



**Foundations for Children**  
Nursery Schools Federation

# HEALTH & SAFETY POLICY

Adopted by the Governing Body for

**Croyland Nursery School  
School**

**Highfield Nursery**

**Parklands Nursery School  
Centre**

**Camrose Early Years**

**27th June 2022**

**Signature ..... (Chair of Governors)**

**Print Name ... Date:**

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## **1. Statement of Intent**

The Governing Body of Foundations for Children Nursery Schools Federation has a high regard for the health and safety of all children, parents/carers, staff, volunteers, students, governors and visitors and will take appropriate and necessary actions to ensure a safe environment.

The Schools acknowledge and accepts all guidance provided by the Local Authority on health and safety issues, and will make every effort to comply with and act upon its advice. To this end, the Governing Body will ensure that:

- there is a procedure for managing health and safety in the Schools
- there are appropriate arrangements to provide a safe and healthy working and learning environment
- there is a monitoring and evaluation system to ensure that the aims of the policy are being met and that the policy is regularly reviewed.

## **2. Responsibilities**

The Governing Body has the responsibility to:

- Ensure that a policy has been established and is regularly reviewed
- Seek to ensure that all recommendations and policies of the L.A regarding Health and Safety are noted and implemented
- Take steps to promote positive attitudes towards health and safety in all School visitors and staff.
- Ensure that procedures for fire precaution and first aid are formulated, documented and adhered to
- Make arrangements to receive regular health and safety reports as part of the reports from the Resources Committee, so that it can monitor and evaluate the health and safety policy and procedures. The Executive Headteacher has the delegated overall and final responsibility for health and safety of the four schools.

The Strategic School Business Manager is responsible for all aspects of facilities management of the school, including maintenance, development and efficient use of finances, in order that it is fully compliant with Ofsted, Local Authority (LA) and health and safety legislation.

The Strategic School Business Manager will ensure:

- all reasonable precautions are taken to promote the health and safety of all school users, according to arrangements set out within this policy 2022 June
- staff are given adequate information, training, instruction and supervision to avoid hazards
- Children, staff, parents and other school users are made aware of fire drill procedures and rules of general safety around the schools
- All accident and incident reporting procedures established by the L.A are followed
- All equipment (including electrical and fire safety installations) is regularly serviced and maintained

- Be a member of the Resources Committee and liaise with staff and governors on matters concerning Health and Safety
- Along with the site supervisors, conduct a termly inspection of the schools and its grounds and report the findings to the Resources Committee
- Raise awareness of health and safety issues with staff, school users and governors
- In consultation with the Deputy Heads or Assistant Heads rectify potential hazards. All Staff All staff have the responsibility, under section 7 of the Health and Safety at Work Act 1974, to co-operate in matters affecting health and safety. They must take reasonable care of themselves and others.

In particular they should:

- at all times ensure that the environment is safe for all staff, children and visitors, that activities are properly supervised and that children are made aware of their own health and safety
- where practicable, seek to rectify or render safe any potential hazards within the Centre and report the hazard to the Schools Bursars.
- Follow School procedures for the recording of accidents occurring in Schools
- Ensure that all equipment and substances are appropriately and safely handled.

#### Organisation

1. The Executive Headteacher has overall and final responsibility for Health and Safety in the Centre.
2. The Governing Body delegates the on-going management, implementation and review of this Health and Safety policy to the Resources Committee.
3. All staff have a responsibility to ensure the consistent implementation of this policy.
4. The Strategic School Business Manager with Bursars is the main link between staff, the Executive Headteacher and governors and provides advice and information on matters of health and safety
5. The Resources Committee comprising staff and governors meets four times a year
6. The Strategic School Business Manager with the Site Supervisor, makes termly inspections of the School's premises
7. The chair of that committee will report on issues of health and safety to the full governing body.

### **3. Fire Safety**

The Schools ensure that appropriate arrangements are formulated for the provision and maintenance of effective fire precautions. This section covers procedural guidelines covering evacuation procedures, fire extinguishers, means of escape, fire alarms and general fire safety.

#### Fire precautions

- All corridors, entrances and exits to rooms must be kept clear to ensure safe exits in the event of a fire.
- All fire doors must be kept closed at all time
- All soft furnishings must meet the required regulations for fire safety within the building.
- All Fire Safety Equipment is checked and inspected annually by recommended Fire Safety Company.
- All Fire Alarms and fire call points are tested weekly by the Site Supervisor or caretaker, with an annual inspection by the Fire Alarm Company. A record is kept in the Fire Log.
- Means of escape and preventative measures against arson are regularly assessed, inspected and recorded in the Fire Log
- Fire drills are held regularly and at least every term to cover the morning, afternoon and twilight sessions and should be timed and recorded
- Reception staff and senior leaders must complete Fire Marshall training. The Receptionist on most occasions will take the Fire Marshall role, wearing the hi vis and co-ordinating checks.

(At Camrose there are two assembly points with one member of the leadership team escorting children at the back of the building and one to the front of the building. This Fire Marshall will wear a hi-vis and report back to the front assembly point with accounted children and staff.)

#### In the event of a fire:

- any member of staff discovering a fire will PRESS THE BUTTON ON ANY OF THE FIRE CALL POINTS in the School
- when the alarm is heard, staff will stop the children playing and escort them via the nearest exit to nearest fire assembly point
- staff nearest to any Baby Room and Toddler base in the schools should immediately assist with evacuating the babies and toddlers
- staff will check toilets, home corner and anywhere children may be playing
- staff will take the registers with them so that children's names can be checked • ALL office based staff are responsible for getting themselves out of the building as quickly as possible
- Reception staff take mobile phones and visitors book and staff sign in boards with them on evacuation
- Course tutors and group leaders occupying any of the training or group rooms will have been informed of the fire evacuation procedure, and will ensure all participants evacuate the building as quickly as possible
- Fire Marshall trained staff member will lead on the co-ordination if fire drills or evacuations and ensure that all are accounted for and ring the Fire Brigade

#### Fire Extinguishers

There are different types of fire extinguishers located in the corridors and rooms throughout the building. All employees are informed about the location, types and dispensation of fire extinguishers on induction and annual team meetings. The following types of extinguishers are in the building and should only be used if it is safe to do so:

- Water Extinguisher
- Foam extinguisher
- Carbon Dioxide extinguisher – for electrical fires
- Fire Blankets – located next to cookers in kitchens Smoke alarms are located in all the rooms and corridors throughout the building and emergency lighting is installed in every room and corridor to aid the evacuation if the lighting fails. This is tested regularly by the Site Supervisor, and recorded in the Fire Log Book.

### Curriculum Safety

Staff are responsible for the children within their own area of supervision. They are also accountable for the supervision of any other adults helping in that area, for example students, parents or volunteer helpers. Staff should pay particular attention to the possibility of a child being injured by items in any area of the schools and all apparatus and equipment should be checked before an activity begins.

Large climbing equipment is checked annually, in accordance with L.A. recommendations. It is expected that all children should be taught how to use items of equipment safely and with due care, and that they should be encouraged to consider their own safety and that of others. Staff will consistently seek to encourage children to maintain high standards in matters of personal health and hygiene.

Children should wear protective clothing when appropriate. Within the initial information leaflet given out on the first home visit, prior to admission to the nursery, parents are asked to make sure that children are suitably and safely dressed for climbing, cycling and physical activities.

Staff should ensure that all equipment is regularly checked and potential hazards reported to the site supervisor and bursar. As far as possible, the Schools should seek to ensure that any equipment purchased for use within the nursery conforms to relevant British Safety Standards.

### **4. Outdoor Play Safety Supervision and Control**

- One member of staff should be on duty at all times whilst children are using the outdoor play areas, this named person will be responsible for
  - getting all the children inside when the outdoor closes
  - complete a head count as soon as all children have entered the building again
  - completing checks in outdoor play area before use
  - the safe usage of all climbing and other available equipment.
  - daily basic checks to be completed and ensure that gates are secure and fire doors alarmed
- Risk assessments of the outdoor areas are carried out and reviewed on a regular basis. Additional risk assessments are carried out if any work on either outdoor play area is undertaken.

- Parents who attend any groups with their children at the school are responsible for supervising their children in the outdoor play area.
- When closing the outdoor area the named outdoor person is responsible for ensuring all children enter the building. They should then complete a further safety check of all areas to ensure all children have entered before securing the doors.
- Once the safety checks to close the area has been carried out and the children are inside it is the responsibility of the staff members to carry out a headcount against the registers for the room. Children must only be allowed in the outdoor play area to use the equipment when there is adequate adult supervision
- should wear safe footwear and clothing
- should be shown how to use equipment safely
- must be made aware of other children when using the equipment, encouraging turn-taking and co-operation where appropriate
- should be able to choose whether they wish to use the outdoor play area, particularly in very cold weather
- must wear adequate head protection in very hot sunny weather and sun cream should be applied if provided by the parents.
- babies must be kept in the shade during the hours of 11.00 am – 3.00 pm.

Staff and other Adults must know about:

- check, all exits from the Outdoor Play area are secure before allowing children to play.
- the equipment and methods of use.
- the abilities and needs of the children
- the capacity of the equipment
- any special provisions necessary for the safe use of the equipment
- which areas of the garden should have restricted access for very young children
- and be able to inform parents who attend the school groups about their responsibility to supervise their children in the outdoor play area.

Inspection Staff should ensure that:

- all equipment used and all areas of outdoor play should be checked on a daily basis to ensure there are no breakages or evidence of vandalism, and so ensure there is no risk to children's health and safety.
- Gates are secure and any fire exit doors are alarmed
- any broken or damaged equipment or hazard found in the outdoor play must be reported to the Teacher or Deputy Head

- when they are lifting and carrying large or heavy equipment, they should follow guidelines for manual handling.

#### Other Play Equipment Supervision and control Children

- should be shown how to use any tools which may cause harm if not used safely e.g. scissors, knives, hammers, staples, etc.
- should only have access to such tools: o if they are able to use the tools safely without an adult supervising continuously with an adult supervising at all times if they are not able to use the tools safely. Staff
- should ensure all tools which are potentially harmful if used inappropriately and without supervision are stored away safely out of children's reach.
- should report any accidents which occur as result of using such tools using the appropriate procedures.
- should be aware of the range of children's abilities when using tools which may be potentially harmful. New Equipment and Materials.

The Teacher responsible for curriculum safety should ensure that the staff responsible for purchasing new equipment and materials ensures that all materials and substances purchased are non-toxic and that the equipment meets the British Standard Safety requirements. 5.

### 5. Outings

- The Teacher who is the Educational Visits Co-ordinator (EVC) is responsible for organising all visits and will carry out a risk assessment and identify any potential hazards for all educational visits for children who attend Nursery. A risk assessment will be used for all trips and visits.
- Adequate staff/adult ratios to children will be ensured when organising the visit, this will be based on the children's needs.
- Any booked coaches or buses will have individual seat belts for children's safety
- All parents/carers of children will sign a consent form for the child to be taken out on visits
- Staff will be responsible for organising First Aid equipment, changes of clothing and other necessary items
- A full list of children and adults who are making the visit will be left in the Reception Office
- A telephone contact number and address of the place being visited must be left at Reception Office
- A mobile telephone must be taken.

### 6. Arrival and collection of children

#### Arrivals



A member of staff will allow access to Nursery through the internal doors. If they are unsure of the identity of the parent/carer, nursery staff will be contacted via the internal phone. All staff are responsible for ensuring that they have signed children in on the register. If children arrive for their session outside of their normal arrival time, parents/carers must ensure the child's Key Worker knows they are in nursery. Parents that arrive after the session times will be escorted into and out of the nursery by a staff member or the nursery room will be contacted via phone to be made aware. (Croyland/Highfield) Visitors: All visitors to the schools must enter their name, company/reason for being at the school and time of arrival in the Visitor's Book at the Reception desk. The time must also be recorded on leaving the school.

#### Collection of children

Children that are collected early (prior to end of session 15 hr) should be pre-arranged with the keyworker or an authorised early pick up form. Early pick times and arrangements will be shared at each school with parents and carers authorised to pick up at a set time, to minimise disruption to the session. Each child must have at least two persons who are their authorised 'collectors'. Parents must introduce each authorised collector to nursery staff, and make sure the nursery has their work, home and mobile phone numbers.

The Nursery registration form requires the names and phone numbers of the authorised 'collectors'. This information will be checked periodically by the Key Worker. If a different person calls to collect a child, and the key Worker has not been informed by the parents, then the parents' permission will be obtained before allowing the child to leave the school.

All staff will be made aware when members of a child's family is not allowed access to the child. In such circumstances, the designated person for Safeguarding will ensure that the names of such family members are known by Reception staff. If one of these family members should call at the nursery they must not be granted access, Deputy Head or Deputy Manager must deal with the situation to ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately, and the incident should be recorded.

#### Late Collection of children or non-collection

The child's Pupil Information File (PIF) contains information about the named person with Parental Rights who is authorised to collect the child. They also have a password, which they can pass on to other named persons who are authorised to collect the child. Parents are asked to give prior notification, verbally or by letter, if an unfamiliar adult will be collecting a child from the nursery. If a member of staff is in any doubt, the child will not be allowed out of the nursery until the parent or carer has been contacted to give consent. If a child is not collected within 10 minutes of the designated home time, then a member of staff will contact a parent, carer or relative and others named as contacts. If a parent/carer is late collecting their child, the nursery staff will remain with that child until they are collected. Nursery staff will make every effort to contact one of the authorised 'collectors' by telephone. In an emergency or unforeseen circumstance where the authorised collectors are unable to collect a child, the school should be contacted with details, i.e. name, address and a physical description, of the person who will be collecting in their place. The nursery staff, in liaison with the manager on duty, should check this description before permitting the child to leave. A record will be kept of all children who are not collected on time. This will note the date, the time at which the child was collected, who collected the child, and the reason given. On the first occasion of a late collection for those parents who pay fees for childcare the parent/carer will be reminded of the late collection

charge as set out in the Money Policy. On subsequent occasions the parent/carer will be informed that a charge of £10 per 15 minutes will be levied to their account. This procedure will be discussed with the parent/carer when the Childcare Contract is signed. If a child is not collected an hour after the school has closed and no contact can be made with any of the adults, specified in the child's records, an urgent Safeguarding referral will be made.

### Lost children

There are a limited number of situations, in which a child may be lost, and these are where a child:

- wanders off on a nursery outing
- escapes from the Outdoor Play area or the Garden
- is taken from the nursery by an approved adult
- follows another parent / adult accidentally

A comprehensive risk assessment procedure is in place for all educational visits and outings. The designated Educational Visits Co-ordinator is responsible for the signing off all Risk Assessments relating to off site visits for nursery children aged 0-4. Scenarios 2, 3 and 4, above, have been risk assessed to safeguard children and minimise the risks of children escaping from the Outdoor Play area. However, should a child become lost the following action should be taken:

- Alert the member of staff in charge or Senior Manager who will make enquiries of relevant members of staff to ascertain when the child was last seen and where
- Ensure the safety of the other children, with regard to supervision and security.
- Ensure that the all other children are sufficiently supervised and secure, whilst one or preferably more members of staff should search the building, garden and immediate vicinity.
- If the child cannot be found within ten minutes then the Police and the parents must be informed.
- Continue to search, expanding the area, and keeping in touch with the Centre by mobile phone. When the situation has been resolved members of staff should review the incident and put procedures in place to ensure that such a situation cannot reoccur. Any incidents should be reported to the Governing Body.

### **7. First Aid**

Early Years Practitioners, Assistants and Management undergo Paediatric First Aid training, which is updated every 3 years. The Schools comply with the Health and Safety Executive requirements in relation to the need for employers to assess their individual need for First Aiders. <http://www.hse.gov.uk/firstaid/what-employers-need-to-do.htm>

A complete list of staff members training and qualifications is kept up to date at all times. First Aid boxes are kept in several areas of the schools, and small green notices on the walls of all rooms in the school direct people to their nearest one. Their contents are checked at least once a month by the room lead and are consistent with County Council recommendations. A First Aid Manual containing detailed first aid procedures is kept in reception. Staff administering first aid must have due regard for possible contamination by blood or other body fluids, particularly with regard to H.I.V or Hepatitis. Protective gloves must always be worn when dealing with cuts or abrasions, or with other bodily waste. In the case of vomiting, a proprietary absorbent powder should be sprinkled onto the waste matter, left for several minutes and then swept up and disposed of in a plastic bag.

## **8. Medication**

All arrangements for prescribing, storing, administration and recording of medicines are described in the Medication Policy. Some children have a health care plan and/or a personal emergency evacuation plan. These are stored in the child's PIF and shared with staff in the provisions.

## **9. Accidents & Prevention**

To prevent accidents from happening, the School has a wide range of Risk Assessments in place. Staff contribute to writing them and they are regularly reviewed and signed off by a member of the senior management team. The vast majority of staff have an up to date paediatric first aid training certificate.

A spreadsheet is used to keep track of core training. Any accident occurring in the nursery is assessed by the relevant member of staff. Minor injuries requiring treatment are dealt with by a member of staff, or by a first aider, if this is felt to be appropriate. First Aid boxes are located throughout the building and each room has a sign, stating where the nearest First Aid box is located.

Each accident/incident is recorded on the appropriate forms. Children's and adults' accidents and near misses are recorded and accidents by adults are reported on the County Council on line reporting log.

The senior management team regularly evaluate the accident log to seek to reduce and prevent them. For head bumps, a symptoms checklist is given to the parent/carer. Parents are asked to sign the form to indicate they have been informed of any accident to a child. Serious injuries will be assessed by a first aider. Parents will be contacted and the child taken to hospital by ambulance. If an ambulance is deemed necessary, it will be called immediately and then the emergency contact will be contacted. Emergency contact numbers for nursery children are kept on file. Parents are advised that a child cannot be offered a place at the nursery if no emergency contact number is given.

## **10. Sick Children**

When children are unwell, and when they have any illnesses/infections, which may be passed on to other children, it is not appropriate for them to come to nursery. If children become ill while at nursery, their parent(s) will be contacted, so that they can collect them or arrange to have them collected. The Federation adheres to advice from Public Health England <https://www.gov.uk/government/organisations/public-health-england>

and will seek specific advice from the local centre

<https://www.gov.uk/government/collections/phe-eastmidlands-advice-support-and-services>

if appropriate. In the case of sickness and/or diarrhoea, children need to be clear of symptoms for 48 hours

[http://www.publichealth.hscni.net/sites/default/files/A2%20Schools%20poster\\_1.pdf](http://www.publichealth.hscni.net/sites/default/files/A2%20Schools%20poster_1.pdf)

Parents are asked to inform nursery staff if their child has an infestation of head lice.

[http://www.publichealth.hscni.net/sites/default/files/A2%20Schools%20poster\\_1.pdf](http://www.publichealth.hscni.net/sites/default/files/A2%20Schools%20poster_1.pdf).

## **11. Food hygiene**

The school ensures that appropriate procedures are followed by all staff, children and users to prevent any risks to health in the purchase, preparation, storage, consumption and disposal of food. All staff whose responsibility it is to prepare and handle food on a regular basis are trained in basic food hygiene. All staff are required to attend a basic Food Safety Awareness.

Kitchen staff are expected to have Level 3 in Food Hygiene. Level 3 Food Hygiene and Safety Course is designed to provide catering and hospitality sector professionals in senior-level roles with the skills, credentials and practical knowledge to ensure a high standard of food safety and hygiene in the workplace, in compliance with the Food Safety Act 1990. They are also expected to have Food Allergy Awareness training with the Food Standards agency. This enables them to advise staff on all aspects of food hygiene and preparation.

All staff providing food and drink complete a Food Hygiene Certificate, Level 2. All staff are responsible for adhering to any Food and Drink policy and Mealtimes Policy. Guidance for good practice from the basic food hygiene course is incorporated into the School's procedures and induction process. All staff are regularly informed and trained to ensure that school procedures are followed. The School is inspected by the Environmental Health Department to ensure that high standards of Food Hygiene are maintained.

### Food from home and Allergies/dietary requirements

Food provided to the children should only be food provided by the school; and if own food is brought in, the children are not to share. A booklet is completed by parents and staff for "Premade FOOD from home" we ask parents to fill it out like a diary listing exactly what is in the supplied meals. This is for safeguarding reasons with other children who have allergies who could be sat next to them at meal times. It also helps monitor the child's diet.

Staff complete admissions forms and home visits during the admissions process to be aware of any dietary requirements or allergies prior to the child starting so that arrangements are in place.

### Food preparation and cooking

Staff preparing food for meals, including breakfast, lunch, tea, snacks, and cooking with children should adhere to the following procedures to prevent any risks to health:

- anyone preparing food should wash their hands first and follow the procedures for personal hygiene

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- children will wash their hands before eating their meals and snacks
- all purchased food should be checked for its “use by” date before being used or stored.
- only designated food handlers have access to the kitchen
- food should be stored in air tight containers
- fresh food should be stored in the refrigerator set at 5° C
- "Ready to Eat" and Raw Foods must be stored separately in the fridges to prevent cross contamination.
- Foods like cheese, butter, cooked meats should be stored on shelves at the top of the fridge. Foods like raw meat, raw fish, eggs should be stored at the bottom. Fruit/Veg use the salad drawers and always wash dirty vegetable before storing.
- Fridge and Freezer temperatures are monitored and recorded daily. Adjustments should be made if recordings are unacceptable and the actions recorded. Fridge temps:+5C, Freezer Temps:+18C
- snacks for children should be refrigerated after preparation
- Foods should be stored in clean airtight containers, labelled with its contents, dated and with the use by or best before date.
- an adult will be responsible for ensuring good hygiene practice at meals and snack time, and that all left over food and drink is disposed of, tables are cleaned thoroughly and crockery and utensils are washed in the dishwasher.
- Children will only be given food that has been checked and prepared by the schools.
- Children with dietary requirements or allergies will be served their food first before serving out to the rest of the children.
- Children with dietary requirements, intolerance or allergies will be presented on a display board or on the tables during any meal times. The use of colour coded placemats will distinguish severe allergies.

#### Kitchens: Hygiene and cleaning

These procedures apply to the main kitchen where all meals are prepared and served. They also apply to the kitchen and food preparation areas

A cleaning schedule in place in each kitchen to record each day of the week. These must be kept to show the EHO.

- All crockery, cutlery and cooking utensils should be washed in the dishwasher.
- Hand washing up requires hot water and detergent, thorough rinsing, and drying with clean tea towels.
- Tea towels and dishcloths are washed in the laundry at the end of the session.

- All food contact surfaces should be cleaned with hot water and detergent, rinsed and disinfected, i.e. worktops, fridge door, handles, chopping boards.
- Any fresh food left in the fridge should be disposed of if its use by date is exceeded.
- All fridges should be cleaned out weekly.
- Spillages on the floor should be mopped up with the mop and bucket provided for kitchen use only.

## **12. Nappy changing and toileting procedures**

Staff will:

- Change a child's nappy as soon as they are soiled
- Check nappy changing area is clean before and after use
- Check the child's own changing equipment is used, i.e. nappies, wipes and cream
- Talk to or sing and use eye contact when changing children
- After removing clothing put on gloves and apron before removing nappy or dealing with bodily fluids
- Cleanse child's nappy area thoroughly with wipes by wiping from front to back. Pay attention to skin folds and creases; make sure they are thoroughly clean and dry
- Place soiled nappies and wipes in nappy sack and place in nappy disposing unit
- Dispose of gloves and apron safely and wash hands
- Record
- Clean all surfaces with the cleaning materials provided after changing nappies
- Collaborate with parents to help children become toilet trained and encourage independence when appropriate to do so.
- Wipe toilet seats with the toilet cloth in a solution of disinfectant and water
- Wipe hand basins and rinse with a clean cloth
- Mop floor areas with a solution of detergent and hot water (following the instructions for making up solution)
- Put cleaning cloths to be washed when cleaning is completed
- Clean mops and ensure they are dried

## **13. Building and Grounds Maintenance**

The Schools have delegated funding for repairs to and maintenance of the building and grounds for any extensions and alterations to the building or site. Hazards should be reported to the Strategic School Business Manager or the Site Supervisor as soon as possible. The buildings and sites will be inspected each term by the Strategic School Business Manager or bursars, site

supervisor and findings reported to the Resources Committee. The Chair of the Resources Committee will report each term to the full governing body.

#### Contractors

All contractors should report to Reception on arrival. Wherever possible, necessary repair or maintenance work involving potentially noisy or dangerous equipment should be done when children are not on site. Contractors are responsible for their area of working and for all machinery and equipment which they bring on to the site.

Equipment should not be left unattended when children are present. Safety rails, fences or other appropriate guards are to be used to reduce hazards. Contractors are required to provide an up to date DBS, or a letter or recruitment checks before they can complete any work on site. (If the work is for a short period of time, the contractor is to be supervised by a member of staff).

### **14. Hazardous Substances**

Staff must ensure at all times that no hazardous substance is ever left within reach of the children. For recommendations on storage and handling of hazardous substances, see [www.hse.gov.uk](http://www.hse.gov.uk) The notice detailing hazard symbols is displayed on the door of the cleaners' cupboards. Substance assessment record forms on cleaning materials should be completed by the site supervisor. The forms should be stored alongside this policy. Asbestos The buildings contain no asbestos which constitutes a health hazard. For further details, see the Asbestos Management Plan. Any areas of low asbestos within materials is displayed. At Highfield has asbestos present which is classed as low level. At Parklands there is some asbestos present, mainly in the form of floor tiles which are deemed to be low risk. There is some ceiling board in the boiler room which has assessed as 'medium risk' 2022 June 19 | P a g e Croyland there is some asbestos present, in ceiling materials and pipework- all deemed low risk. Camrose there is some asbestos present in the tower deemed lower risk.

#### Security

Entrance to the Schools are by the main door to reception only. Doors beyond the reception area are locked at all times. Adults intending to stay in the schools must be asked by reception staff to sign the visitors' book kept on reception. Whilst the children are in nursery, exterior doors and gates are to be kept closed.

### **15. Staff Issues**

Personal Safety and Security All staff members are made aware of their personal safety.

In particular:

- Care should be taken when using stepladders to ensure that they rest only on a firm, level surface.
- Staff are encouraged to ask for a colleague's help when lifting heavy equipment, in particular bags of sand, large climbing equipment, piles of books or paper.
- Whenever possible, staff should work at surfaces at waist height, or seated at a table.
- Personal belongings including mobile phones must be kept in the lockers or desk drawers.

- External doors should be locked if members of staff are working alone in the School.

### Stress

The Federation has support strategies to combat stress, such as the availability of the Stress Policy and Checklist for Managers as well as the Well Being Policy. As a general rule, staff are not asked to work overtime, and staff should never take work home. Staff have access to the County Council's confidential and free counselling/support service for staff. The Federation has a contract with Strictly Education, who has contracted Optima Health to provide an occupational health service for the Federation and its staff. Staff can be referred by the school to consider a range of occupational health questions in relation to fitness to work and adaptation that could help and support a staff member to be at work.

Lone working Staff are not expected to work on school premises on their own and should not do so without the permission of the Deputy Head. Should it be absolutely essential for a member of staff to work in the School alone, staff should:

- keep the time they are alone to a minimum or locate other staff to be with them in the building e.g. Site Supervisor as soon as possible
- check the door entry system does not allow unauthorised access and ensure they are secure inside the building
- work within range of the door entry system to keep check on any attempted entry to the building
- have easy access to a telephone
- inform someone that they are in the building alone, e.g. Site Supervisor, Senior Manager or someone at home
- ensure the building is secure from unauthorised entry when they leave.

### Home Visits

Staff carry out home visits to new children at the outset of children starting a place at the schools. In order to ensure their safety, they adhere to all aspects of the Federation Home Visiting Policy.

### **Harassment, Violence and Aggression**

The Federation does not tolerate any display of verbal or physical aggression by children, parents/carers, staff or visitors to the schools towards any other person.

The Federation does not tolerate any incident of racial, sexual, religious or any other harassment, abuse or aggression, as outlined in our Parent's, Carer's and Visitors Code of Conduct. All such incidents must be reported to the Executive Headteacher, recorded and then reported to the Local Authority if appropriate.

- Children's behaviours are dealt with in accordance with the Behaviour and Relationships Policy.
- Staff and volunteers are required to adhere to the Staff Code of Conduct Policy.
- Governors are required to adhere to the Code of Conduct for the Governing Body.



- Parents are required to adhere to the parent's, carers and visitors conduct. If any staff adult is concerned about the words or actions of anyone else, they MUST inform the Deputy Head or Deputy Manager in her absence without delay.

The Deputy will – accompanied by a colleague - talk with the parent/carer in private to ascertain the situation. They will make every effort to resolve any issues there and then, but may need to speak to others and may need time to do so. They will arrange to feed back to the parents/carers as soon as at all possible, and will ensure that that can happen. Should the parent/carer become verbally or physically aggressive, s/he will be asked to leave at once - using the principles of contain, clear, cordon, control. Help will be summoned from colleagues, doors into the children's rooms will be locked. The police may be called. The

Governors of the Federation reserve the right to ask any adult to leave the premises, should that be deemed necessary by the Executive Head or Deputy. The Governors also reserve the right to ask any adult, whose words and/or actions were found to be threatening, intimidating, violent and/or aggressive not to re-enter the schools. Should that be necessary, the Executive Head will write to the person concerned to explain the situation and will inform the chair and the vice chair of the Governing Body.

#### Manual handling

All staff receive regular training in relation to manual handling, and they are taught to use these procedures:

- Assess Loads, and determine whether the help of another member of staff is needed. NEVER attempt to lift a weight you are not comfortable with.
- Plan the work, so that objects can be moved when it is safe to do so, or help is on hand. Make sure the route is free from tripping and slipping hazards.
- Report any hazards or potential hazards to the Site Supervisor or designated Health and Safety person.
- Wear the right equipment e.g. protective gloves, anti-slip shoes.
- Use aides if required, e.g. steps, adjustable trolley
- When lifting:
  - Lift with leg muscles
  - Assume a comfortable stance
  - Lift smoothly, keeping the load close to the body
  - Avoid twisting body when lifting - move feet instead
  - Minimise lifts above shoulders or below knees
  - When carrying:
    - Do not block vision
    - Avoid twisting body
    - Keep the load close
    - Keep arms tucked in

When unloading:

- Bend knees
- Take care not to trap fingers
- Slide rather than lift loads into tight spaces
- Ensure the load is secure

## **16. Smoking**

The Schools and its grounds are non-smoking areas. Staff are discouraged from smoking near the School or when wearing any clothing that has the name of the school on it.

## **17. Working with Display Screen Equipment (DSE)**

The Schools are compliant with guidance in relation to DSE on the HSE website.

<http://www.hse.gov.uk/pubns/indg36.pdf>

These Regulations only apply to employers whose workers regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users. These Regulations do not apply to workers who use DSE infrequently or for short periods of time.

The Federation's responsibilities are to:

- analyse workstations to assess and reduce risks
- make sure controls are in place
- provide information and training
- provide eye and eyesight tests on request, and special spectacles if needed
- review the assessment when the user or DSE changes.
- consult staff on health and safety matters.

## **18. Monitoring and Evaluation**

As per the Terms of Reference of the Resources Committee, it monitors and reviews the implementation and effectiveness of this policy. The Committee meets 4 times per year. Health and Safety is a standing item on its agenda.

The Strategic School Business Manager and the Site Supervisors will check the following documentation and report findings to each meeting of the committee:

- Fire Drill Log
- Health and Safety Log
- Accident Report Forms (child and adult)

- Violence and Aggression incident forms

The Committee will produce Health and Safety reports for the Centre's Governing Body. Any recommendations relating to Health and Safety, ratified by the Centre's Governing Body are included in the Centre's Strategic Development Plan and actions thereafter are subject to ongoing review.

### **19. Pandemic**

If there is the threat of a pandemic the Executive Headteacher will coordinate the School's response in conjunction with the Senior Leadership Team and share with the Governing Body and the Local Authority.

The School's response will be graduated according to what may be a quickly changing situation. The primary concern of the School during a pandemic would be to minimise the risk to all members of the community whilst ensuring the continuation of normal education for as long as practically possible. Throughout the event of a pandemic, the aim of the School is to operate as normally as possible within the following the risk assessed parameters:

- The School will monitor publications from the Department of Health as well as the DfE and update continuity plans as necessary.
- The School will support children's understanding about the pandemic virus; this will be detailed in the risk assessments
- Children and staff deemed to be at high risk due to pre-existing conditions will be risk assessed and may be required to stay at home
- Children and staff who attend school will observe increased infection control measures and other measures including increased cleaning-highlighted in the risk assessments
- What to do if you become unwell or develop symptoms. This information is documented in the risk assessments with leaflets for parents and staff
- In the event of cases internal to the nursery school, all staff to follow the risk assessments
- Should the School close or partly close to pupils; the Executive Headteacher will consider what arrangements can be made to continue educating children. Regular updates will be made available through our website and social media The decision to close either of the schools will be made by the Executive Headteacher in conjunction with the Leadership Team and the Governing Body. The decision to close will be guided by advice.