



Whitecross Nursery School

Health & Safety Policy & Procedures

Reviewed by	Kate Parker & Claire FitzPatrick
Date of last review	June 2023
Date of next review	June 2024
Approved by the Governing Body	5 th July 2023

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

Statement of Local Health and Safety Intent

We will meet all the requirements set out in the corporate health and safety policy and actively promote the safety and health of our school staff and students as an equal objective to our other school objectives.

As a school within Peoples Services directorate of Derby City Council, we will adopt a planned and systematic approach to the local implementation of the corporate health and safety management standards through this statement of intent and we will:

- Plan for health and safety within our school improvement planning activity
- Ensure relevant safety actions are included during the staff appraisal process
- Ensure that Health and Safety mandatory training courses are attended as defined by Derby City Council 'roles and responsibilities' directive, so that our Health and Safety arrangements can be managed effectively
- Review with the governing body all progress against our plans and take appropriate action
- Provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- Assess and control risks to all school staff
- Monitor accident trends throughout the school to further inform the health and safety aspects of the school improvement plan
- Monitor our performance against plans
- A copy of this statement will be given to all staff members or placed prominently in an area accessible to all.

This document details the organisation and arrangements required to maintain and continuously improve our school's health and safety management system.

The contents include a list of our local procedures for this school and the document control system we use.

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, children and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and children.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, children and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

To meet these responsibilities the Governors will pay particular attention to:

- The safety of plant equipment, buildings and safe systems of work.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Appropriate information, instruction, training and supervision to assist all staff, children and visitors to avoid hazards and to contribute positively to their own health and safety whilst on school premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

Headteacher

- Policies and procedures with regard to health, safety and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.
- Any health and safety matters raised, and guidance from the LA, are brought to the attention of the Governing Body.
- Regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary and are reported to the Governing Body.
- Accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Also, that reports and returns are submitted to the LA and in accordance with the published procedures.
- Adequate first aid provision is made for staff and children and other persons, whilst on school premises and when working away from the school, in accordance with LA guidance.
- Training needs are identified, and arrangements are made for those needs to be met.
- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items which are the LA's responsibility are reported to Derby City Council and any item which constitutes a health and safety hazard is taken out of use.
- Staff and volunteer helpers organising and taking part in visits, journeys and events e.g. Spring Fayre have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.

- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, children or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

Governors

- The LA's Health & Safety Policy and Codes of Practice are observed and acted upon where necessary.
- A school health and safety policy is produced and that the policy is reviewed three yearly unless there is a significant change e.g. accident /incident/change of Chair of Governors or Headteacher/legislative change.
- Health and safety is included in the terms of reference of an existing committee.
- The safety policies will be brought to the notice of all employees.
- Their health and safety obligations are properly considered, and provision made for meeting those obligations.
- The school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the school are identified and appropriate action taken.
- The Health and Safety Governor reports on the termly visit to the governing body where any actions and safety arrangements can be monitored and evaluated.
- All reasonable facilities and information are provided to Derby City Council, Health and Safety Team and any other health and safety official.

Practitioners and other Staff holding Posts of Responsibility

Staff holding posts of special responsibility, i.e., deputy, practitioners, and the cleaner, are responsible to the Headteacher for the implementation of the health & safety policy within their area of work. To fulfil their responsibilities, they will assist the Headteacher:

- In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and children, and for making any necessary changes in practices and procedures.
- By informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- By ensuring that staff and children are aware of emergency procedures, which should be regularly reviewed.
- By ensuring that adequate supervision is maintained at all times.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

The cleaner will assist the Headteacher to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, children and visitors.

Nursery Practitioners

Staff timetabled to be in charge of groups of children have the following responsibility to assist the Headteacher:

- To follow safe working procedures personally.
- To ensure the safety of children in groups and other areas of the school whilst in their charge.
- To be aware of and to adopt safety measures within their own teaching areas.
- To request special safe working procedures, protective clothing, guards, etc. where necessary and ensure they are used.
- To make recommendations to the Headteacher regarding the safety of equipment or tools, in particular any equipment or machinery that is dangerous or potentially so.
- To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.

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)

Employees General Responsibilities

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their own safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

Arrangements for Health and Safety

(See Local Arrangements Section)

The attention of staff is drawn to the Guidance and Codes of Practice, the School Safety Guide, the COSHH Register, and various circulars/memoranda issued by the Local Authority. These should be read in conjunction with the instructions and information contained in this Safety Policy.

Document Control

We will develop and maintain local documentation. Changes including re issues and deletions to local school documentation will be authorised by the Headteacher.

Co-operation

Local systems and documentation will be implemented following consultation through our school's health and safety governance meetings.

Communication

Local systems and documentation will be held electronically or on hard copy and made accessible to staff members.

Competence

The Headteacher will provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.

School staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

Planning & Prioritising (Setting Standards)

School Health & Safety Plans

- School health and safety planning will be part of our school improvement planning process.
- Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

Risk assessments

Job and specific risk assessments will be carried out by staff within the team in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

Local Arrangements

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school. (see local arrangements section)

Measuring H&S Performance

Active Monitoring

Our school management team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

Reactive Monitoring

The school management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangement for this and will nominate someone to report trends etc. to our Governing Body.

Reviewing Health & Safety Performance

- Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.
- Any Health and Safety issues are dealt with immediately and will be reviewed by the Head teacher and Health and Safety Governor termly.

Auditing/Inspecting Health & Safety Performance

- Governors will monitor the audit process carried out by the SBM and the Headteacher.

Local Arrangements

The Appendices below are a summary of the policies and procedures that support our Health and Safety Policy

Appendix 1	-	Accident Reporting Procedures
Appendix 2	-	Asbestos
Appendix 3	-	Contractors
Appendix 4	-	Display Screen Equipment
Appendix 5	-	Fire Evacuation and other Emergency Arrangements
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Appendix 18	-	Sun Protection
Appendix 19	-	Vehicles
Appendix 20	-	Violence
Appendix 21	-	Work at Height
Appendix 22	-	Work Experience

APPENDIX 1

Accident Reporting Procedures

In accordance with the LA's/Governors accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

Copies of these forms are available in the school office.

- A local accident book located in the 'Garden Room' is used to record all minor incidents to children; any more significant incidents must also be reported to Derby City Council's Health and Safety Team/Governors.
- When appropriate, parents will be asked to sign the accident book.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.
- The Headteacher accesses 'Accident Investigation Reporting' and it is reviewed every 3 years.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to Derby City Council's Health and Safety Team (using the form 'Report of an injury or dangerous occurrence - F2508') who will inform the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR
- Incidents resulting in a child or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring
- The school will still be required to keep a record of all over three day injuries – this will be recorded on the school's accident/incident form.

APPENDIX 2

Asbestos

The asbestos survey is held in the Headteacher'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.

Any works required to be carried out on ACMs will go through the clerk of works.

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 not undertaken unless it is sure there is no asbestos containing materials present and those undertaking the work have signed the asbestos log book.
- A six monthly visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log book.
- The Headteacher attends 'Managing Asbestos' training and it is reviewed every 3 years

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 Headteacher

Any damage to materials known or suspected to contain asbestos should be reported to the Headteacher 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 Headteacher.

APPENDIX 3

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 read the guidance on fire procedures.

The Headteacher is responsible for monitoring areas where the contractor's work may directly affect staff and children and for keeping records of all contractor work.

School managed projects

The school buys in to the Local Authority maintenance package for any maintenance to the building.

For any maintenance, refurbishment or new build projects, work is carried out through Derby City Council who will ensure contractor competency.

APPENDIX 4

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. staff, bursars etc. shall have a DSE assessment carried out by their line 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.)

APPENDIX 5

Fire Evacuation & other Emergency Procedures

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented.

The fire risk assessment is located in the fire folder and reviewed every year.

Fire Instructions

These documents are made available to all staff and included in the schools 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

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Headteacher

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 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

Water: In the boiler house – low down on the left hand side as enter

Electricity: In the boiler house

Gas: In the Park room in a clearly marked locked cupboard. The keys are kept in the school office

Details of chemicals and flammable substances on site.

An inventory of those used by our cleaner will be kept by Minster as appropriate and any others will be kept by the Office Manager for consultation.

Extra cleaning products, COSHH approved, have been purchased from Jangro school supplies for enhanced cleaning of areas and resources by staff on a daily basis.

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 will make their way to the nearest evacuation point.

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

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 school will evacuate the building
- The Headteacher or a senior member of staff will be responsible for informing the emergency services
- Staff will supervise/affect the evacuation of children/visitors to the designated assembly point(s)
- Staff not with children i.e. Office staff must leave the building by the nearest exit and report directly to senior member of staff at the assembly point.

Assembly point

Double gates in corner of outdoor play area with key to open the gates and get out onto the park. (Gate keys are kept in Garden Room, Park Room, School office, by caretaker and cleaner and on Headteacher's master set)

Fire Route dependant on what room you are in -

1. **Office/Reception area** – Leave out of the main front door turning right or left along footpath (opposite way to the fire) gates at the back of the Nursery Garden and then onto the paved area leading to the park behind.
2. **Kitchen** – Leave via the outside door turning right or left along footpath (opposite way to the fire) gates at the back of the Nursery Garden and then onto the paved area leading to the park behind.
3. **Dome** – Walk around the outside of the building to the gates at the back of the Nursery Garden and then onto the paved area leading to the park behind.
4. **Garden Room** – Leave by the fire doors, across the artificial grass, through to the gates at the back of the Nursery Garden and then onto the paved area leading to the park behind.
5. **Park Room** – Leave by the double doors, round the outside of Nursery garden or through the brown side door onto the carpark (opposite way to the fire) and head to the gates at the back of the Nursery Garden and then onto the paved area leading to the park behind.
6. **Sunshine Room** – Leave by the door and turn left to exit via the Garden Room or right through the main front door (opposite way to the fire) and head to the gates at the back of the Nursery Garden and then onto the paved area leading to the park behind.

- Children should leave with the nursery staff in charge by the nearest available escape route. The last person to leave the nursery (the most senior member of staff on the premises at the time) must close the door. Children should make their way to the assembly point.

A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area children must stand in their circles of 10 while staff check the register. Office IPad and visitors signing in board will be taken out to the assembly point by the Headteacher and or office staff. In their absence then the senior teacher will take them.
- The result of this check must be reported to the Headteacher/senior member of staff as soon as it is completed.
- The Headteacher/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/Headteacher/senior member of staff.
- If the building cannot be re-entered the staff must escort the children to the designated muster point at Central Nursery School where the registers will be checked to ensure all staff and children are accounted for.
- The Headteacher will notify the LA as soon as possible.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

To follow all points as set out in the PEEP, colleagues who work with these children to be aware of the plan in place in case of an evacuation. To make sure these are practiced with the children once each term.

Mobility Impairment

A responsible member of staff will be nominated to escort those who need assistance from the building.

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.

Visual disability

People with a visual disability will usually require the assistance of one person, on level surfaces they should take the helpers arm and follow them.

Hearing disability

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

In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

APPENDIX 6

Inspection/maintenance of Emergency Equipment

Testing of the Fire Alarm System

Fire alarm call points will be tested weekly in rotation by the caretaker and Headteacher. A record kept in the fire log book. This test will occur once a week.

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 is 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 caretaker and annually by an approved competent contractor.

Test records are located in the site's fire log book.

Means of Escape

Monthly external checks of fire route to be completed. Daily checks for any obstructions on exit routes are carried out by members of staff when working. Making sure all exit routes are kept clear everyday.

APPENDIX 7

First Aid & Medication

First aid boxes are located at the following points:

On the wall next to the door near the below First Aid cupboard

On the kitchen wall (right) as you enter from the Nursery

On the wall in the garden room (near outside door)

Portable First Aid kits kept in First Aid cupboard and on Forest School trolley

The Head teacher and School Business Manager are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

First Aiders:

The school has a sufficient numbers of first aiders (includes Initial First Aid at Work, & Paediatric.) A list of first aiders is available in the nursery on the planning board and in the office on the noticeboard.

The Headteacher 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 Headteacher 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

It is the policy of the school to follow the advice of the Local Authority on the administering of medicines in school. See separate policy

Exemptions may be made for children suffering from asthma, epilepsy etc.

Special arrangements may be needed when children are attending educational visits with the school.

Parents/guardians are always welcome to discuss such matters with any member of staff, and each case will be considered on the individual circumstances.

No medicines will be administered to a child unless the parents have given written consent for that medicine and staff will record when a dose is given and the Headteacher has agreed. All medicines are kept in the 1st Aid cupboard in the blue room or in the fridge – whichever is appropriate.

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.)

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.

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

APPENDIX 8**Flammable & 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).

The school will ensure they have:

- 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.

APPENDIX 9

Health & Safety Information & Training

Consultation

The Headteacher and a staff representative will discuss on a regular basis any issues affecting the nursery school. The school meets with the Governors on a termly basis and will forward the concerns to the Governors for discussion/action.

The Health and Safety Law poster is displayed in the office and in the kitchen.

Derby City Council health and safety team provide competent health and safety advice for Whitecross Nursery School.

Health and Safety Training

The Headteacher attends 'Management of Health and Safety' training which is reviewed every 3 years.

Health and safety induction training will be provided and documented for all new employees by the Headteacher or a competent member of staff.

The Headteacher is 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 by the SBM & Headteacher who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The SBM & Headteacher will be responsible for assessing the effectiveness of training received.

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

APPENDIX 10

Legionella

The school complies with advice on the potential risks from legionella as identified in guidance from Derby City Council.

The SBM & Caretaker attend 'Control of Legionella in hot and cold water systems' training which is reviewed every 3 years.

A legionella water risk assessment of the school has been completed by Integrated Water Services. The Headteacher is responsible for ensuring that operational controls are being conducted and recorded in the water risk assessment file.

This will include:

- The caretaker conducting necessary water temperature checks

- Servicing of Thermostatic Mixing Valves (TMV's) by IWS
- The cleaner flushing all little used outlets and record the temperature in the water risk assessment file.
- The outdoor water play is emptied weekly and flushed through with Milton.

APPENDIX 11

Lone Working

Staff are encouraged not to work alone in the school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Lone working can also make staff feel particularly vulnerable and isolated, **this can be exacerbated when it is dark.**

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Situations when lone working may occur: The caretaker and Cleaner is alone on the premises early in the morning and again in the evenings. Staff are occasionally alone either if they work into the evening or during holiday periods.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the child/family being visited.
- Report any incidents or situations where they may have felt "uncomfortable".

Guidelines for Lone Working:

The governors recommend that these procedures are followed when alone in the building:-

Always make sure you inform a key-holder and also a member of your family if you are in school and working alone. You should advise them of the following:

- When you expect to arrive at the school
- When you expect to leave the school
- Your mobile phone number

Ideally, this information should be shared at least the day before you expect to be working alone.

The same staff member and family member should also be notified when you are leaving the school after the period of lone working.

Always make sure external doors and windows are kept locked.

During dark mornings/nights, display lights in every room.

Do not set out or clear the outdoor area until another member of staff has arrived on the premises.

Keep your mobile phone with you and switched on at all times.

6. Dial 999 if an intruder enters the grounds or attempts to gain entrance to the school.

DO NOT TRY TO DEAL WITH THE SITUATION YOURSELF

APPENDIX 12

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 Headteacher 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.

Paediatric 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 12 monthly basis by a competent contractor.

APPENDIX 13

Off-Site Visits & Educational Visits Policy

Introduction

Educational visits are activities arranged by or on behalf of the nursery school, and which take place outside the school grounds. The governors and nursery 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.

Educational Visits Coordinator training is accessed every 3 years.

Aims

The aims of our off-site visits are 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 and enable them to grow and develop in new learning environments.

Curriculum links

The EYFS has seven areas of learning and development. All are connected to each other and are of equal importance and are all underpinned by the principles of the EYFS. For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists):

- Personal, social and emotional development
- Communication and language
- Physical development
- Mathematics
- Literacy
- Understanding the world
- Expressive arts and design

How visits may be authorised

The Headteacher will appoint a party leader(s) to be responsible for running the activity. This will normally be a nursery teacher employed at the school.

The nursery 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 Headteacher and governing body in their decisions on approval;
- Assign competent staff to lead and help with trips;
- Organise related staff training;
- Ensure all accompanying adults are part of a group which includes nursery staff and are not in a position where they are alone with the children and that the letter from our coach company assures us their drivers too have had police checks; and all vehicles are fitted with safety belts.
- 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 local library or museum).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by Derby City Council. 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 Headteacher before any commitment is made on behalf of the school. 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 Headteacher/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 (1:4 for 2 year olds 1;8 over 2, in play care, 1:13 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 Headteacher (who is the EVC), the governing body, and it will be discussed with all adults supervising the trip, who will sign to say they agree and understand it.

Transport

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

- transport;
- entrance fees;

- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- 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 police checks.

The school may make 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. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Headteacher 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 child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Headteacher the possibility of excluding that child from the activity.

More detailed guidance on procedures and requirements can be obtained from The Office (Offsite visit policy)

Group leaders' planning

Group leaders must read thoroughly the appropriate guidance for off-site activities:

They must consult Evolve via the Office Manager (who inputs all the required information) for documentation detailing procedures and requirements, including guidance on Emergency Planning and must have a visit plan.

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;
- Accommodation plan (if applicable);
- Full plan of activities;
- Fire precautions and evacuation procedures;
- 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 Headteacher;
- Medical questionnaire returns;
- First-aid boxes.

APPENDIX 14

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 in the school office.

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

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) annually, by a competent contractor.

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.

External play equipment

The external play equipment will only be used when supervised. The equipment must be deemed appropriate for the age of the children. Equipment will be checked daily before use for any apparent defects. A termly inspection will be carried out by the Headteacher and Health and Safety Governor and an annual inspection of portable play equipment is carried out by Sportsafe UK, and of fixed large play equipment by DCC Design and Property Maintenance team.

APPENDIX 15

General Risk Assessments

The nursery school risk assessments (for all activities, premises and one off activities) will be co-ordinated by nursery staff and approved by the Headteacher

These risk assessments are available for all staff to view and are held centrally in the Headteacher's office and on the school's shared drive

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.

General Risk Assessment training is accessed by the Headteacher and reviewed every 3 years.

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 Headteacher.

It is the responsibility of the staff to inform the Headteacher of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by nursery practitioners using the relevant codes of practice and model risk assessments developed by national bodies.

APPENDIX 16

Security of Children

Door Duty

The school as part of their policy on supervision will, whenever possible, have a member of staff supervise the main entrance when the doors can be opened from/at 7.30am, 9:00am, 12:00pm, 1:00pm 3:00pm and 4:00pm and up to 6.00pm for the arrival and departure of the children.

The member of staff on door duty will adhere to the following procedures:

- Open the door at the relevant times 9.00, 12.00, 3.00 and 4.00.
- Between 7.30 – 9.00am and between 4.00 – 6.00pm Breakfast club and Afterschool club staff will answer the doorbell to families as appropriate.
- Stand by the door in the entrance hall
- Be vigilant in watching any nursery children who may try to leave without a parent/guardian
- Parents/guardians who wish to speak to the member of staff on door duty must wait until the staff member has admitted or dismissed all children in order to speak to them without compromising the safety and well-being of other children and their families.
- Staff must remain by the door whilst it is open
- Ensure the door is firmly closed at the end of the duty.

APPENDIX 17

Stress/Wellbeing

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

The Headteacher has attended a course for managing stress in the workplace, which is provided by DCC and is reviewed every 3 years.

- The Headteacher operates an open door policy (work and home life issues)

- Performance Management Reviews are conducted annually
- If staff require support for their physical or mental health, then a referral to the Occupational Health team can be made.
- All staff are notified with regular updates on support services or developments in policy.
- All staff are reminded of how to seek mental health support.
- The school has a designated mental health champion for all staff.

APPENDIX 18

Sun Protection

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged.

Sunburn in childhood can double the risk of skin cancer.

Whitecross Nursery School uses the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy. (Sun Protection Policy – kept in school office)

At Whitecross Nursery School we want staff and children to enjoy the sun safely. We shall work with staff, children and parents to achieve this through:

Education:

- All children will have a group time discussion about sun safety at the start of the summer term.
- At the beginning of the summer term (or if a period of hot weather occurs outside of the usual warmer months), we will be in touch with parents and carers to inform them of our sun protection policy and provide them with practical guidance regarding our procedures and how they can help.
- Our school website informs parents/carers about clothing and sun cream.

PROTECTION

Shade:

- We have a large willow tree in the outdoor area.
- A canopy was in spring 2011.
- We have gazebos to put up to provide extra shade when necessary

Clothing:

We encourage all children to wear a hat, short sleeved clothing, practical footwear and sunglasses when playing outside during warmer weather.

We provide sun hats for children who have forgotten their own.

Sunscreen:

Our school prospectus and a letter which is sent out in the Spring term asks parents/carers to apply sun cream at home before arriving at nursery. For those children who attend for full days we ask them to bring their own bottle of Factor 50+ sunscreen clearly labelled with their name and to be placed in their child's pigeon hole for midday staff to apply.

When their children start nursery all parents/carers are asked to fill in a consent form giving their permission to allow our midday supervisors to apply sun cream at lunchtime (for those children who attend all day).

APPENDIX 19

Vehicles on Site

All staff who drive to work have been informed to consider the occupants living in the houses near the nursery when parking their car, however most will park in the school car park.

Double yellow lines are painted in front of the school to avoid congestion.

Deliveries

Deliveries should be made before the start of the school day or during school hours to reduce congestion and vehicle pedestrian interface.

Delivery lorries or vans will pull up at the school gate and items brought to the main entrance. The van delivering the school meals pulls into the school car park and the meals are taken in through the kitchen door.

Other agencies/visitors to the school will park in the school car park or on Watson Street, wherever there is space.

APPENDIX 20

Violence

Whitecross Nursery School will not tolerate violent behaviour from parents, visitors or others who enter the school.

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

APPENDIX 21

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 person responsible for work at height will be the Headteacher.

The nominated person shall ensure:

- 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.
- Any risks from fragile surfaces are properly controlled.

Staff are trained to use the step ladders safely.

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

APPENDIX 22

Work Experience

The school retains a duty of care for all students undertaking work experience in the school.

- All students are briefed before working in the school regarding school arrangements and health and safety responsibilities.
- 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.
- 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/students' parents at the earliest possible opportunity.