



Low Hill Nursery School

Health & Safety Policy & Procedures

2020-2021

Statement of Local Health and Safety Intent Low Hill Nursery

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 staff and students as an equal objective to our other Nursery objectives.

As a nursery within the directorate of Wolverhampton 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 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 establishment.
- ❖ Review with the Governing Body all progress against our plans and take appropriate action.
- ❖ Provide an environment in which staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all staff.
- ❖ Monitor accident trends throughout the Nursery to further inform the health and safety aspects of the establishments' 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

Low Hill Nursery Health and Safety Policy

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

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

The Aim of The Policy Is To:

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

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

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

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

Head Teacher

- Policies and procedures with regard to health, safety and welfare matters within the nursery 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 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 the reports and returns are submitted to Wolverhampton LA and in accordance with the published procedures.
- Adequate first aid provision is made for staff and children and other persons, whilst on nursery premises and when working away from the nursery, in accordance with Wolverhampton 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.
- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items which the Local Authority's responsibility are reported to Wolverhampton LA 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.

Staff Holding Posts of Responsibility

Staff holding posts of special responsibility, i.e. Deputy Head Teacher, Office Staff, and Site 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 children, and for making any necessary changes in practices and procedures.
- By informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- By ensuring that staff and children are aware of emergency procedures, which should be regularly reviewed.
- By ensuring that adequate supervision is maintained at all times.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

The Site Manager will assist the Head Teacher to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building.

Nursery 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 building 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 or potentially so.
- To be aware of emergency procedures in respect of fire, first aid, accident, etc. and to carry them out.

Educational Visits Coordinator (EVC)

Follow the Wolverhampton LA 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 and Governing Body of all non-routine visits.

Employees General Responsibilities

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

- Take reasonable care of their 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 any 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.

Document Control

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

Co-operation

- Local systems and documentation will be implemented following consultation through our nursery health and safety governance meetings.

Communication

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

Competence

- The Head Teacher/Deputy Head Teacher will provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.
- Nursery staff will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

Planning & Prioritising (Setting Standards)

Nursery Health & Safety Plans

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

Risk Assessments

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

Local Arrangements

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

Measuring H&S Performance

Active Monitoring

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

Reactive Monitoring

The 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 & 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 nursery health and safety performance will be reviewed by the management team termly and reported to Governors.

Auditing/Inspecting Health & Safety Performance

- Health and safety auditing/inspecting will be carried out on a regular basis by Governors and/or the Head Teacher/Deputy Head Teacher.

Local Arrangements

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Accident Reporting Procedures

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

Copies of these forms are available in the office.

Minor incidents will be recorded in the local accident book located in various areas. Staff will include in the book, the nature of the incident, time and place and what action was taken, staff will sign and date and ask parents to sign the book when they collect their children, any more significant incidents must also be reported to Wolverhampton LA and Governors.

Where a child receives a bump to the head a letter is sent home with them.

- Accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE) is undertaken by Wolverhampton LA.

Incidents involving a fatality or major injury will be reported immediately to Wolverhampton LA by telephone in serious cases or using the relevant form.

Wolverhampton Health and Safety Team will be responsible for the following:

- 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 under RIDDOR.
- Incidents resulting in a child or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/equipment, lack of supervision etc. must be reported to the HSE within 15 days of the incident occurring.

The nursery will still be required to keep a record of all-over three-day injuries – this will be recorded on the accident/incident form.

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Asbestos

All employees, contractors and subcontractors are required to comply with the school procedure. The Asbestos Management Survey Report is carried out by the Local Authority and a copy retained at school.

From this report an Asbestos Management Plan has been drawn up and is monitored annually by the Site Manager who then reports any concerns to the Governing Body.

School site staff and contractors are required to complete the signing form to confirm that they have read the report and action plan.

The Site Manager is required to inspect the condition of existing asbestos within the school on a regular basis and record the findings in the Asbestos Management Plan.

School site staff and contractors are required to complete a registration form and use the Management of Asbestos Flow Chart to inform them what to do should they discover asbestos.

Regular inspections of the school site, as recorded in the appropriate documents will record any concerns with regard to this subject. The Head Teacher will be informed and will seek appropriate help and support from the Local Authority on this matter.

Release of Asbestos Containing Materials

In the event of accidental release of known or suspected asbestos fibers, 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 must be reported to the Head Teacher.

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Contractors

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

All contractors must report to the nursery school office where they will be asked to sign the visitors' book.

Contractors will be issued with verbal guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Head Teacher/Senior Member of Staff/Site Manager 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.

Nursery Managed Projects

To ensure contractor competency the nursery uses Wolverhampton LA registered contractors. These contractors have satisfied the LA they understand and abide by health and safety regulations.

Where extensive projects are undertaken the nursery will appoint a Clerk of Works to oversee the project.

Where non-registered contractors are used the Head Teacher will undertake appropriate competency checks prior to engaging a contractor.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The nursery 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.

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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, etc. shall have a DSE assessment carried out by their line manager.

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.

Pupil Workstations

Best practice guidelines will be adopted when setting up pupil workstations. Pupils use display screen equipment for short durations.

- Staff are responsible for connecting and disconnecting computers/iPads etc.
- Food and drink should not be consumed by pupils near the computers.
- Pupils are regularly reminded by staff of the importance of not spending too many hours in front of a monitor.
- Any problems with the equipment should be reported to the ICT Network Manager.

SEN Pupils and Computers:

Some SEN pupils may be provided with individual equipment. Teaching staff should liaise with the SEN department and ascertain the arrangements that have been set up with the pupil for printing etc. Where a pupil has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the pupil.

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Fire Evacuation & other Emergency Procedures

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

The fire risk assessment is located in the fire folder and reviewed every 2 years.

Fire Instructions

These documents are made available to all staff and included in the staff 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 Head Teacher/Site Manager and the nursery has a service level agreement with the LA.

Fire Drills

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

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 equipment and receive basic instruction in its correct use.

Details of Service Isolation Points

Water: Boiler House nursery playground & Main Boiler House off car park.

Electricity: Boiler House nursery playground and Main Boiler House off car park.

Gas: Boiler House nursery playground & Main Boiler House off car park.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Manager as appropriate, for consultation.

EMERGENCY PROCEDURES

General Emergency Evacuation Plan (GEEP)

Fire Action on Discovering Fire

- Operate the nearest fire alarm call point.
- Organise the ordered exit of pupils from your classroom to the assembly point following the steps outlined in 'Hearing the Alarm' below.
- Ensure that the Fire Brigade has been called.
- Do Not Attempt to put out the fire.
- Follow the procedure.

On Hearing the Fire Alarm:

- All staff, children, occupants of building must respond to alarm activations.
- The fire alarm is a continuous ringing sound.
- The nursery will evacuate the building.
- The Head Teacher or a named member of staff will be responsible for informing the emergency services (the fire service is directly linked to the school).
- Staff will supervise/affect the evacuation of children/visitors to the designated assembly point.
- Staff not with children, visitors and contractors must leave the building by the nearest exit and report directly to a senior member of staff at the assembly point.

Assembly Point

Car Park

- Children should leave with the nursery staff in charge of the group. Children should then leave by the nearest available escape route. The last person to leave the rooms must close the door. Children should make their way to the assembly point.
- All external gates are closed to ensure the safety of children whilst outside.

A calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area children must stand in their groups while staff check their registers. Registers, visitors' book, etc. will be taken out to the assembly point by the office staff.
- The result of this check must be reported to the Head Teacher/Senior Member of Staff as soon as it is completed.
- The Head Teacher/Senior Member of Staff will liaise with the fire brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the fire brigade/Head Teacher/Senior Member of Staff.
- If the building cannot be re-entered the staff must escort the children to the designated muster point at Whitgreave Junior School where the registers will be called to ensure all staff and children are all accounted for.
- The Head Teacher will notify the LA as soon as possible.

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

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

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

Visual Disability

People with a visual disability will usually require the assistance of one person. On 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 and green boxes will be tested weekly in rotation by the Site Manager and a record kept in the fire logbook. This test will occur once a week.

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

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

Inspection of Fire Fighting Equipment

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

Weekly checks are carried out to ensure that all fire fighting 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 Site Manager and annually by an approved competent contractor.

Green Door Release Boxes

These will be tested regularly by the Site Manager.

Emergency Red Pull Cords

These will be tested regularly by the Site Manager.

Test records are located in the site's fire logbook.

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 & Medication

First aid boxes are located at the following points:

Nursery
Toddler Room
Activity Room
Office

The nominated first aider will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check of the first aid provisions is carried out monthly.

First Aiders:

The nursery has a sufficient number of first aiders (includes Emergency First Aid & Paediatric.)

A list of first aiders is displayed in the staff room and entrance hall. 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.

Button Batteries

Please be aware small batteries are dangerous if swallowed and must be kept and stored out of reach of young children.

When opening a pack which includes multiple button batteries, make sure that children cannot access the batteries which remain in the open packs.

Do not dispose of a battery in the classroom waste bin.

What to do if a child ingests a button battery:

- CALL 999 In the event of battery ingestion, seek immediate medical attention.
- Do not let the child eat or drink until an X-ray can determine if a battery is present.
- Take the battery packaging or the device containing the battery to the hospital so as the doctor can identify the battery type and chemistry.

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

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

Where possible we request parents administer the medication before or after school. Records of administration will be kept in the office.

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 with access strictly controlled.

Asthma inhalers will be kept in the area where the children are, with the child's name on them.

Adrenaline pens will be kept in the office for strict control measures and refresher training will be sought.

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

Parents/guardians are always welcome to discuss such matters with the Head Teacher, and each case will be considered on the individual circumstances.

Health Care Plans

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

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

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

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Flammable & Hazardous Substances

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

The Site Manager will ensure they have:

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

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

COSHH

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 staff room 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 strippers 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 & Safety Information & Training

Consultation

The Head Teacher and the Senior Management Team will discuss on a regular basis any issues affecting the nursery. The Senior Management Team meets with the Governors on a half-termly basis and will forward any concerns to the Governors for discussion/action.

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

Elite Safety in Education and Wolverhampton LA provide competent health and safety advice for Low Hill Nursery.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the Head Teacher or Deputy Head Teacher.

The Head Teacher/Deputy Head Teacher 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 by the Head Teacher or a nominated person will be responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Head Teacher will be responsible for assessing the effectiveness of training received.

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

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Health & Safety Monitoring and Inspection

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

A governor will be involved/undertake an inspection on an annual basis and report back to the 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 health and safety representative(s) if/when applicable.

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Infection Control

Introduction

This policy has been written following guidance from Public Health England guidance on infection control and winter readiness.

Aim and Objectives

This policy aims to provide the school community with guidance when preparing for, and in the event of an outbreak of an infection such as pandemic influenza or any contagious illness.

Principles

The school recognises that infections such as influenza pandemics are not new. No-one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community.

We recognise the need to be prepared. Infections are likely to spread particularly rapidly in schools and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. However we will strive to remain open unless advised otherwise. Good pastoral care includes promoting healthy living and good hand hygiene. School staff will give pupils positive messages about health and well-being through lessons and through conversations with pupils.

Planning and Preparing

In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would direct their parents to report to their GP and inform Public Health England. During an outbreak of an infectious illness such as pandemic influenza the school will seek to operate as normally as possible but will plan for higher levels of staff absence.

The decision on whether school should remain open or close will be based on medical evidence.

This will be discussed with the Health Protection Agency and the Government.

It is likely that school will remain open, but we recognise the fact that both the illness itself and the caring responsibilities of staff will impact staff absence levels.

The school will close if we cannot provide adequate supervision for the children.

Infection Control

Infections are usually spread from person to person by close contact, for example infected people can pass a virus to others through large droplets when coughing, sneezing.

Through direct contact with an infected person: for example, if you shake or hold their hand and then touch your own mouth, eyes, nose without first washing your hands or even talking at a close distance.

Viruses can also survive longer on hard and soft surfaces.

Staff and children are given the following advice about how to reduce the risk of passing on infections to others:

- Wash hands regularly, particularly after coughing, sneezing or blowing your nose.
- Minimise contact between your hands and mouth/nose.
- Cover your nose and mouth when coughing and sneezing or in crook of elbow.
- Do not attend school if you have an infectious illness.

These messages are promoted through posters around the school, in assemblies and through Personal and Social Education lessons.

HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS

Minimise Sources of Contamination

- We will ensure staff have received training or competent in food handling.
- We store food that requires refrigeration, covered and dated within a refrigerator at a temperature of 5°C or below.
- We wash hands before and handling foods.
- Food is brought from reputable sources and used by recommended date.

To Control the Spread of Infection

- We ensure good handwashing procedures (toilet, handling animals, soil, food).
- Children encouraged to wipe and blow their own noses and dispose of soiled tissues in waste bins.
- We wear protective clothing when dealing with accidents and incidents.

Personal Protective Equipment (PPE)

Disposable non-powdered vinyl or latex-free CE-marked gloves, face coverings (if advised) and disposable plastic aprons are worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing) by all staff.

Cleaning of the Environment

Cleaning throughout the school is frequent and thorough including the cleaning of all toys and equipment in class. Cleaning of the environment, cleaning equipment such as buckets are colour coded and cleaned and replaced as needed. Cleaning contracts are monitored regularly and ensure cleaners have access to PPE.

Cleaning of Blood and Body Fluid Spillages

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately (with staff wearing PPE). When spillages occur, they are cleaned using a product that combines both a detergent and a disinfectant to be effective against bacteria and viruses and suitable for the surfaces used on. Mops are never used for cleaning up blood and body fluid spillages – disposable paper towels are used, and waste is disposed in secure bins along with nappies.

Vulnerable Children

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

The school will have been made aware of such children.

These children are particularly vulnerable to chickenpox, measles or parvovirus B19 and, if exposed to either of these, the school will contact the parent/carer and inform them promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.

Female Staff – Pregnancy

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated according to PHE guidelines by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace. Some specific risks are:

Chicken Pox can affect the pregnancy if a woman has not already had the infection.

Report exposure to midwife and GP at any stage of exposure.

The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

German Measles (rubella). If a pregnant woman comes into contact with German Measles, she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed, she should immediately inform whoever is giving antenatal care to ensure investigation.

Slapped Cheek Disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

This advice also applies to pregnant students.

In school we follow the guidelines set by the Health Protection Agency, regarding the recommended period of time that pupils should be absent from school.

Detailed information about many conditions is available at: <http://www.hpa.org.uk/>.

It is important to note that the school are unable to authorise absence on medical grounds or illness for conditions where the guidelines state that no period of absence is recommended, e.g., head lice.

Meningitis

Meningitis most commonly affects babies, young children and teenagers, but can also be harmful to older people and adults with lower immunity. It can be very serious, even fatal, if it is not treated quickly, as it infects the protective membranes surrounding the brain and spinal cord. It can cause blood poisoning and permanent brain and nerve damage.

Symptoms may include a high temperature, vomiting, headaches, a rash that does not fade when rubbed over with a glass, stiff neck, an aversion to bright lights, drowsiness and fits. These symptoms may occur in any sequence and sometimes not all of them will be experienced at all.

Bacterial and virus meningitis are contagious and can be spread through sneezing, coughing, kissing, sharing cutlery and utensils, and spending considerable time with an infected person, so schools are one of the prime locations where the infection can spread. It can be caught from people who carry the virus or bacteria but are not ill themselves.

Vaccinations are available for several types of meningitis but practicing good personal hygiene (washing hands and coughing/sneezing into tissues etc.) and not sharing drinks and cutlery will also help reduce the risk of contagion.

Coronavirus Disease – COVID-19

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and

those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads.

Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow). Up to date advice can be found at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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Legionella

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

A legionella water risk assessment of the nursery has been completed by IWS.

IWS are responsible for ensuring that operational controls are being conducted and recorded in the water risk assessment file.

This will include:

- Disinfecting water tanks or other areas where water droplets are formed.
- Monthly water temperature checks.

The Site Manager will flush weekly all little used outlets and record the findings in the water risk assessment file.

Servicing of Thermostatic Mixing Valves (TMV's) will be carried out by a competent contractor.

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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 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 staff about the appropriate use of mobile phones at our nursery and to outline the procedures and processes of this policy.

Staff

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

Except in urgent or exceptional situations, mobile phone use is not permitted during the working day. These situations must be agreed in advance by the Head Teacher or senior member of staff if unavailable.

Should staff need to take photographs whilst on the nursery, they should seek the Head Teacher's approval in advance and must utilise the nursery's own photographic equipment.

Under no circumstances can iPad's be used to take photographs of the children or other staff without the consent of the Head Teacher. 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 nursery into disrepute, disclosing information about the nursery and/or its' personnel constitute inappropriate use.

Related Technology

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, iPod'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 & 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.

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.

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Off-Site Visits

Introduction

Educational visits are activities arranged by or on behalf of the nursery, and which take place outside the grounds. The Governors and staff believe that off-site activities can supplement and enrich the curriculum of the nursery 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 nursery 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 nursery school site alone.
- Promote the independence of our children as learners and enable them to grow and develop in new learning environments.

Curriculum Links

For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the Nursery School by specialists).

How Visits May be Authorised

The Head Teacher will appoint a group leader(s) to be responsible for running the activity, including forest schools. This will normally be a teacher employed at the nursery school.

The 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 in their decisions on approval.
- Assign competent staff to lead and help with trips.
- Organise related staff training.
- 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 Wolverhampton LA. 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

nursery. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

All visits must be recorded on EVOLVE system and Cat B and C approved by Wolverhampton Visits Advisor (or other competent person).

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 nursery and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

Without special safeguards or control measures, these ratios will **not** be adequate to meet the needs of most residential or more complex visits.

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**:

- **Staffing** requirements – Trained? Experienced? Competent? Ratios?
- **Activity** characteristics – Specialist? Insurance Issues? Licensable?
- **Group** characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **Environmental** conditions – Like Last Time? Impact of Weather? Water Levels?
- **Distance** from support mechanisms in place at the home base – Transport? Residential?

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

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

A copy of the completed risk assessment will be given to the Head Teacher, and the Educational Visits Co-ordinator, and all adults supervising the trip.

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 nursery has opted to pay for.

Transport

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

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business Insurance) of each driver covers such journeys and double-checking that each driver has been subject to the normal disclosure and barring checks. Legislation on car seats must be taken into consideration when using cars, private hire vehicles etc.

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 nursery makes a charge to parents if their children are transported by means of transport provided by the nursery. 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 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 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 group leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the nursery school number, but where an activity extends beyond the normal nursery school day the home telephone number of a designated emergency contact should be provided.

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

The safety of the party, and especially the children, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the nursery, the group leader should discuss with the Head Teacher the possibility of excluding that child from the activity or inviting parents to supervise their own child.

More detailed guidance on procedures and requirements can be obtained from: <http://oeapng.info/>

Group Leaders' Planning

Group leaders must read thoroughly the appropriate guidance for off-site activities: National Guidance for offsite activities <http://oeapng.info/>

They must consult Wolverhampton LA 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.
- Full plan of activities.
- Fire precautions and evacuation procedures.
- Intended arrangements for supervision.
- Insurance arrangements for all members of the group.
- Emergency contacts and procedures.
- General communications information.
- Guidance for group leaders.
- Guidance for the emergency contact and Head Teacher.

- Medical questionnaire returns.
- First-aid boxes.

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Paddling Pool

Use of the Paddling Pool

The duty of care is the responsibility of the teacher or nursery staff whenever the paddling pool is in use.

The following recommendations must be observed:

Safety

- There must be at least one qualified member of staff actively supervising at all times.
- The staff must be able to see all the children and be close enough to act in an emergency.
- The staff responsible must know the emergency procedure, be able to act in an emergency and be competent in resuscitation.
- Children must enter and leave the pool one at a time, supervised by a member of staff.
- Children must not jump into or out of the pool.
- Jewellery is not allowed to be worn in the pool.
- No hot beverages are allowed by the pool.
- No eating whilst in the pool.

These instructions must be known by all staff including helpers, supply staff, etc.

Hygiene

- Children should use the toilet before using the pool.
- Children using the pool must wear swimwear.
- Children with colds, open wounds, sores should be excluded from the water.
- If any excrement or vomit is in the water the children must be removed immediately and the pool must be emptied and cleaned before next use.

The Environment

- Precautions should be taken to prevent the surrounding floor area becoming slippery.
- The only substance to be added to the water must be “bubble” making substances.
- Disinfection or bleach must not be added to the water as this can cause skin irritation to the skin.

Medical Considerations

- Nursery School medical records should be checked carefully so that children’s medical conditions can be identified. Special arrangements may be required in certain cases.

Emergency Procedures

In the case of an emergency, the following procedures must be followed:

- Call for help from a colleague.
- Prioritise the emergency and deal with it appropriately.
- Evacuate the pool as quickly and safely as possible.
- Ensure the children are safe and well.
- Empty the pool and if necessary, clean the pool before it is next used.

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Premises & Work Equipment

Statutory Inspections

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

All staff are required to report to the Head Teacher 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.

Gas Safety

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

Electrical Safety

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

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, by a competent contractor.

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

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

External Play Equipment

The external play equipment will only be used when supervised.

The equipment must be deemed appropriate for the age of the children.

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

Smoking

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

Air Conditioning Units (if applicable)

All air conditioning units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier.

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General Risk Assessments

The nursery risk assessments (for all activities, premises and one-off activities) will be co-ordinated by staff & Elite Safety in Education and approved by the Head Teacher.

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

Risk assessments will be reviewed on an annual basis or when the work activity changes, or an incident has occurred 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.

This covers new or expectant mothers who are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work. It is both a moral duty and a legislative requirement under the Managements of Health and Safety at Work Regulations 1999 Regulation 16 relating to risk assessment for new and expectant mothers, that employers take particular account of the risks to expectant mothers at work.

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

Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by nursery 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 nursery is of paramount concern to our whole nursery community. The Governors and Head Teacher have endeavoured to make the nursery as safe as possible.

Entry to Nursery for Visitors/Staff

The reception area is clearly marked and directs the visitors to the front entrance of the nursery. Visitors are able to wait in the foyer but prevented from going further into the nursery by a door fob system on the door. This door must not be propped open.

Visitors who are admitted into the nursery are asked to sign the visitors' book. The office diary is used to inform the receptionist of planned visitors.

Nursery School Building Security of External Doors

All doors are unlocked and accessed by a push button system. The nursery is surrounded by secure fencing.

Security of the Nursery

The main entrance door is always kept shut. Nursery children are supervised at all times including outside activities.

Supervision of Children

Children will be supervised at all times once they have been handed over to staff.

Missing Children

In the event of a child going missing after an activity within the nursery the following procedures must be followed:

- Register of children required (and Head Count).
- Deploy all available staff to search vicinity.
- Staff who may search away from the school grounds must take a mobile phone with them.
- School office must contact police once the area has been checked.
- School office to contact parents/guardians.
- Once the child has been found the incident must be thoroughly investigated and an action plan implemented immediately, and Local Authority Designated Officer and Governors must be informed.

Child Supervision

The Head Teacher or in her absence a nominated staff member will remain 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 nursery school 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.

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.

Office Computers:

- Accessed only via individual passwords by Head Teacher and office staff.
- Financial files are accessed by a password.

Other Data Protection Issues:

- Printed material is disposed of by shredding.
- Parents are informed of data kept in nursery and its use through the Fair Processing Notice.
- Personal data is not disclosed over the telephone.
- Nursery anti-virus software is updated regularly.

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Stress/Wellbeing

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

The nursery will use the HSE stress management tool to monitor workplace issues.

The Head Teacher has implemented the following control measures:

- The Head Teacher operates an open-door policy (work and home life issues).
- Performance Management Reviews are conducted annually.
- Regular staff meetings to discuss any issues or concerns are held on a regular basis.
- New members of staff are closely monitored.
- Staff where necessary will be directed to Occupational Health.

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Sun Protection

Skin cancer is one of the most common cancers in the UK and the number of cases are 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.

The 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 our nursery we want staff and children to enjoy the sun safely. We shall work with staff, children and parents to achieve this through:

Education:

- 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 nursery is doing about sun protection and how they can help at the beginning of the summer term.

Shade:

- Canopies are in place for continuous shade.

Clothing:

- We have sun hats which are available to wear.

Sunscreen:

- Parents are asked to apply sunscreen before bringing children.
- Sunscreen use will be encouraged on trips.
- Staff will ask parents' permission to apply additional sun cream as and when necessary.

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Vehicles on Site

Vehicular access to the nursery is available for use by staff and visitors only.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

If an event is being held outside of normal nursery activities a pedestrian entrance gate will always be open.

Staff parking on the nursery car park, will be doing so at their own risk and the nursery is not responsible for any incidents regarding vehicles.

Deliveries

Where possible deliveries should be made before nursery starts or during nursery hours once nursery has started.

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Violence

Low Hill Nursery will not tolerate violent behaviour from parents, visitors or others who enter the nursery school.

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

Prevention:

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

- Consider the working environment e.g. exits, space available.
- Do not meet parents when colleagues are not in the near vicinity.
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the nursery. Consult with SMT 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.

Procedure to Follow:

- Staff to remain calm and non-confrontational.
- Staff to call on a colleague to try to help calm the situation.
- If the situation worsens staff must ask the parent/carer to leave the building to calm down.
- If they refuse to leave, staff to remind them it is a nursery school and as such they cannot allow the children or other staff to witness any aggressive behaviour.
- If they do not leave, and you feel the situation warrants it, ask another member of staff who is away from the situation to call the police, 999.
- The incident will be recorded; as soon as possible, within 24 hours, and an investigation will follow to decide on the course of action to take.

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Work at Height

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

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

The nursery's nominated person responsible for work at height will be the Site 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 termly and maintained.
- Any risks from fragile surfaces are properly controlled.

Staff trained to use the step ladders/kick stools safely.

Children will not be permitted to use ladders/stepladders.

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

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Work Experience

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

- All students are briefed before working in the nursery regarding nursery arrangements and health and safety responsibilities.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Arrangements will be in place for the organisers to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of nursery hours provision) in order that a member of 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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Reviewed December 2015

Amendment has been made to Premises & Work Equipment – Added Smoking and Air Conditioning.

Reviewed December 2016

Lone Working – updated.

Amendment made to Fire Evacuation and other procedures – General Emergency Evacuation plan added.

Reviewed December 2017

Amendment made to First Aid & Medication – added EYFS Framework requirement to first aiders. Hyperlink updated in Administration of Medicines.

Amendment made to Off-Site Visits - update regarding security checks to accompanying adults, added appropriate child car seats for private vehicles, updated EYFS ratios updated in risk assessments and added legislation on car seats for private vehicles.

Reviewed December 2018

Asbestos added to Appendix 2.

New and Expectant Mothers added to Risk Assessments.

All policy reviewed and updated.

Reviewed December 2019

DSE – Amended.

Flammable and Hazardous Substances – Added COSHH guidelines.

Off-site visits – added information regarding car seat legislation.

Work at Heights – added note.

Reviewed May 2021

First Aid and Medication – added Button Batteries

Infection Control - added