

**Statement of Local Health and Safety Intent**

**Osborne Nursery School**

We will meet all the requirements set out in the corporate health and safety policy

and actively promote the safety and health of our Nursery School staff and pupils as

an equal objective to our other Nursery School objectives.

As a Nursery School within the children’s services directorate of Birmingham City

Council, we will adopt a planned and systematic approach to the local

implementation of the corporate health and safety management standards through

this statement of intent and we will:

* Plan for health and safety within our nursery and improvement planning activity.
* Ensure relevant safety actions are included during the staff appraisal process.
* Develop and maintain local arrangements and procedures that interpret and deliver the modular safety management standards (SMS) that apply to this Nursery School.
* Review with the Governing Board all progress against our plans and take appropriate action.
* Provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
* Assess and control risks to all staff.
* Monitor accident trends throughout the nursery to further inform the health and safety aspects of the school improvement plan.
* Monitor our performance against plans.
* 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:



**HEALTH & SAFETY POLICY**

**February 2023**

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

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

**The Aim of The Policy is to:**

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

**Legislation**

This policy is based on advice from the Department for Education on [health and safety in schools](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools) and the following legislation:

* [The Health and Safety at Work etc. Act 1974](http://www.legislation.gov.uk/ukpga/1974/37), which sets out the general duties employers have towards employees and duties relating to lettings
* [The Management of Health and Safety at Work Regulations 1992](http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made), which require employers to make an assessment of the risks to the health and safety of their employees
* [The Management of Health and Safety at Work Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/contents/made), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
* [The Control of Substances Hazardous to Health Regulations 2002](http://www.legislation.gov.uk/uksi/2002/2677/contents/made), which require employers to control substances that are hazardous to health
* [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013](http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
* [The Health and Safety (Display Screen Equipment) Regulations 1992](http://www.legislation.gov.uk/uksi/1992/2792/contents/made), which require employers to carry out digital screen equipment assessments and states users’ entitlement to an eyesight test
* [The Gas Safety (Installation and Use) Regulations 1998](http://www.legislation.gov.uk/uksi/1998/2451/regulation/4/made), which require work on gas fittings to be carried out by someone on the Gas Safe Register
* [The Regulatory Reform (Fire Safety) Order 2005](http://www.legislation.gov.uk/uksi/2005/1541/part/2/made), which requires employers to take general fire precautions to ensure the safety of their staff
* [The Work at Height Regulations 2005](http://www.legislation.gov.uk/uksi/2005/735/contents/made), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency (formerly Public Health England](https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases)) and government guidance on [living with COVID-19](https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2).

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

* The LA's Health and Safety Policy and Codes of Practice are observed and acted upon where necessary.
* A school safety policy is produced, and that the policy is regularly reviewed.
* The safety policies will be brought to the notice of all employees.
* A Health and Safety Committee will be established if requested by at least two persons and health and safety is included as an agenda item at governor meetings on a termly basis.
* Their health and safety obligations are properly considered, and provision made for meeting those obligations
* The safety of plant equipment, buildings and safe systems of work.
* Safe arrangements for the use, handling, storage and transport of articles and substances.
* Appropriate information, instruction, training and supervision to assist all staff, children and visitors to avoid hazards and to contribute positively to their own health and safety whilst on the premises.
* A safe workplace and safe access and egress.
* A healthy working environment.
* Procedures for fire evacuation, first aid cover and other emergency situations.
* A safety policy is produced and that the policy is regularly reviewed.
* A health and safety committee will be established if requested by at least two persons and health and safety is included in the terms of reference of an existing committee.
* The safety policies will be brought to the notice of all employees.
* Their health and safety obligations are properly considered and provision made for meeting those obligations.
* The staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
* Health and safety issues concerning the site are identified and appropriate action taken.
* Regular safety reports are provided by the Head Teacher so that safety arrangements can be monitored and evaluated.
* Appropriate facilities for accredited union safety representatives are provided to enable them to fulfil their duties.
* All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

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

**Head Teacher**

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

The Deputy Head Teacher will assume these responsibilities in the absence of the Head Teacher.

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

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

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

* All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order. Policies and procedures with regard to health, safety and welfare matters within the Nursery School are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.
* Any health and safety matters raised and guidance from the Local Authority, are brought to the attention of the Governing Body.
* Regular reviews of the safe performance of all areas of the site are undertaken with appropriate action when necessary and are reported to the Governing Body.
* Accidents, incidents and dangerous occurrences are reported, investigated and where appropriate, preventive measures are taken. Also, that reports and returns are submitted to the LA and in accordance with the published procedures.
* Adequate first aid provision is made for staff and children and other persons whilst on the premises and when working away from the nursery, in accordance with LA guidance.
* Training needs are identified and arrangements are made for those needs to be met.
* Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions and that consideration is given to reports on inspections carried out by safety representatives.
* Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
* Any unsafe items which are the LA's responsibility are reported to CYPF Safety Services any item which constitutes a health and safety hazard is taken out of use.
* Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of and have made arrangements to deal with any risks involved.
* Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, children or other persons working on the premises.
* Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.
* Monitor the Health and Safety management structure, along with the Governors
* Liaise with Birmingham Asset Management on Asbestos Management plans prior to any building work.

**Staff Responsibilities**

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

Teacher:

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

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

**Senior Leadership Team (SLT)**

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

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

The safety team will be informed of any significant findings that will also be recorded and filed in the school office for audit inspection. In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to the Head Teacher.

**Building Services Supervisor**

The Building Services Supervisor is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. As one of the safety managers her role is to promote safety awareness so that the other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and

Safety Policy. The Head Teacher will also provide/arrange assistance and support for staff to ensure that risk assessments are carried out. And will endeavour to keep up to date with safety regulations and through the H&S team initiate steps that ensure arrangements for health and safety at Osborne Nursery School conform to both current regulations and best known practice.

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

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

The Building Services Supervisor will inspect specified designated areas regularly to identify hazards and will bring any concerns to the attention of Head Teacher/Deputy

Head Teacher. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to the Head Teacher or Deputy Head Teacher. The

Building Services Supervisor will also assist in the implementation of other safety arrangements as considered necessary to comply with health and safety regulations and codes of practice, as may be determined from time to time and approved by the

Governing body/Head Teacher.

**Teaching Staff:**

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

* To follow safe working procedures personally.
* To ensure the safety of children in classrooms and other areas of the school whilst in their charge.
* To be aware of and to adopt safety measures within their own teaching areas.
* To request special safe working procedures, protective clothing, guards, etc. where necessary and ensure they are used.
* To make recommendations to the Head Teacher regarding the safety of equipment or tools, in particular any equipment or machinery that is dangerous
* To be aware of emergency procedures in respect of fire, first aid, accident etc.and to carry them out.
* To make sure that their classroom is secure, the windows closed, and equipment switched off before they leave the premises.

**Office Manager:**

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

* They will inspect their work/designated areas regularly to identify hazards and raise concerns with their line manager and/or the Head Teacher.
* Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk.
* Staff members, under their instruction, will be informed of any findings that will also be recorded and filed in the school office for audit inspection.
* In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to their designated SLT member/Head Teacher.
* The Office Manager has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher.
* This will include responsibility as first point of call and active liaison with contractors who are aware of the Health and Safety Policy and arrangements.
* The Office Manager will be responsible for undertaking/assisting in the risk assessment process in matters relating to their work and that of other members of staff.

**Educational Visits Co-ordinator (EVC)**

Follow Birmingham Off-Site Visit guidance where full responsibilities are outlined:

* Ensure that staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it.
* Authorise all off-site visits
* Inform the Head Teacher and Governing Board of all non-routine visits.

**Supervisory School Staff:**

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

* They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work. Risk assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change.

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

**Employees General Responsibilities**

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

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

**Agency Workers**

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

**Arrangements for Health and Safety**

(See local arrangements section)

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

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

**Document Control**

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

**Co-operation**

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

**Communication**

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

**Competence**

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

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

**Planning & Prioritising (Setting Standards)**

**School Health & Safety Plans**

School health and safety planning will be part of our school improvement planning process.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

**Risk Assessments**

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

**Local Arrangements**

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

**Measuring Health &Safety Performance**

**Active Monitoring**

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

**Reactive Monitoring**

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

**Reviewing Health & Safety Performance**

Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

The school’s health and safety performance will be reviewed by the Head Teacher, and BSS, on a termly basis and reported to school Governors.

**Auditing/Inspecting Health & Safety Performance**

Health and safety inspecting will be carried out termly by the BSS and senior leadership. Governors will monitor the action plans from these inspections.

**Links with other policies**

This health and safety policy links to the following policies:

* Supporting pupils with medical conditions
* Accessibility plan
* Emergency or critical incident plan



**HEALTH & SAFETY POLICY**

This policy will be reviewed annually and whenever significant changes to the systems and arrangements take place.

Policy Reviewed by Governing Body on:

Signed: ……………………………………………… Date : …………………

Next Review Date: ………………………………

**Local Arrangements**

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**APPENDIX 1**

**Accident Reporting Procedures**

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

Copies of these forms are available on the shared drive.

* Minor incidents are recorded in our local accident book and are used to record all minor incidents to pupils and copies kept in a filing cabinet in the school office (including bumped heads). The Parents/Guardians would be shown record and asked to sign it on the same day as the accident. This will be completed through Tapestry for parents who do not collect their child at the end of their child’s session. (These forms will be kept for 25 years) Any more significant incidents must also be reported to LA/Governors.
* When a serious accident occurs, and the pupil requires treatment, the details are recorded on the LA Accident/Incident electronic system and sent to the appropriate authority.
* Osborne Nursery will be responsible for deciding if the incident is reportable to CYPF Safety Services.
* School accident reports will be monitored for trends each term by SLT and a report made to the Governors, as necessary.
* A senior member of staff will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

**Employee Accidents**

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

**Pupil Accidents**

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

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

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

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

Incidents involving a fatality or major injury will be reported immediately to CYPF

Safety Services who will inform the Health and Safety Executive (HSE) on 0345 300 9923 or on-line at http://www.hse.gov.uk/riddor/.

* Employee absence, as the result of a work-related accident, for periods of 7 days or more (including W/E’s and holidays) must be reported to RIDDOR www.hse.gov.uk/riddor via CYPF.
* Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring via CYPF.
* The school will still be required to keep a record of all-over three-day injuries – if the school keeps an accident book/form, then this record will be enough.

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**APPENDIX 2**

**Asbestos**

The asbestos Management Survey is held in the asbestos file in the School Office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

The asbestos monitoring person will be the Building Services Supervisor.

Refresher training is required 3 yearly in asbestos awareness.

The school shall ensure:

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

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

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

**Release of Asbestos Containing Materials**

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

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

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

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**APPENDIX 3**

**Contractors**

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

All contractors must report to the school office where they will be asked to sign the visitors’ book and wear an identification badge which outlines safeguarding and health and safety procedures.

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

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

**Contractors Must Ensure:**

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

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

**School Managed Projects**

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

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

**Holidays**

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

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**APPENDIX 4**

**Display Screen Equipment (DSE)**

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

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**APPENDIX 5**

**Educational Visits**

**Introduction**

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

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

**Aims**

The aim of our off-site visits is to:

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

**How Visits May Be Authorised**

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

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

S/he will:

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

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

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

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

**Risk Assessment**

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

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

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

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

**The Early Years Foundation Stage (EYFS) Statutory Framework\* no longer sets out different requirements for minimum ratios during outings from those required on site.**

As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (1:13 in Early Years settings). 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, the governing body (where applicable), and the educational visits co-ordinator, and all adults supervising the trip.

For trips and visits with nursery pupils, there will always be at least one first aider with a current paediatric first aid certificate.

**Transport**

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

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

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

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

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

**Communication with Parents**

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

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

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

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

**Further Health and Safety Considerations**

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

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

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

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

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

**Visit plan**

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

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

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**APPENDIX 6**

**Fire Arrangements - Inspection/Maintenance**

**Testing of the Fire Alarm System**

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

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

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

**Inspection of Firefighting Equipment**

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

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

**Emergency Lighting**

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

**Green Door Release Boxes**

These will be tested regularly by a fire marshal

**Emergency Red Pull Cords**

These will be tested regularly by the BSS

Test records are located in the fire marshal log book.

**Means of Escape**

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

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**APPENDIX 7**

**Fire Evacuation & other Emergency Procedures**

The purpose of this Emergency Plan is to ensure that people know what to do if there is a fire and to ensure that the premises are safely evacuated

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

**How people will be warned if there is a fire**

The building is fitted with a fire alarm system and the alarm will sound if a fire is detected or if a fire break glass is set off by someone detecting a fire.

**What staff should do if they discover a fire**

* Operate the nearest fire alarm
* Only fight the fire if safe and they have been trained to do so
* Support children and evacuate the building by the nearest available exit
* Do not stop to collect personal belongings
* Do not re- enter the building until it is safe to do so

**How the evacuation of the premises should be carried out**

* Leave the building immediately by the nearest safe fire exit

**Emergency Medication**

* If safe to do so, emergency medication (eg. inhalers, epi pens) should be collected by the member of staff working in the rooms where these are kept.

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

* The assemble point is located next to the front pedestrian gate.
* If it is unsafe to use this assembly point then the alternative assembly point in case of need is at Osborne Primary School in Osborne Road.

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

* Explorers (Woodland room, Jungle room, Rainbow room, Ocean room, Bathroom 1 and Bathroom 2)
* Little Learners (Meeting room, Disabled toilet, Little Learner’s room & outside area)
* Reception (SLT Office, Admin Office, Snug, Reception Area, toilets in Reception Area, corridor to outside classroom, corridor to Workroom, Workroom, Workroom toilet and Kitchen )

A sweep of these zones must be completed to confirm that they are clear. The person responsible for this sweep will be the fire marshal or the most senior member of staff in each zone at the time i.e. the most senior nursery member of staff in Explorers and Little Learners and the most senior administrative member of staff. Once the sweep is completed the responsible person must report to the assembly point.

A roll call will be undertaken at the assembly point. To facilitate this, if safe to do so, the person conducting the Reception sweep will collect the staff signing in book, visitor signing in book and early leaver book. The nursery staff will collect the nursery registers for any groups operating at the time.

**Identification of Key Escape Routes**

* All fire exits are clearly marked with signage

**Arrangements for Fighting Fires**

* Only staff who have received fire extinguisher training are able to fight fires and only if safe to do so.

**The duties and identity of staff that have specific responsibilities if there is a fire**

* The responsible person for this setting is the Head Teacher
* The Office Manager is responsible for phoning the fire brigade and in the absence of this person it will be a member of the Senior Leadership Team
* The following members of staff have received fire extinguisher training and are authorised to use firefighting equipment if safe to do so

Sharon Eeles

Amy Rogerson

Alison Hollins

Elaine Gilhooly

Danielle Warner

Sam Wiltshire

Liz Jones

Denise Hughes

Lisa Toland

Tram Nguyen

Faye Tunnicliffe

Debra Davis

Madiya Chohan

The fire marshal or the most senior person in each zone has responsibility for sweeping the area

**Procedures for meeting the fire service on their arrival and notifying them of the location of any remaining persons and of any risks e.g. the location of highly flammable materials**

* This will be undertaken by a member of the Senior Leadership Team

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

**Emergency Evacuation of the whole School**

**Introduction**

The basic facts:

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

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

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

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

**Evacuation Procedures for People with Special Needs**

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

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

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

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

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

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

**Fire Marshals**

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

Fire Marshals will check areas of the building on a fortnightly basis and record in the property log book.

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

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

**Emergency Procedures**

**Fire Evacuation**

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

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

**Fire Fighting**

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

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

**The Assembly Point is:**

**The assemble point is located next to the front pedestrian gate.**

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

**GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

**Mobility Impairment**

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

**Visual Disability**

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

**Hearing Disability**

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

**Fire Instructions**

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

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

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

**EMERGENCY PROCEDURES**

**Fire and Evacuation**

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

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

**Fire Drills**

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

**Fire Fighting**

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

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

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

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

* **Gas:** Gas cupboard off photocopier corridor.
* **Water**: Boiler room
* **Electricity**: Next to gas cupboard

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

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**APPENDIX 8**

**First Aid & Medication**

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

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

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

**First Aiders:**

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

A list of first aiders is various points around the building and on the school website. The EYFS Framework requires a list of staff first aiders to be displayed or staff paediatric certificates displayed and made available to parents.

A nominated person will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

**Transport to Hospital:**

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

**Administration of Medicines**

All medication will be administered to pupils in accordance with the DfE document <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf>

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

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

Records of administration of medicines will be kept by key workers. No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

All medications kept in school are securely stored in the bathrooms with access strictly controlled. Items requiring refrigeration will be kept in the kitchen fridge.

Where children need to have access to emergency medication, i.e. asthma inhalers, adrenaline-pens the following has been put in place: All asthma inhalers are kept securely in the bathrooms clearly marked with the child’s name. Adrenaline-Pens are kept securely in the bathrooms clearly marked with the child’s name. Designated staff have received the appropriate training for administering medicines.

**Health Care Plans**

Health Care Plans Health care plans are in place for those children with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.). Staff undergo specific training related to health conditions of children and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

These plans are reviewed as and when informed by parents/guardians and written precautions/procedures made available to staff.

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

**Treatments:**

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

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

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

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

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

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

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

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

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

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

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

**Safety/HIV Protection**

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

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**APPENDIX 9**

**Flammable and Hazardous Substances**

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

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

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

They shall ensure:

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

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

**Guidelines:**

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

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**APPENDIX 10**

**Health & Safety Information & Training**

**Consultation**

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

The Health and Safety Law poster is displayed in the corridor.

Safety Services provides competent health and safety advice for our school.

**Health and Safety Training**

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

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

All employees will be provided with:

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

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

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

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**APPENDIX 11**

**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 BSS.

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

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

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**APPENDIX 12**

**Infection Prevention and Control**

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

**Handwashing**

* Wash hands with liquid soap and warm water, and dry with paper towels
* Always wash hands after using the toilet, before eating or handling food, and after handling animals
* Cover all cuts and abrasions with waterproof dressings

**Coughing and sneezing**

* Cover mouth and nose with a tissue
* Wash hands after using or disposing of tissues
* Spitting is discouraged

**Personal protective equipment**

* Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
* Wear goggles if there is a risk of splashing to the face
* Use the correct personal protective equipment when handling cleaning chemicals
* Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

**Cleaning of the environment**

* Clean the environment, including toys and equipment, frequently and thoroughly

**Cleaning of blood and body fluid spillages**

* Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
* When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer’s instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
* Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
* Make spillage kits available for blood spills

**Laundry**

* Wash soiled linen separately and at the hottest wash the fabric will tolerate
* Wear personal protective clothing when handling soiled linen
* Bag children’s soiled clothing to be sent home, never rinse by hand

**Clinical waste**

* Always segregate domestic and clinical waste, in accordance with local policy
* Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
* Remove clinical waste with a registered waste contractor
* Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

**Animals**

* Wash hands before and after handling any animals
* Keep animals’ living quarters clean and away from food areas
* Dispose of animal waste regularly, and keep litter boxes away from pupils
* Supervise pupils when playing with animals
* Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

**Infectious disease management**

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

1. **Following good hygiene practices**

We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).

1. **Implementing an appropriate cleaning regime**

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned twice a day

1. **Keeping rooms well ventilated**

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

**Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

**Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

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**APPENDIX 13**

**Legionella**

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

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

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

An approved contractor will be responsible for the following:

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

The BSS will:

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

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**APPENDIX 14**

**Lone Working**

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

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

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

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

**Definition of Lone Working**

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

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

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

**Controls**

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

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working.

Lone workers must be considered capable of responding correctly in an emergency situation.

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

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

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

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

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

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness. All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head Teacher’s or SLT’s mobile phone numbers) to call if the lone worker fails to return home at the expected time.

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

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

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

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

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

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

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

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

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

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

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**APPENDIX 15**

**Mobile Phones**

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

**Staff**

During teaching time, while on duty (expect for BSS) and during meetings, mobile phones will be switched off or put on ‘silent' and stored away.

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

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

Should staff need to take photographs whilst on the school site, they should seek the Head Teacher’s approval in advance and must utilise the school’s own photographic equipment. The ipads must not be used for communication on social networking sites, except for uploading material onto the Osborne Nursery School Facebook page.

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

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

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

**Related Technology**

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, ipods, tablets 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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**APPENDIX 16**

**Moving & Handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

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

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

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

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

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

**Paediatric Moving and Handling**

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

All moving and handling of children with additional needs will be risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor (Not including changing beds which will be subject to an annual inspection.)

Staff and pupils are expected to use the following basic manual handling procedure:

* Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
* Take the more direct route that is clear from obstruction and is as flat as possible
* Ensure the area where you plan to offload the load is clear
* When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

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**APPENDIX 17**

**New and Expectant Mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

* Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. 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
* If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
* Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
* Some pregnant women will be at greater risk of severe illness from COVID-19

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**APPENDIX 18**

**Premises & Work Equipment**

**Statutory Inspections**

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

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

**Gas Safety**

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

**Electrical Safety**

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

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

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

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

**Internal & External play equipment**

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

**Tools and Equipment**

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

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

**Smoking**

The Nursery site is kept as a non-smoking site this also includes the use of all forms of electronic cigarettes and vapers. Staff, parents and visitors are not permitted to smoke within the school grounds and will be asked to move outside of the nursery perimeter and not to smoke immediately outside the school gates.

Electronic cigarettes and vapers are not permitted within the school building.

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**APPENDIX 19**

**Risk Assessments**

The school risk assessments (for all activities and premises) will be co-ordinated by the Head Teacher.

The risk assessments are held electronically on the shared drive on our computer network and in a hard copy format which will be kept in the Head Teacher’s office.

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

**Individual Risk Assessments**

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

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

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**APPENDIX 20**

**Security**

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

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

**Entry to School**

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

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

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

**Security of the Nursery**

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

**Supervision of Children**

All children are closely supervised at all times.

**Child Supervision**

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

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

**Alarm System**

The school alarm is always set each day.

**Care of ICT Equipment**

As far as possible, all equipment is secured. All school laptops are security marked. All laptops and ipads are signed out and back in by staff when they are taken home.

**Locking Up**

A designated member of staff is responsible to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. Before leaving the premises, they have a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

**Dogs**

Dogs are not allowed within the perimeter of the school grounds for health and safety reasons, though exceptions are made for working dogs, namely, guide dogs and hearing dogs. Should a dog foul an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. Toxocariasis. Dogs in the area around the school should be with their owners and on a lead at all times. Parents should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

**Security of Data**

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

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

**Curriculum Networked Computers:**

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

**Office Computers:**

* Accessed only via individual passwords
* Accounts/Budget files are accessed by a password
* Access to the School office is prohibited except for staff requiring access for a specific purpose Other data protection issues:
* Printed material is disposed of by shredding
* Parents are informed of data kept in school and its use through the Privacy Notice
* Personal data is not disclosed over the telephone unless to a known or verified person
* Service Birmingham up-date anti-virus software regularly.

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**APPENDIX 21**

**Shared use of Premises**

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

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

Lettings are arranged with agreement of the governing board. All certification will be obtained from the hirer. All hirers will be required to present a minimum of £5m Public Liability Insurance prior to the hiring. All external agencies will be provided with all necessary health and safety information required with regards to their health and safety whilst on this site. Other users will, in return, provide the school with relevant documentation, if appropriate.

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**APPENDIX 22**

**Stress/Wellbeing**

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

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

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

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**APPENDIX 23**

**Sun Protection**

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

Sunburn in childhood can double the risk of skin cancer.

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

**What is the Sun-Smart Campaign?**

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

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

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

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

**Education:**

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

**Clothing:**

* We encourage parents to provide sun hats to protect the children whilst outside and have school hats that children can borrow if they come without their own.

**Sunscreen:**

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

**Shade:**

* A canopy is situated in the play area
* Trees offer shade
* Children have access to water at all times

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**APPENDIX 24**

**Vehicles on Site**

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

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

The school carpark is not for use by parents.

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

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**APPENDIX 25**

**Violence**

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

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

**Prevention:**

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

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

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**APPENDIX 26**

**Work at Height**

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

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

The school’s nominated person responsible for work at height is the BSS and Head Teacher.

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

* All work at height is properly planned and organised.
* The use of access equipment is restricted to authorised users.
* All those involved in work at height are trained and competent to do so.
* The risks from working at height are assessed and appropriate equipment selected.
* A register of access equipment is maintained and all equipment is regularly inspected and maintained.
* Any risks from fragile surfaces are properly controlled.
* Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
* Staff will wear appropriate footwear and clothing when using ladders

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

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**APPENDIX 27**

**Work Experience, Students & Volunteers**

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

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

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**November 2014 - Revised**

Amendments to Inspection Maintenance of Emergency Equipment – Added Green door release boxes and red pull cord in disabled toilets

Amendment has been made to First aid administering medicines in light of new statutory guidance.

Amendment has been made to Premises Work Equipment gas safety

Amendment has been made to - Fire Evacuation & other Emergency Procedures and Security - The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes

Appendix 7 – Reviewed by the Nursery

**June 2015 – Revised**

Amendment made to:

Appendix 8 – Change in the DFE document regarding administering medicines.

Appendix 16 – Included in this section as well as security appendix the site is a non- smoking site and includes the use of all electronic cigarettes.

**July 2016 – Revised**

Amendment made to:

BSS amended to BSM throughout

Appendix 10 - Elite Safety changed to Safety Services

**January 2019 – Revised**

Amendment made to:

BSM amended to BSS throughout

Appendix 6 – call points & green box tests completed by fire marshal

Appendix 7 – Changes to fire evacuation procedure, sweep zones, fire extinguisher trained staff & emergency medication

Appendix 8 - Change in the DFE document regarding administering medicines.

Appendix 16 – Added use of vapers

Appendix 18 – Added return of ID passes from staff leavers, signing in/out of laptops and tablets and change to data protection section

Appendix 21 – Added in provision of sunscreen for full day children and nursery hats

**January 2020 – Revised**

Whole document checked and updated against a Health & Safety Policy & Procedures produced by Elite Safety

**January 2021 – Reviewed**

No changes to main policy, however a covid-19 addendum was added

**February 2022 – Revised**

Appendix 8 – updated link to DfE document regarding supporting pupils in school with medical conditions

Appendix 12 added - Infection Control and Prevention (replaces covid-19 addendum)

Appendix 17 added – New and Expectant Mothers

**February 2023 – Revised**

Checked against model policy on The Key for School Leaders

Legislation links added

Links with other policies added

Appendix 5 – first aider requirements on educational visits added

Appendix 7 – staff trained in fire extinguisher use updated

Appendix 12 - Infection Control and Prevention amended

Appendix 16 – Moving and Handling - added to

Appendix 26 – Work at Height – added to