



Whitecross Nursery School Health and Safety Policy

Reviewed by	Kate Parker
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Approved by School Delegation	

This policy will be reviewed sooner if there is a change to legislation or guidance that may affect it. Any changes will be communicated to all stakeholders.

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1. Aims

At Whitecross Nursery, we are committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- › Providing a productive and safe learning environment.
- › Preventing accidents and any work-related illnesses.
- › Compliance with all statutory requirements.
- › Minimising risks via assessment and policy.
- › Providing safe working equipment and ensuring safe working methods.
- › Including all staff and representatives in health and safety decisions.
- › Monitoring and reviewing our policies to ensure effectiveness.
- › Setting high targets and objectives to develop the school’s culture of continuous improvement.
- › Ensuring adequate welfare facilities are available throughout our school.
- › Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

2. Legislation

This policy is based on advice from the Department for Education (DfE) on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to visitors on your premises

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users’ entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues. Schools with Early Years Foundation Stage (EYFS) provision add: Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#)

3. Rolls and Responsibilities

The local authority and governing board

Derby City Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher and SBM..

The governing board has a duty to take reasonable steps to ensure that staff and Children are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- › Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- › Inform employees about risks and the measures in place to manage them
- › Ensure that adequate health and safety training is provided

Headteacher

The headteacher is responsible for health and safety day to day. This involves:

- › Implementing the health and safety policy
- › Ensuring there is enough staff to safely supervise pupils
- › Ensuring that the school building and premises are safe and regularly inspected
- › Providing adequate training for school staff
- › Reporting to the governing board on health and safety matters
- › Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- › Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- › Ensuring all risk assessments are completed and reviewed
- › Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the School Business Manager/Lead Teacher assumes the above day-to-day health and safety responsibilities.

Staff

School staff have a duty to take care of Children in the same way that a prudent parent/carer would do so.

Staff will:

- › Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- › Co-operate with the school on health and safety matters

- › Work in accordance with training and instructions
- › Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- › Model safe and hygienic practice for pupils
- › Understand emergency evacuation procedures and feel confident in implementing them
- › Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- › Cooperate with their employers on health and safety matters.
- › Carry out their work in accordance with training and instructions.
- › Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- › Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- › Avoid any conduct which puts themselves or others at risk.
- › Be familiar with all requirements laid down by the governing board.
- › Ensure that all staff, Children and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- › Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- › Use the correct equipment and tools for the job and any protective clothing supplied.
- › Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- › Report any defects in equipment or facilities to the Headteacher/Business Manager .
- › Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- › Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- › Exercise good standards of housekeeping and cleanliness.
- › Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Educational Visits Co-ordinator (EVC)

Follow the Derby City Councils Off-Site Visit guidance where full responsibilities are outlined:

- › Ensure that staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it
- › Authorise all off site visits
- › Inform the governing body of all non-routine visits
- › Ensure that the Emergency Planning Unit at Derby City Council is informed of all residential or high-risk activities (Evolve)

All members of staff will:

Parents/carers

Parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Contacting the emergency services

The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident. Where an ambulance is called for a pupil, office staff will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is At the back of the Nursery Garden. Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

5. Site security

The caretaker and Assistant Caretaker are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The caretaker and Assistant Caretaker are key holders and will respond to an emergency.

6. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and Children will be made aware of any new fire risks.

In the event of a fire:

- › The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- › Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- › Staff and Children will congregate at the assembly points. In the nursery garden.
- › Staff will do a head count of pupils, which will then be checked against the attendance register of that day
- › The Office Staff will take a register of all staff
- › Staff and Children will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Staff will help children with personal emergency evacuation plans (PEEPs) get to the assembly point as outlined in their individual plans.

7. COSHH

Schools are required to control hazardous substances, which can take many forms, including but not limited to:

- › Chemicals
- › Products containing chemicals
- › Fumes
- › Dusts
- › Vapours
- › Mists
- › Gases and asphyxiating gases
- › Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the School Business Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All hazardous products will be stored in the locked utility room where Children do not have access.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas safety

- › Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- › Gas pipework, appliances and flues are regularly maintained
- › All rooms with gas appliances are checked to ensure they have adequate ventilation

Legionella

- › A water risk assessment has been completed by Derby City Council. The School Business Manager and caretaker are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- › This risk assessment will be reviewed and when significant changes have occurred to the water system and/or building footprint

- › The risks from legionella are mitigated by the following: Checks are completed in accordance to the Water Risk assessment, with all temperatures recorded, all little used areas are flushed weekly and after a school closure (Holiday) all water outlets are run through before use on site.

Asbestos

- › Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- › Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- › Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- › A record is kept of the location of asbestos that has been found on the school site

8. Equipment

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Electrical equipment

- › All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- › Any potential hazards will be reported to the headteacher immediately
- › Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- › Only trained staff members can check plugs
- › Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- › All isolator switches are clearly marked to identify their machine
- › Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- › Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

PE equipment

- › Children are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Display screen equipment

- › All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- › Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

9. Lone Working

Lone working may include:

- › Late working
- › Home or site visits
- › Weekend working
- › Site manager duties
- › Site cleaning duties
- › Working in a single occupancy office Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

10. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

We will ensure that there is a suitable and sufficient working at height risk assessment in place and that any person working at height follows the control measures identified in the risk assessment to minimise the risk of harm from the work activity.

In addition:

- › The caretaker retains ladders for working at height
- › Children are prohibited from using ladders
- › Staff will wear appropriate footwear and clothing when using ladders
- › Contractors are expected to provide their own ladders for working at height
- › Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- › Access to high levels, such as a roof, is only permitted by trained and competent persons

11. Manual handling

The procedures related to manual handling apply to activities where there is a foreseeable risk of injury.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must seek further assistance.

We will ensure that a risk assessment is undertaken to identify the nature of manual handling in the school, and that those who may be involved in manual handling activities are required to read it. We will make sure proper mechanical aids and lifting equipment are available in the school, and that staff are trained in how to use them safely.

Staff and Children are expected to use the following basic manual handling procedure:

- › Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

- › Take the more direct route that is clear from obstruction and is as flat as possible
- › Ensure the area where you plan to offload the load is clear

When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

12. Off-site visits

When taking Children off the school premises, we will ensure that:

- › Risk assessments will be completed where off-site visits and activities require them
- › All off-site visits are appropriately staffed
- › Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details

Schools without Early Years Foundation Stage provision add/amend:

- › There will always be at least 1 first aider on school trips and visits

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed at themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and Children to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- › Wash hands with liquid soap and warm water, and dry with paper towels
- › Always wash hands after using the toilet, before eating or handling food, and after handling animals
- › Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- › Cover mouth and nose with a tissue
- › Wash hands after using or disposing of tissues
- › Spitting is discouraged

Personal protective equipment

- › Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (e.g. nappy or pad changing)

- › Wear goggles if there is a risk of splashing to the face
- › Use the correct personal protective equipment when handling cleaning chemicals
- › Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

- › Clean the environment, including toys and equipment, frequently and thoroughly

Cleaning of blood and body fluid spillages

- › Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately, and wear personal protective equipment
- › When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- › Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- › Make spillage kits available for blood spills

Laundry

- › Wash laundry in a separate dedicated facility
- › Wash soiled linen separately and at the hottest wash the fabric will tolerate
- › Wear personal protective clothing when handling soiled linen
- › Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

- › Always segregate domestic and clinical waste, in accordance with local policy
- › Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- › Remove clinical waste with a registered waste contractor
- › Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- › Wash hands before and after handling any animals
- › Keep animals' living quarters clean and away from food areas
- › Dispose of animal waste regularly, and keep litter boxes away from pupils
- › Supervise Children when playing with animals
- › Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a school pet

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- › We will encourage all staff and Children to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- › We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned twice a day

Keeping rooms well ventilated

- › We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Children vulnerable to infection

Some medical conditions make Children vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

In addition to general cleaning guidance:

Preventing and controlling infections in EYFS

In addition to general cleaning guidance, we will:

- › Ensure all toys carry a BS, BSI or CE mark and where possible buy toys and equipment that can be easily cleaned
- › Store toys in a clean container
- › Not let children take toys into toilet areas
- › Store reusable equipment that has been cleaned but is not in use separately from used equipment and away from where equipment cleaning takes place

Where nappies are used:

- › Have a designated changing area away from the play facilities, and any area where food or drink is prepared or consumed

- › Staff take the appropriate measures to wash and dry their hands after every nappy change
- › Wrap soiled nappies in a plastic bag before disposing in the general waste
- › Clean the children with a disposable wipe, and do not share nappy creams and lotions amongst the children
- › Clean the changing mats with soapy water or a detergent wipe after each use and at the end of the day

Where potties are used:

- › Have a designated sink for cleaning these (which is not a hand wash basin) and wash them in hot soapy water and dry
- › Wear disposable gloves to flush contents down the toilet
- › Store potties upside and not inside each other
- › Wash hands using soap and warm water and dry after removing disposable gloves

16. Allergens and anaphylaxis

The school's Allergen and Anaphylaxis Policy will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

17. New and expectant mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- › Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles

is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

- › If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- › Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- › Some pregnant women will be at greater risk of severe illness from COVID-19

18. Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

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

19. Accident reporting

As a maintained school any accidents will be reported to the Health and Safety team at Derby City Council.

Accident record book

- › An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix
- › As much detail as possible will be supplied when reporting an accident
- › Information about injuries will also be kept in the pupil's educational record
- › Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Nursery School will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- › Death
- › Specified injuries, which are:
 - › Fractures, other than to fingers, thumbs and toes
 - › Amputations
 - › Any injury likely to lead to permanent loss of sight or reduction in sight
 - › Any crush injury to the head or torso causing damage to the brain or internal organs

- › Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
- › Any scalping requiring hospital treatment
- › Any loss of consciousness caused by head injury or asphyxia
- › Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- › Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Nursery School will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- › Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include, but are not limited to:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- › Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Children and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- › Death of a person that arose from, or was in connection with, a work activity
- › An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment

An accident "arises out of" or is "connected with a work activity" if it was caused by:

- › A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- › The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or

- › The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

Notifying parents/carers

The School will inform parents/carers of any accident or injury sustained by a pupil in the Early Years and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to child protection agencies

The Nursery School will notify local child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

Reporting to Ofsted

The Nursery School will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care, and any incident of food poisoning affecting 2 or more Children while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Accident investigation

All accidents, however minor, will be investigated by the Headteacher/Business Manager and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

Near misses

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

20. Risk Assessments

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The Headteacher/business manager will be consulted when risk assessments are being carried out.

Annual risk assessments will be conducted for all other areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- › There is any reason to suspect that they are no longer valid.

- › There has been a significant change in related matters.
- › The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- › To accommodations for pregnant employees, new mothers or breastfeeding staff.

The school will record any significant findings of any risk assessments, including the following:

- › The identified hazards
- › How people might be harmed by them
- › What the school has implemented to control the risk

The school will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the headteacher will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

21. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- › Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- › Decide who might be harmed and how
- › Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- › Record the findings
- › Review the assessment regularly and revise if necessary

The school will remain especially vigilant to the following hazards:

- › Members of staff or Children running or carrying heavy or awkward items
- › Wearing unsuitable footwear
- › Poor lighting – particularly where there are uneven surfaces and level change
- › Contamination
- › Obstructions, e.g. bags and trailing cables

22. Sharps

Our staff are provided with health and safety training as part of their induction process.

For the purposes of this policy, “sharps” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- › During school-based vaccination programmes
- › Where an individual within the school requires injections to manage a health condition
- › Where a pupil brings a sharp into the school
- › Where glass is broken within the school, or broken glass is found on or around the school premises
- › Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the School Security Policy.

Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

- › The safe collection and disposal of sharps.
- › Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- › The procedure to log incidents and who to inform.
- › Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

The headteacher will ensure that all Children are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all Children away from the area in order to prevent accidental injuries and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- › Protective gloves.
- › A pair of long-stemmed tongs.
- › A pincer tool, e.g. tweezers.
- › Brush and pan.
- › Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- › Stall will wear protective gloves and will not handle sharps with bare hands.
- › Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- › Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- › Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- › The appropriate staff, including the headteacher and Caretaker, will be informed.
- › The incident will be recorded, with details of when, where and by whom the sharp was found.
- › Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- › Encourage the wound to bleed gently, ideally by holding it under running water
- › Wash the wound using water and soap
- › Avoid scrubbing the wound while washing
- › Avoid sucking the wound
- › Dry the wound and cover it with a waterproof dressing
- › Seek medical advice

Injuries will be handled in line with the First Aid Policy.

23. Training and First Aid

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as forest school, or work with Children with special educational needs (SEN), are given additional health and safety training.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- › Assess risks specific to their role.
- › Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- › Using industrial machinery.
- › Managing asbestos.
- › Having responsibility for the storage and accountability for potentially hazardous materials.

First aid

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The school will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the school.

When conducting a first aid needs assessment, the school will consider:

- › The school site.
- › Pupils and staff members.
- › The hazards and risks present.

The headteacher will ensure that there is an appropriate number of first aid trained staff members working within in each classroom.

Please refer to the First Aid Policy for a list of current and up to date First Aid trained staff.

24. Monitoring

This policy will be reviewed every year. At every review, the policy will be shared with the governing board.