclosure and Barring Check prior to starting their placement in school. This must be confirmed with the Head Teacher and recorded on the central record by the Business Manager.

Providers must understand the legal obligations upon the Governors and Head Teacher are the ones who decide on who may come into the school as speakers and service providers.

There are some exceptions:

Law enforcement officers in certain circumstances;  
 HM Chief Inspector of Schools (Section 4 of Part 1 of Chapter 1 of the Education Act 2005);  
 LA Authority  
 Standards and Framework Act 1998).

It is the responsibility of the school to ensure that its safeguarding policy is adhered to at all times.

### Organisation

- Volunteers will not be asked to undertake certain duties:
- Those which would normally fall within a Teacher's responsibility under *loco parentis*
- Covering for staff absence within the classroom;
- Unsupervised 1:1 work with children;
- Those which would normally be undertaken by a contractor engaged by school or the Local Authority (LA);
- Those requiring full financial or budgetary responsibilities;
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the school's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems. The deployment of volunteers should not involve any substantial addition to the workload of staff, however, it is hoped that every effort will be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

Volunteers will be given a schedule of the tasks and scope of the role that is expected of them, these to be agreed with the supervising person in view of any skills, experience, and training and development needs of the volunteer and organisational needs.

A Volunteer Registration Form should be completed for, and signed by, all official volunteers in school. It should be noted that volunteers' work in school is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the school.

### **School Information and Regulations**

Volunteers will be provided with relevant information. Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the school.

The school holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers in school.

### **Expenses**

Although there is no obligation to make financial reimbursements to volunteers, the school will, under normal circumstances reimburse 'out-of-pocket' expenses (e.g., excess travel costs connected with the tasks undertaken for school etc.). Travel expenses will be reimbursed at the current agreed rate; any other expenses (e.g., resources or equipment purchased for school use) will be reimbursed at the cost paid. All financial claims made should be agreed with the Head Teacher prior to expenditure.

### **Induction and Training**

Volunteers who work in school will be given an induction process which aims to enable them to become familiar with the school, staff and their roles, how their role fits into this, principles and procedures unique to the school and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day in school, if not before. If the volunteer is undertaking formal training (e.g. NVQ or other work-based qualification), the school will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within school, such opportunities should be provided for the volunteer.

### **Complaints and Grievances**

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, the Head Teacher will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Governing Body involvement.

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## **Work at Height**

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The school's nominated persons responsible for work at height are the BSM and Head Teacher.

The nominated persons shall ensure: Any risks from fragile surfaces are properly controlled.

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained and all equipment is regularly inspected and maintained.

Contractors will not be permitted to use any of the school's work equipment.

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## **Work Experience**

The school retains a duty of care for all students who undertake work experience within the school and therefore:

- All students are briefed before working in the school regarding school arrangements and health and safety responsibilities and receive a copy of the induction booklet.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a verbal job description highlighting tasks to be undertaken and any necessary health and safety information as detailed in the contract.
- Arrangements will be in place for the organisers to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can contact students' parents/guardians should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

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