



Castle Vale Nursery School Health and Safety Policy & Procedures 2018 - 2019

Statement of Local Health and Safety Intent

Castle Vale Nursery School

The Governing Body of Castle Vale Nursery recognises that the health, safety and welfare of all staff and children, whether on the premises or carrying out business elsewhere, is primarily the responsibility of Birmingham City Council (BCC) and the Directorate of Children, Young People & Families (Directorate for Children's Services). We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated in the first instance to the Governing Body. These responsibilities also extend to ensuring that other agencies or contractors on the premises have adequate safety policies and procedures in place.

We will:

- ❖ Plan for health and safety within our nursery improvement planning activity.
- ❖ Ensure relevant safety actions are included during the staff appraisal process.
- ❖ Develop and maintain local arrangements and procedures that interpret health and safety legislation and guidance that apply to this site.
- ❖ Review all progress against our plans and take appropriate action.
- ❖ Provide an environment in which staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all staff.
- ❖ Monitor accident trends throughout the nursery to further inform the health and safety aspects of the school improvement plan.
- ❖ Monitor our performance against plans.

CHAIR OF GOVERNORS

HEAD TEACHER

Date

Date

Castle Vale Nursery School Health and Safety Policy

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 nursery and the document control system we use.

The Aim of the Policy is to:

- Ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practicable 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 the premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.
- A safety policy is produced and that the policy is regularly reviewed.
- A health and safety committee will be established if requested by at least two persons and 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 staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the site are identified and appropriate action taken.
- Regular safety reports are provided by the Head Teacher so that safety arrangements can be monitored and evaluated.
- Appropriate facilities for accredited union safety representatives are provided to enable them to fulfil their duties.
- All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

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

Head Teacher

The Governors charge the Head Teacher with the day-to-day responsibility of managing and enforcing Castle Vale Nursery School Health and Safety Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The Deputy Head Teacher or Senior Leadership Team will assume these responsibilities in the absence of the Head Teacher.

The Head Teacher will ensure that:

- 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 Local Authority, are brought to the attention of the Governing Body.
- Regular reviews of the safe performance of all areas of the site 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. Adequate first aid provision is made for staff and children and other persons, whilst on the premises and when working away from the nursery, in accordance with relevant guidance.
- Training needs are identified and arrangements are made for those needs to be met.
- Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by safety representatives.
- 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 reported to the BSS 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 holiday excursions 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.
- The Head Teacher will also act as Safety Co-ordinator for the safety group and provide support or arrange support where required for other members of staff to ensure they are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy.

Supervisory Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for children/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Castle Vale Nursery School health and safety management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

Staff Responsibilities

The nature of the school activities can be diverse from an operational point of view and essential activities and priorities may vary between different staff. All staff will be responsible for initiating / undertaking / assisting in the risk assessment process in areas and for tasks relating to children, members of the public, staff and others in their sphere of operation.

They will ensure their work areas are inspected regularly to identify hazards and bring any concerns to the attention of their line manager, Safety Co-ordinator or the Head Teacher. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk.

Relevant staff will be informed of any findings and they will also be recorded and filed in the health and safety file for audit inspection.

In the event of a hazard presenting a significant risk to anyone in the building, staff will take steps immediately to ensure health and safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their line manager or the Head Teacher.

Relevant staff will also assist in the implementation of other safety arrangements considered necessary to comply with health and safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body / Head Teacher.

Building Services Supervisor

The BSS has a key role to ensure the premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The BSS is responsible for cleaning the building, for cleaning materials and for the equipment used. They will be responsible for undertaking/ assisting in the risk assessment process in matters relating to their work and that of other members of staff within the sphere of work. This will include responsibility as first point of call and active liaison with contractors who are on the premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements. (This will be overseen by the Head Teacher when the BSS is not available)

It is expected that particular work undertaken by the BSS will identify quickly areas that threaten the safety of them, children, staff or visitors.

The BSS will inspect the building regularly to identify hazards and will raise any concerns with the Head Teacher. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed

to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings and they will also be recorded and stored in the health and safety file for audit inspection (kept in school waiting area.)

In the event of a hazard presenting a significant risk to anyone in the building, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher. The BSS will assist in the implementation of other safety arrangements as considered necessary to comply with health and safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Body/Head Teacher.

Educational Visits Co-ordinator (EVC)

Follow Birmingham 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.
- Inform the Head Teacher of all non-routine visits.

Employees General Responsibilities

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

- Take reasonable care of their personal 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.

Agency Workers

- Have a vital role and responsibility for implementing the safety plan and have a statutory duty to co-operate with the senior managers and comply with all arrangements considered necessary for the health, safety and welfare of children, themselves, work colleagues and visitors.
- They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.
- In the event of a hazard presenting a significant risk to anyone in the building, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their line manager.

Arrangements for Health and Safety

(See local arrangements section)

Document Control

We will develop and maintain local documentation. Changes including re-issues and deletions to local documentation will be authorised by the Head Teacher.

Co-operation

Local systems and documentation will be implemented following consultation through our governance meetings.

Communication

Local systems and documentation will be held electronically and in a hard copy format which will be made accessible to staff members.

Competence

The school has competent persons in place to 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.

Staff 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 and 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 school 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 leadership team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

Reactive Monitoring

The leadership team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangements and report relevant findings 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.

The school's health and safety performance will be reviewed by the Head Teacher and senior administrator on a termly basis and reported to school Governors.

Auditing/Inspecting Health and Safety Performance

Health and safety auditing/inspecting will be carried out on a regular basis by Elite Safety in Education

Local Arrangements

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Accident Reporting Procedures

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

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

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

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

Reporting to the Health and Safety Executive (HSE)

CYPF are responsible for ensuring RIDDOR are informed of reportable incidents

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Asbestos

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

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

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

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

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

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

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

The School's Asbestos monitoring persons will be the BSS and school senior administrator. Refresher training is required 3 yearly.

The school shall ensure:

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

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

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

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

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

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Contractors

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

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

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

School Managed Projects

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

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

Holidays

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

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Display Screen Equipment (DSE)

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

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

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Educational Visits

Introduction

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

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

Aims

The aim of our off-site visits is to:

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

How visits may be authorised

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

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

S/he will:

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

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

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

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

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he

is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk Assessment

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

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

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

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

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

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

- **S**taffing requirements – Trained? Experienced? Competent? Ratios?
- **A**ctivity characteristics – Specialist? Insurance Issues? Licensable?
- **G**roup characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **E**nvironmental conditions – Like Last Time? Impact of Weather? Water Levels?
- **D**istance from support mechanisms in place at the home base – Transport? Residential?

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

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

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

Transport

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

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

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

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

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

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

Communication with Parents

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

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

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

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

Further Health and Safety Considerations

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

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

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that

safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

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

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

Visit plan

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

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

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Fire Arrangements - Inspection/Maintenance

Testing of the fire alarm system

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

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

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

Inspection of firefighting equipment

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

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

Emergency Lighting

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

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

Green Door Release Boxes

These will be tested regularly by the BSS.

Emergency Red Pull Cords

These will be tested regularly by the BSS.

Test records are located in the fire log book.

Means of Escape

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

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Fire Evacuation & other Emergency Procedures

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

Smoking

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

Emergency Evacuation of the whole School

Introduction

The basic facts:

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

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

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

During letting periods, the school is responsible for ensuring adequate means of escape are available. Where only parts of the premises are in use it must be ensured that all relevant escape routes remain open and that adequate escape signage is available.

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

Evacuation Procedures for People with Special Needs

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

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

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

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

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

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

Fire Marshalls

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

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

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

Emergency Procedures

Fire Evacuation

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

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

Fire Fighting

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

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

ON HEARING THE FIRE ALARM:

- All staff, children, occupants of building must respond to alarm activations.
- The fire alarm is a continuous ringing bell.
- The BSS or nominated person will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.

- A member of the office staff will summon the emergency services (DIAL 9 - 999) as necessary;
- Staff will supervise the evacuation of children/visitors to the designated assembly point(s).
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the Senior Leadership Team at the assembly point.
- Do not stop to collect personal belongings.
- Office staff will ensure all registers, student signing in sheets and the visitor log are taken to the assembly point.
- The Emergency Grab Bag will be taken out by the Nursery Office Staff which will include parent contact information.

The assembly point is:

The visitor's car park at the side of the building

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

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

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

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

Visual Disability

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

Hearing Disability

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

Fire Instructions

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

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

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

EMERGENCY PROCEDURES

Fire and Evacuation

These procedures will be reviewed at least annually.

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

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

Fire Drills

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

Fire Fighting

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

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

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

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

- **Gas:** Boiler House
- **Water:** Side of Building
- **Electricity:** Staff Room

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

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First Aid & Medication

First aid boxes are located: **Various points around the building**

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

First Aiders:

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

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

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

Transport to hospital:

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

Administration of Medicines

All medication will be administered to children in accordance with the DfE document https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework>

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

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

Records of administration of medicines will be kept by the office staff.

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

All medications kept in school are securely stored in the school office with access strictly controlled.

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

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

Adrenaline pens are kept in the school office clearly marked with the child's name.

Designated staff have received the appropriate training for administering medicines.

Health Care Plans

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

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

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

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Hazardous Substances

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

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

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

They shall ensure:

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

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

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Health & Safety Information & Training

Consultation

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

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

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

Health and Safety Training

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

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

All employees will be provided with:

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

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

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

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Health & Safety Monitoring and Inspection

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

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

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

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Legionella

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

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

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

An approved contractor will be responsible for the following:

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

The BSS will:

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

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Lone Working

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

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

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

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

Definition of Lone Working

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

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

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

Controls

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

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

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

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

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

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

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

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

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head Teacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Head Teacher to periodically visit and visually monitor people working alone.

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

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

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

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

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

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

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

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

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

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Mobile Phones

Aim

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

Staff

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

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

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

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

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

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

Related Technology

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

Exemptions

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

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Moving & Handling

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

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

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

Moving and Handling

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

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

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

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Premises & Work Equipment

Statutory Inspections

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

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

Gas Safety

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

Electrical Safety

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

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

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

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

Internal & External Play Equipment

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

Premises Safety Sweeps

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

Any issues raised on the Safety Sweep forms will be collated into a 'job list' and distributed to those people who are required to action them. Completed checklists along with 'job list' documentation of any remedial action taken will be retained in the Health and Safety File stored in the school waiting area.

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

Play Areas and Grounds Safety Sweeps

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

Staff are reminded to report any issues immediately.

Play Equipment

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

The P.E. equipment will be inspected on an annual basis by an approved contractor

A visual inspection of fixed outdoor play equipment will be carried out by the BSS, a termly inspection will be carried out by an Operational Inspector of Play and an annual inspection by an Annual Inspector of Play (RPII)

Tools and Equipment

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

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

Smoking

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

Air Conditioning Units (if applicable)

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

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Risk Assessments

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

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

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

Individual Risk Assessments

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

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

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Forest School Booklet and the Forest School Risk Assessments.

Security

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

Entry to School

The main entrance lobby area is clearly marked and directs persons to the front entrance. Persons are prevented from going further into the school by an entry system on the door. This door must not be propped open.

Visitors who are admitted into the school are asked to **sign the visitors' book** and given a visitors' badge.

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

Security of the Nursery

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

Supervision of Children

All children are closely supervised at all times.

Child Supervision

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

Alarm System

The school alarm is always set each day.

Care of ICT Equipment

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

Security of Data

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

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

Other Data Protection Issues:

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

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

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Shared Use of Premises

The work of the school means that we will have other agencies/partners working in the building and risk assessments should be carried out. Issues that would need cooperation and liaison are likely to include Security, Fire safety and First Aid.

Information will be given to the hirers regarding the emergency procedures.

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Stress/Wellbeing

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

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

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

- Regular performance management reviews
- Open door policy of Head Teacher and SLT
- Mentoring of new staff.
- Staff Care

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

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

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Sun Protection

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.

Castle Vale Nursery uses the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy.

What is the Sun-Smart Campaign?

Sun-Smart is the national skin cancer prevention campaign run by Cancer Research UK. The Sun-Smart schools initiative encourages nurseries and pre-schools to develop and adopt sun protection policies. They are part of a broader campaign communicating effective skin cancer prevention messages to the general public.

The five key Sun-Smart skin cancer prevention messages are:

- Spend time in the shade between 11 and 3
- Make sure you never burn
- Aim to cover up with a t-shirt, hat and sunglasses
- Remember children burn more easily
- Use factor 15+ sunscreen

At Castle Vale Nursery 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 be encouraged to cover up in the sun.
- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

Clothing:

- We encourage parents to provide sun hats to protect the children whilst outside.

Sunscreen:

- Parents are advised to apply sunscreen to their children prior to attending school.
- Sunscreen use will be encouraged on school trips.

Shade:

- A canopy is situated in the play area.

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Vehicles on Site

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

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

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

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Violence

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

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

Prevention:

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

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

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Volunteer in School

Introduction

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

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

Safeguarding

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

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

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

There are some exceptions:

Law enforcement officers in certain circumstances;

HM Chief Inspector of Schools (Section 4 of Part 1 of Chapter 1 of the Education Act 2005);

LA Authority

Standards and Framework Act 1998).

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

Organisation

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

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

that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

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

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

School Information and Regulations

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

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

Expenses

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

Induction and Training

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

Complaints and Grievances

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

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Work at Height

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

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

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

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

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

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

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Work Experience

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

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

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April 2016 - Revised

Amendments to - Premises & Work Equipment – Added Air Conditioning.