



# Health and Safety Policy & Procedures

2019-2020

<b>Approved date</b>	
<b>Approved by</b>	Premises Governing Body
<b>Review Date</b>	December 2020

## **Statement of Local Health and Safety Intent Featherstone Nursery School**

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

As a Nursery School within the children's services directorate of Birmingham 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 Nursery School improvement planning activity.
- ❖ Ensure relevant safety actions are included during the staff appraisal process.
- ❖ Develop and maintain local arrangements and procedures that interpret and deliver the modular safety management standards (SMS) that apply to this Nursery School.
- ❖ 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.

**CHAIR OF GOVERNORS**

**HEAD TEACHER**

Date:

Date:

## **Featherstone Nursery School Health and Safety Policy**

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

The contents include a list of our local procedures for this Nursery School 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 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 LA's Health and Safety Policy and Codes of Practice are observed and acted upon where necessary.
- A school safety policy is produced, and that the policy is regularly reviewed.
- The safety policies will be brought to the notice of all employees.
- A Health and Safety Committee will be established if requested by at least two persons and health and safety is included as an agenda item at governor meetings on a termly basis.
- 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.
- 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.
- Health and safety issues concerning the school 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 CYPF Safety Services, 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:

## **Duties of the Head Teacher**

The Governors hold responsible the Head Teacher, with the day-to-day responsibility of managing and enforcing the 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 policy.

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

As well as the general duties which all members of staff have, the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils and visitors and any other persons using the premises or engaged in activities sponsored by the school and will take all reasonably practical steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidance are met in full at all times.

### **In Particular the Head Teacher will ensure:**

- 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. Policies and procedures with regard to health, safety and welfare matters within the Nursery 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 Nursery 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.
- 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.
- 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 CYPF Safety Services 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.
- Monitor the Health and Safety management structure, along with the Governors
- Liaise with Birmingham Asset Management on Asbestos Management plans prior to any building work.

#### **Staff holding Posts of Responsibility:**

Deputy Head Teacher, SLT, Building Services Manager and Senior Office Manager are responsible to the Head Teacher for the implementation of the health and safety policy within their area of work. To fulfil their responsibilities, they will assist the Head Teacher:

- 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 pupils, 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 pupils 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.
- First aid and medication procedures are followed.
- Fire arrangements in place.

Additional members will be included where appropriate to discuss safety matters relating to specific areas of work. The group will meet as appropriate in order to ensure there is clear direction. Termly Health and Safety audits records shall be kept so that jobs can be recorded and addressed swiftly.

#### **Senior Leadership Team (SLT)**

The nature of the school's activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. School leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of operation.

They will ensure their designated zones are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk.

The safety team will be informed of any significant findings that will also be recorded and filed in the school office for audit inspection. In the event of a hazard presenting a significant risk to anyone in school, 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.

### **Building Services Manager:**

The Building Services Manager is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. As one of the safety managers his role is to promote safety awareness so that the other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. The Head Teacher will also provide/arrange assistance and support for staff to ensure that risk assessments are carried out. And will endeavour to keep up to date with safety regulations and through the H&S team initiate steps that ensure arrangements for health and safety at Featherstone Nursery School conform to both current regulations and best known practice.

The Building Services Manager will be responsible for undertaking/assisting in the risk assessment process in matters relating to their work and that of other members of staff.

It is expected that particular work undertaken by the Building Services Manager will identify quickly areas that threaten the safety of themselves, pupils or other members of staff.

The Building Services Manager will inspect specified designated areas regularly to identify hazards and will bring any concerns to the attention of Head Teacher/Deputy 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 risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, 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 or Deputy Head Teacher. The Building Services Manager will also 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.

### **Teaching Staff:**

Staff timetabled to be in charge of groups have the following responsibility to assist the Head Teacher:

- To follow safe working procedures personally.
- To ensure the safety of children in classrooms 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 Head Teacher regarding the safety of equipment or tools, in particular any equipment or machinery that is dangerous
- To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.
- To make sure that their classroom is secure, the windows closed, and equipment switched off before they leave the premises.

### **Senior Office Manager:**

Responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of work.

- They will inspect their work/designated areas regularly to identify hazards and raise concerns with their line manager and/or the Head Teacher.
- Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk.
- Staff members, under their instruction, will be informed of any findings that will also be recorded and filed in the school office for audit inspection.
- In the event of a hazard presenting a significant risk to anyone in school, 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 designated SLT member/Head Teacher.
- The Senior Office Manager has a key role to ensure that the school 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 Senior Office Manager is also responsible for the supervision of cleaning staff, materials and any equipment they use.
- This will include responsibility as first point of call and active liaison with contractors who are aware of the Health and Safety Policy and arrangements.
- The Senior Office Manager will be responsible for undertaking/assisting in the risk assessment process in matters relating to their work and that of other members of staff.

### **Educational Visits Coordinator: (EVC)**

Follow CYPF Safety Services – 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 Head Teacher and Governing Body of all non-routine visits.

### **Supervisory School Staff:**

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, 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 work. Risk assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change.

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.

### **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 & 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.

### **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, 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.

The Governing Body will ensure that those appointed and charged with responsibility for implementing Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

### **Document Control**

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

### **Co-operation**

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

### **Communication**

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

### **Competence**

- New teachers and support staff are assigned a SLT member who guides them through the induction process. They are also issued with a Staff Handbook and policy file giving full details of school policies and procedures, including aspects of Health and Safety. Policies are available to everyone from the school website or the shared drive.
- 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 and Prioritising (Setting Standards)**

### **Nursery 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 and Elite Safety in Education 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 Health and Safety Performance**

### **Active Monitoring**

Our school leadership team will oversee active monitoring to include workplace inspections in accordance with local arrangements.

### **Reactive Monitoring**

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

### **Reviewing Health and 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 health and safety performance will be reviewed by the school management team quarterly 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 the Governors and senior management.

## Local Arrangements

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- Appendix 2 - [Asbestos](#)
- Appendix 3 - [Contractors](#)
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- Appendix 5 - [Fire Evacuation and other Emergency Arrangements](#)
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**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 on the shared drive.

- Minor incidents are recorded in our local accident book and are used to record all minor incidents to pupils and copies kept in a filing cabinet in the school office. (Including bumped heads). The Parents/Guardians would be shown record and asked to sign it. (These forms will be kept for 25 years) any more significant incidents must also be reported to LA/Governors.
- When a serious accident occurs, and the pupil requires treatment, the details are recorded on the LA Accident/Incident electronic system and sent to the appropriate authority.
- Featherstone Nursery will be responsible for deciding if the incident is reportable to CYPF Safety Services.
- School accident reports will be monitored for trends each term by SLT and a report made to the Governors, as necessary.
- A senior member of staff 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.

**Employee Accidents**

(This applies to all education employees and self-employed persons on school premises.) Any accident to an employee resulting in a fatal or major injury should be reported to the LA immediately by telephone. If first reported by telephone, the details should be confirmed within seven days.

**Pupil Accidents**

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

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

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

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

Incidents involving a fatality or major injury will be reported immediately to CYPF Safety Services who will inform the Health and Safety Executive (HSE) on 0345 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 [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) via CYPF.
- Incidents resulting in a pupil 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 via CYPF.

- The school will still be required to keep a record of all-over three-day injuries – if the school keeps an accident book/form, then this record will be enough.

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## Asbestos

The asbestos Management Survey is held in the asbestos file in the staffroom 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.

The asbestos monitoring person will be the Building Services Manager.

Refresher training is required 3 yearly in asbestos awareness.

The school shall ensure:

- The asbestos survey 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.

### Release of Asbestos Containing Materials

In the event of accidental release of known or suspected asbestos fibres, the area must be evacuated immediately and if possible sealed to prevent unauthorised access. A sign should be displayed to inform persons to stay out of the area.

The Head Teacher must be contacted immediately who will contact the relevant agencies (asbestos registered contractors) to arrange for a sample to be taken and relevant remedial works carried out.

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 using the visitors book and wear an identification badge which outlines Safeguarding and Health and Safety procedures.

Contractors will be issued with verbal guidance on fire procedures, local management arrangement.

Contractors must report to the Senior Office manager who will provide them with a work permit if required.

#### **Contractors Must Ensure:**

- When not in use, any equipment that contractors bring into school should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- No work should be in progress in the playground/dining hall during break times and lunchtime.

The Senior Office Manager, Building Services Manager or a member of the SLT team will be responsible for monitoring areas where the contractor's work may directly affect staff and children and for keeping records of all contractor work carried out.

#### **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, method statements specific to the site and works to be undertaken and a copy of their liability insurance. 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 staff, Senior Office Manager and Head Teacher etc. shall carry out a DSE self-assessment.

All workstations, chairs, and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards. School office staff will be responsible for checking this when ordering.

A designated person is responsible for coordinating display screen equipment assessments.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use every 2 years by a qualified optician.

Where necessary a contribution is made towards the cost of lenses. Details of this can be obtained from the Head Teacher.

Suitable training and information is given to users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment and the appropriate precautions to be taken.

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## Fire Evacuation and other Emergency Procedures

The Head Teacher and the Building Services Manager are responsible for ensuring the fire risk assessment is undertaken and implemented.

The fire risk assessment is located in the fire folder (and electronically) and reviewed every 2 years by a competent fire officer and reviewed annually by the Head Teacher and Building Services Manager.

### Fire Instructions

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

An outline of evacuation procedures is 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 Senior Office Manager.

### Fire Drills

Fire drills will be undertaken termly, and a record kept in the Building Services Managers Inspection File.

### 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.

Staff should be made aware of the type and location of portable fire fighting

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

**Gas:** Gas cupboard on field.

**Water:** Boiler room

**Electricity:** Door off reception

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



## **On Hearing the Fire Alarm:**

### **Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated**

- The assemble points are located by the gate on the field and outside the boiler room gate.
- If it is unsafe to use this assembly point then the alternative assembly point in case of need is the playground at Featherstone Primary School.

### **For evacuation purposes the building is split into the following zones:-**

- Nursery 1 (Corridor, Oak Room, Sensory Room, Oak Bathroom, Side Playground and Back Playground)
- Nursery 2 (Cherry Room, Cherry Bathroom, Watermelon Room, Group Room, SLT Office and Field)
- Children's Centre (Elm Room, Lime Room, Sycamore Room, Beech Room, Ash Room, Kitchen and toilet all on the first floor and Acorns and Saplings on the ground Floor)
- Reception (Office, Reception Area, Toilets in Reception Area and Staffroom, Stock Room and Staff Toilets)

A sweep of these zones must be completed to confirm that they are clear. The person responsible for this sweep will be the most senior member of staff in each zone at the time i.e. the most senior nursery member of staff, the most senior children's centre member of staff and most senior administrative member of staff. Once the sweep is completed the responsible person must report via walkie talkie to the main assembly point.

A roll call will be undertaken at each assembly point. To facilitate this if safe to do so, the Admin Staff will collect the Registers, staff signing in book and the visitors signing in book. The Children's Centre staff will collect registers for any groups operating at the time.

### **Head Teacher / SLT**

1. Check that your designated area is clear then proceed to assembly point
2. Await reports from staff and when these are completed inform the Chief Fire Officer of the situation.

### **Staff**

When the Fire-Bell rings, ensure registers and the Office iPads are taken to the fire assembly points ready for checking via walkie talkies.

### **Bomb Alerts**

In the event of a bomb alert follow the above procedures and call the police.

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

### **Details of Chemicals and Flammable Substances on Site.**

An inventory of chemicals used by the Building Services Manager and the Cleaning Staff will be kept in the staffroom, for consultation.

Substances hazardous to health used by staff will be held in the risk assessment folder.

## **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 will usually require the assistance of one person, on steps, the helper should descend first with the person's hand on their shoulder, and on the level surfaces they should take the helper's 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.

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## **Inspection/maintenance of Emergency Equipment**

### **Testing of the Fire Alarm System**

Fire alarm call points will be tested weekly by the Building Services Manager and a record kept in the site inspection 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 regularly.

### **Inspection of Fire Fighting Equipment**

An approved competent contractor undertakes an annual maintenance service of all fire fighting equipment.

Weekly checks are carried out by the Building Services Manager 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 Building Services Manager and annually by an approved competent contractor.

### **Green Door Release Boxes**

These will be tested regularly by the Building Services Manager.

### **Emergency Red Pull Cords**

These will be tested regularly by the Building Services Manager.

Test records are located in the site inspection 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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## **First Aid and Medication**

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

A nominated person will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check list of the first aid provisions is carried out at least termly and recorded.

All staff are responsible for notifying the nominated person if the contents of any of the first-aid boxes are running low.

### **First Aiders:**

Featherstone Nursery has a sufficient number of first aiders (includes Initial First Aid at Work, Paediatric and Emergency First Aid).

A list of first aiders is various points around the building.

The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to parents.

The Head Teacher 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 pupils 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/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

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 key workers. 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 bathrooms with access strictly controlled. Items requiring refrigeration will be kept in the kitchen fridge.

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 securely in the bathrooms clearly marked with the child's name.

Adrenaline-Pens are kept securely in the bathrooms 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.).

Staff undergo 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 as and when informed by parents/guardians 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.

## Treatments:

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

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

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

**Head Bumps** – Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are advised in a 'Bump to the Head' letter.

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

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

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

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

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

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

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

- Food, e.g. eggs, fish, nuts, especially peanuts
- Insect stings
- Immunisations or antibiotics

**Safety/HIV Protection**

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

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## Flammable and Hazardous Substances

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

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

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

They shall ensure:

- Holds an inventory of all hazardous substances used on site and is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant suppliers 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).
- Any petrol will be stored externally.
- 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.

### Guidelines:

- Teachers should not keep their own small stocks of hazardous substances e.g. cleaning solutions. Staff room cleaning materials should be kept securely in the appropriate staffroom cupboard.
- Chemicals and cleaning chemicals should ideally be stored in their own container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach pupils to recognise the red and black warning symbols (orange for older products), which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper’s etc., and warn of the dangers.
- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

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## **Health and Safety Information and Training Consultation**

The Head Teacher and the Senior Leadership Team will discuss on a regular basis any issues affecting the school. The Head Teacher and SLT will forward any concerns to the Governors for discussion/action.

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

Elite Safety in Education and CYPF Safety Services provide competent health and safety advice for Featherstone Nursery School.

## **Health and Safety Training**

Health and safety induction training will be provided and documented for all new employees by a member of SLT.

They 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 Office Staff 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 their line manager'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 and Safety Monitoring and Inspection**

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Building Services Manager, Senior Office Manager and Elite Safety in Education.

A named Health and Safety Governor may be involved/undertake inspections on an annual basis and report back to both the Head teacher and full Governing Body meetings. 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/when applicable.

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## **Legionella**

Featherstone Nursery complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A legionella water risk assessment of the school has been completed by a competent contractor.

The contractor will be responsible for ensuring that operational controls are being conducted and recorded in the water risk assessment file.

This will include:

- Conducting necessary monthly water temperature checks
- Disinfecting water tanks or other areas where water droplets are formed
- Servicing of Thermostatic Mixing Valves (TMV's)

The Building Services Manager is responsible for ensuring all little used water outlets are flushed on a weekly basis and recorded.

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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 setting and to outline the procedures and processes of this policy.

### **Staff**

During teaching time, while on duty (except for BSM and Head Teacher) and during meetings, mobile phones will be switched off or put on 'silent' and stored away.

Mobile phones will be permitted to be left on when undertaking visits away from the nursery setting.

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. The iPad's 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, Ipad's 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 and 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.

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

Children should always be supervised when moving any equipment or piece of furniture. Children are shown how to lift and carry safely and reminded of this each time.

### **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 6-monthly basis by a competent contractor. (Not including changing beds which will be subject to an annual inspection.).

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## Off-Site 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 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.

### How Visits may be Authorised

The Head Teacher will appoint a group leader(s) to be responsible for running the activity.

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;
- Assign competent staff to lead and help with trips;
- Organise related staff training if required
- Verify that all accompanying adults, including private car drivers, have had satisfactory security checks, and use recommended 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 CYPF Safety Services. 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 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 Elite Safety in Education

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 and all adults supervising the trip.

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

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.

Booster seats purchased prior to February 2017 (without back supports) can still be used and there is no requirement to replace these unless general wear and tear or they have been involved in an accident. <https://www.gov.uk/government/news/new-child-car-seat-rules-no-change-for-existing-booster-seats>

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**

Funding for off-site activities is provided mainly by the school budget/school funds and voluntary 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 letters sent home about intended visits.

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.

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. A designated person will be provided with the school mobile phone.

In an emergency situation the designated person will call the office and inform them of the major incident.

The safety of the party, and especially the children, is of paramount importance. During the activity the group leader must take whatever steps necessary to ensure the safety of everyone. 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 group 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 CYPF (Health and Safety).

### **Group Leaders' Planning**

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

[www.oeap.info](http://www.oeap.info)

They must consult CYPF 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;
- Intended arrangements for supervision;
- Insurance arrangements for all members of the group;
- Emergency contacts and procedures;
- General communications information;
- Guidance for group leaders;
- Guidance for the emergency contact and Head Teacher;
- Medical questionnaire returns and first aid boxes

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## **Premises and 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 staffroom.

All staff are required to report to the Building Services Manager 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 Nursery School without prior authorisation and will be subjected to the same tests as Nursery School equipment.

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

### **Gas Safety**

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

### **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 staff; 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 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 setting is kept as a non-smoking site this also includes the use of all forms of electronic cigarettes. Staff, parents and visitors are not permitted to smoke within the school grounds and will be asked to move outside of the nursery perimeter.

Electronic cigarettes are not permitted within the school building.

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### **General Risk Assessments**

Featherstone Nursery school risk assessments (for all activities, premises and one-off activities) will be co-ordinated by staff and Elite Safety in Education and approved by the Head Teacher/Senior Leadership Team.

These risk assessments are available for all staff to view and are held centrally in the staffroom 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.

### **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 Head Teacher or Deputy Head Teacher.

It is the responsibility of the staff to inform the Head Teacher/Deputy Head Teacher 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 staff using the relevant codes of practice and model risk assessments developed by National Bodies.

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## **Security/Safety of Children**

### **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 Featherstone Nursery as safe as possible.

The Head Teacher is responsible for the security of the premises during the day. The main door into the school from the reception area must be closed at all times.

### **Entry to Nursery School for Visitors**

The main entrance lobby area is clearly marked and directs persons to the front entrance. Persons are prevented from going further into the nursery by key fob entry systems, these doors must not be propped open.

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

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

### **Security of the Nursery**

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

### **Child Supervision**

The DSL and another member of staff remains on the premises until the last child is collected.

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

### **Alarm System**

The alarm is always set each day.

### **Care of ICT Equipment**

As far as possible all of the equipment is secured. Expensive portable equipment is locked away.

### **Locking Up**

A designated member of staff is responsible to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults.

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

### **Dogs**

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

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

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

## **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.”

### **Curriculum Networked Computers:**

- Accessed by personal passwords
- Senior staff only have access to management files
- Files are backed up by Service Birmingham.

### **Office Computers:**

- Accessed only via individual passwords
- Accounts/Budget files are accessed by a password
- Access to the School office is prohibited except for staff requiring access for a specific purpose

### **Other data protection issues:**

- Printed material is disposed of by shredding
- Parents are informed of data kept in school and its use through the Privacy Notice
- Personal data is not disclosed over the telephone unless to a known or verified person
- Service Birmingham up-date anti-virus software regularly.

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## **Lettings, External Agencies, & Shared Users**

The nature of the setting means that we will have other agencies/partners working in the building and risk assessments should be carried out. Any concerns / information are shared with the Health Visitors Manager and Spurgeons Manager.

All external agencies and shared users will be advised of the school's health and safety policy, fire procedures and accident reporting procedures. The school will carry out risk assessments of the whole building; however, external agencies and shared users should carry out risk assessments for their use of the buildings and keep copies on site for audit purposes. All staff have a duty to monitor the safe use of the buildings by external agencies and should report problems to the Senior Office Manager

Lettings are arranged through the LA.

All certification will be obtained from the hirer. All hirers will be required to present a minimum of £5m Public Liability Insurance prior to the hiring to the Local Authority.

The Head Teacher of the Nursery School and the external agencies meet regularly and bring any issues with the site to the attention of their own Governing Bodies and also to the Managers of the other establishments.

All external agencies will be provided with all necessary health and safety information required with regards to their health and safety whilst on this site. Other users will, in return, provide the school with relevant documentation, if appropriate.

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## **Stress/Wellbeing**

Featherstone Nursery and the 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 Head Teacher/ operates an open-door policy (work and home life issues)
- Performance Management Reviews are conducted annually (with mid-year reviews for all staff)
- Staff supervisions to discuss any issues or concerns are held on a regular basis.
- New members of staff are supported by a range of people and an induction process
- Staff will be supported through Occupational Health as and when required
- All staff are aware of the staff care counselling support programme through the Local Authority.
- Staff well-being is included in the school's staff absence policy
- Return to work interviews.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with the Head Teacher, who will if necessary seek external advice from Children's Employee Relations Service.

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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.

Featherstone Nursery has used the guidance promoted through Cancer Research in order to draw up this policy.

The five key messages to reduce the risk of skin cancer are:

- Spend time in the shade between 11am and 3pm
- 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 Featherstone 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 have at least one sun awareness lesson per year.
- We will talk about how to be sun smart at appropriate times of the year.
- 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.

### Shade:

- The outdoor play area has large canopies erected outside for continuous shade.
- Trees offer shade
- Children have access to water at all times

### Sunscreen:

- Parents are asked to apply sunscreen before school
- Parents of full day children either supply sunscreen labelled with their child's name or sign to agree use of school sunscreen
- Staff will assist children to apply sunscreen
- Sunscreen use will be encouraged on school trips

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**Vehicles on Site**

- There are no facilities for cars to park on site.
- All vehicles park outside on Highcroft Road. We ask all staff, parents and visitors to be respectful of our neighbours when parking their cars.
- We work closely with local police to ensure road safety is implemented.

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## **Violence**

Featherstone Nursery 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 Featherstone Nursery.

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

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

### Safeguarding

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

All adults who volunteer for working at Featherstone Nursery School 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 Senior Office 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 Experience, Students**

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 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.
- 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/students' parents at the earliest possible opportunity.

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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 are to be used. Staff must not climb onto chairs etc.

The schools nominated person responsible for work at height will be the Building Services Manager.

The nominated person(s) 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 will be trained to use the step ladders safely.

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

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