

## **HEALTH & SAFETY POLICY & PROCEDURES**

**2018 - 2019**

### **Statement of Local Health and Safety Intent**

#### **Windsor 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 staff and children as an equal objective to our other Windsor Nursery School objectives.

As a Nursery School within the directorate of City of Wolverhampton Council, we will adopt a planned and systematic approach to the local implementation of the corporate health and safety management standards through this statement of intent and we will:

- ❖ Plan for health and safety within our Windsor Nursery School improvement planning activity
- ❖ Ensure relevant safety actions are included during the staff appraisal process
- ❖ Develop and maintain local arrangements and procedures that interpret and deliver the modular safety management standards (SMS) that apply to this establishment.
- ❖ Review with the Governing Board all progress against our plans and take appropriate action
- ❖ Provide an environment in which staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all staff.
- ❖ Assess and control risks to all children and families.
- ❖ Work to develop children's awareness and ability to assess risk, experience challenge and avoid danger.
- ❖ Monitor accident trends throughout the Nursery School to further inform the health and safety aspects of the establishment's improvement plan
- ❖ Monitor our performance against plans
- ❖ A copy of this statement will be placed prominently in an area accessible to all.

**CHAIR OF GOVERNORS**

**HEADTEACHER**

Date

Date

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

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

The contents include a list of our local procedures for Windsor Nursery School 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.

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

- ❖ The production of a Health and Safety Policy, to be reviewed as required;
- ❖ The requirements of health and safety legislation are met, that Education Services health and safety standards are met, where relevant, and to promote best practice
- ❖ Ensuring that the budget is managed on a risk priority basis, so that health, safety and welfare is maintained
- ❖ That effective health and safety planning and target setting takes place within the school and that regular monitoring, audit and review of health and safety performance is undertaken
- ❖ Ensuring that the health and safety functions and duties of all staff are discharged in line with this policy;
- ❖ That all staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations:
- ❖ Ensuring effective communication with the Headteacher, Education Services, staff, parents and pupils in respect of health and safety matters; that the Governing Board and Headteacher recognise and set out the roles of specialists (e.g. Health and Safety Governors, Fire Wardens, First Aiders etc.) and the means of effectively liaising with them;
- ❖ That adequate resources are made available to ensure effective health and safety management.

In practice, this Governing Board will delegate the functions necessary to discharge these responsibilities to the Headteacher and senior leadership team of Windsor Nursery School; however they will ensure that they have adequate monitoring of these functions in place.

**Headteacher – Claire Foster**

- ❖ Policies and procedures with regard to health, safety and welfare matters within the Windsor Nursery School are established in writing, and approved by the Governing Board, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.
- ❖ Any health and safety matters raised, and guidance from the LA, are brought to the attention of the Governing Board.
- ❖ Regular reviews of the safe performance of all elements of the centre are undertaken with appropriate action when necessary, and are reported to the Governing Board.
- ❖ Accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Also that reports and returns are submitted to Wolverhampton LA and in accordance with the published procedures.
- ❖ Adequate first aid provision is made for staff and children and other persons, whilst on Windsor Nursery School premises and when working away from the school, in accordance with Wolverhampton LA guidance.
- ❖ Training needs are identified and arrangements are made for those needs to be met.
- ❖ Necessary arrangements and finance are made to ensure external inspections and training required, and that consideration is given to reports from inspections and feedback from training and appropriate actions be put in place.
- ❖ Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives.
- ❖ All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- ❖ Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- ❖ Any unsafe items which are the Local Authority's responsibility are reported to Wolverhampton LA and any item which constitutes a health and safety hazard is taken out of use.
- ❖ Staff and volunteer helpers organising and taking part in visits and journeys 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.

### **Leadership Team**

The leadership team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Headteacher. Specifically, Managers, Deputies and Co-ordinators and any other member of staff with supervisory responsibilities will:-

- ❖ Ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required.
- ❖ Ensure that health and safety is considered in routine meetings with staff;
- ❖ Identify any employee health and safety training needs and ensure that these are communicated to the Headteacher.
- ❖ That any new staff receives specific health and safety induction training and record that this has been done.
- ❖ Take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety and report verbally and in writing utilising the safety concern form.
- ❖ Insure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the Headteacher. Undertake training as required.
- ❖ Ensure that the Headteacher is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them.
- ❖ Ensure that all defective equipment or plant is taken out of use or disabled until repaired or replaced.
- ❖ Ensure that protective clothing or equipment is issued and used when necessary.
- ❖ Ensure that all areas of work are maintained to a high standard of housekeeping.
- ❖ Respond appropriately to all hazards brought to their attention by employees.
- ❖ Undertake appropriate health and safety training courses.

The Caretaker will assist the Headteacher to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building.

### **Windsor Staff**

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

- ❖ To follow safe working procedures personally.
- ❖ To ensure the safety of children in rooms and other areas of the building whilst in their charge.
- ❖ To be aware of and to adopt safety measures within their own work or teaching areas.
- ❖ To request special safe working procedures, protective clothing, guards, etc. where necessary and ensure they are used.
- ❖ To make recommendations to the Headteacher regarding the safety of equipment or tools, in particular any equipment or machinery that is dangerous or potentially so.
- ❖ To report any safety concerns to the Headteacher.

- ❖ To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.

### **Employees General Responsibilities**

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

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

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

Follow the Wolverhampton LA Off-Site Visit guidance where full responsibilities are outlined

- ❖ Ensure that staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it
- ❖ Authorise all off site visits for nursery children and ensure the Headteacher has agreed authorisation of planned trips.
- ❖ Inform the Headteacher and Governing Board of all non-routine visits

### **Arrangements for Health and Safety**

(See local arrangements section)

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

### **Document Control**

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

### **Co-operation**

- ❖ Local systems and documentation will be implemented following consultation through our Windsor Nursery School health and safety governance meetings.

## **Communication**

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

Communication channels have been established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:

- ❖ Line management meetings and staff meetings at site;
- ❖ Provision of information relating to safe systems of work and risk assessments;
- ❖ Communication of advice from schools Advisors and Educational Officers;
- ❖ Communication of health and safety bulletins or information from Education Services;
- ❖ Communication of Education Services and City Council advice, guidance and policies;
- ❖ Communications with relevant specialist advisors.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

## **Competence**

- ❖ The Headteacher will provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.
- ❖ School 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)**

### **Windsor Nursery School Health & Safety Plans**

- ❖ Health and safety planning will be part of our improvement planning process.
- ❖ Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.
- ❖ The Headteacher will produce a Health and Safety Training Plan on an annual basis. Training planned and achieved will be reported to Governors termly.

## **Risk Assessments**

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

## **Local Arrangements**

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

## **Measuring H&S Performance**

### **Active Monitoring**

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

### **Reactive Monitoring**

The management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangement and the Headteacher will report trends to the Health and safety Governors committee who will monitor for trends.

### **Third Party Monitoring/Inspection**

The school will be subject to third party inspection and monitoring, as follows:

- ❖ Ofsted
- ❖ Health and Safety Audit (Education Services)
- ❖ Bi-annual external fire risk assessment
- ❖ Annual external outdoor risk assessment
- ❖ Bi-annual City of Wolverhampton Schools Health and Safety Audit

### **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.
- ❖ Windsor Nursery School health and safety performance will be reviewed and reported to the health and safety committee on a termly basis.

## **Local Arrangements**

- Appendix 1 - Accident Reporting Procedures
- Appendix 2 - Communication
- Appendix 3 - Contractors
- Appendix 4 - Display Screen Equipment
- Appendix 5 - Emergency Management Plan
- Appendix 6 - Fire Evacuation and other Emergency Arrangements
- Appendix 7 - Fire Prevention, Testing of Equipment
- Appendix 8 - First Aid and Medication
- Appendix 9 - Flammable and Hazardous Substances
- Appendix 10 - Health and Safety Information and Training
- Appendix 11 - Health and Safety Monitoring and Inspections
- Appendix 12 - Legionella
- Appendix 13 - Lone Working
- Appendix 14 - Mobile Phones/Technology
- Appendix 15 - Moving and Handling
- Appendix 16 - Offsite Visits
- Appendix 17 - Paddling Pool
- Appendix 18 - Premises & Work Equipment
- Appendix 19 - Risk Assessments
- Appendix 20 - Security of Children
- Appendix 21 - Shared Users of the Centre
- Appendix 22 - Stress
- Appendix 23 - Sun Protection
- Appendix 24 - Vehicles & Driving
- Appendix 25 - Violence
- Appendix 26 - Work at Height
- Appendix 27 - Work Experience 9

## APPENDIX 1

### Accident Reporting Procedures

In accordance with Wolverhampton LA accident/incident reporting procedure, employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant form (IR1), and highlighted to the Headteacher. The Headteacher/Leadership Team will use the online LA reporting procedure once introduced (expected Autumn 2018). Copies of these forms are available in the SMT office held in the Health and Safety IR1 file.

Children`s minor incidents will be recorded in the local accident books located in each classroom. Staff will ensure they include in the book, the nature of the incident, time and place and what action was taken, staff will ask parents to sign the book when they collect their child, significant incidents must also be reported to Wolverhampton LA and Governors via an IR1.

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

The City of Wolverhampton Council policy requires that all accidents to staff and accidents to the public; which includes pupils, visitors, clients etc. where the cause of the accident is related to the way we work, the level of supervision or the condition of our premises, etc. are reported to the Health & Safety Team. (Please note: accidents arising due to a medical condition, are not reportable) This can be done by emailing the completed IR1 form to [healthandsafety@wolverhampton.gov.uk](mailto:healthandsafety@wolverhampton.gov.uk)

All entries to the accident books must be reported to the parents on the day.

In addition, incidents of work related violence to staff must also be reported. The H&S Team at City of Wolverhampton Council is only required to record violent incidents to staff by the public or by other members of staff where the incident is in connection with their work. The following are not reportable.

Staff on staff incidents (non-school related) – these should be dealt with using the Discipline, Grievance and Capabilities Procedures.

Staff on public incidents – these should be dealt with using the Discipline, Grievance and Capabilities Procedures.

Public on public (for example pupil on pupil) incidents – these should be recorded locally as they are outside the remit of health and safety and do not need to be reported to the health and safety team.

City of Wolverhampton Council also has a number of statutory duties in relation to accident/incident reporting and we therefore urge reports to be sent to the H&S Team within 5 days.

### **Accident Investigation Procedure**

All accidents will be investigated and reasonable measures put in place to prevent a recurrence. It is principally the Headteacher's responsibility to investigate all incidents and implement suitable measures to prevent a recurrence. The extent of the investigation should be proportionate to the risk/outcome of the incident. For complex or serious incidents or where an employee has lost time from work or where a pupil has been taken to hospital, City of Wolverhampton Council H&S Team will carry out the investigation in conjunction with the Headteacher.

### **EVERYONE IS RESPONSIBLE FOR SAFETY WITHIN SCHOOL**

Windsor Nursery School will be required to keep a record of all over three day injuries – this will be recorded on the accident/incident form.

## **APPENDIX 2**

### **Communication**

The Headteacher is responsible for ensuring that health and safety information is disseminated appropriately.

All staff are aware how they can access risk assessment information and the outcomes of inspections. The risk assessment books are held in the office.

Staff are reminded of this during induction and during termly health and safety updates completed on INSET days or staff training. Staff will receive updates about procedures such as manual handling, working at heights etc. and fire procedures during these meetings.

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

The Headteacher will ensure that all new staff know where to access copies of the health and safety policies.

Staff can raise health and safety concerns directly to the Headteacher or by noting concerns on a safety concern form (blank forms available in SMT office).

## **APPENDIX 3**

### **Contractors**

All contractors used by Windsor Nursery School shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to front reception where they will be asked to sign the visitors' book and provide identification.

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

The Headteacher/Caretaker 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.

### **Windsor Nursery School Managed Projects**

To ensure contractor competency the school holds a building maintenance SLA and services of a nominated LA building surveyor. Contractors must satisfy the Headteacher/LA they understand and abide by health and safety regulations.

Where extensive projects are undertaken the school will appoint a clerk of works to oversee the project.

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

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

## **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 their line manager.

All workstations, chairs and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards.

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

A free eye test is available, on request, to all computer users:

- ❖ Prior to commencing work with computers.
- ❖ At regular intervals as specified by the ophthalmologist.
- ❖ Where a visual problem is experienced.

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

## **APPENDIX 5**

### **Emergency Management Plan**

The definition of what this plan is for: ' an event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences'.

The plan covers:

- ❖ A deliberate act of violence
- ❖ A fire or laboratory explosion
- ❖ A bomb threat
- ❖ A pupil or teacher being taken hostage
- ❖ The destruction or serious vandalising or part of the site
- ❖ The death or member of staff through natural causes or accidents
- ❖ A transport-related accident involving pupils and/ or members of staff
- ❖ A more widespread disaster in the community
- ❖ Death or injuries on nursery journeys or excursions
- ❖ Civil disturbances and terrorism

Within the nursery's plan there is a flow chart which details whom should be contacted in an emergency. This plan is located in the risk assessment H&S file in the SMT office and will be reviewed annually.

## **APPENDIX 6**

### **Fire Evacuation & Other Emergency Procedures**

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented. City of Wolverhampton Council, as the Corporate Landlord of maintained schools, have commissioned a fire risk assessment for all schools in 2018 and this occurrence has replaced the previous Headteacher led arrangement. The fire risk assessment is located in the fire folder and reviewed every 2 years.

#### **Fire Instructions**

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

An outline of evacuation procedures 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 and key holder details are maintained through City of Wolverhampton Council and delivered by BBP Security.

#### **Fire Drills**

Fire drills will be undertaken termly, recorded in the fire log book and reported to the Governors health and safety committee.

#### **Fire Fighting**

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

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

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

#### **Details of Service Isolation Points**

Water: Boiler room (Labelled)

Electricity: Electricity room (Labelled)

Gas: Boiler room (Labelled)

## **Saplings Building**

(Building managed by City of Wolverhampton Council as Corporate Landlord)

Water: Saplings boiler room

Electricity: Saplings boiler room

Gas: Saplings boiler room

Details of Chemicals and Flammable Substances on Site.

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

## **EMERGENCY PROCEDURES**

### **Immediate Actions to take on discovering a fire**

- ❖ Raise the alarm by pressing the nearest red box
- ❖ Follow the evacuation procedure 'In Case of Fire'

### **DO NOT USE THE LIFT**

- ❖ Fire marshals to check toilets and close windows & doors on the way out.
- ❖ Fire marshals to employ extinguishers or fire blankets as necessary.
- ❖ Fire marshals to direct anyone upstairs in a wheelchair to the refuge point and support safe exit of individuals using the emergency Evac-chair as appropriate after exit of others.

### **Methods of Raising the Alarm**

- ❖ Raise the alarm by pressing the nearest red box or by pressing the 'sound alarm' button on control box in entrance hall.

### **Contact Emergency Services**

- ❖ Headteacher or Deputies in Head's absence to contact the emergency services using mobile phone from outside the building.

### **Identify Processes, Machines or Power that Must be Shut Down.**

- ❖ Kitchen – any cooking equipment to be switched off by nursery staff

### **Arrangements for a Safe Evacuation**

- ❖ Evacuate the building via the nearest safest exit.

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

Key persons to follow Personal Emergency Evacuation Plans

### **Escape Routes**

- ❖ From all downstairs areas exit the building from the nearest exterior door and move to assembly point by the rear garden fence.
- ❖ Little Oak Room to exit from room fire exit into Little Oak Garden and go to assembly point by the rear garden fence.
- ❖ Adult groups in Little Oak Room preferably to exit from bottom of stairs exit to car park assembly point.

- ❖ From upstairs descend the nearest stairs and leave the building through the nearest exterior door and move to the assembly point clearly labelled in the car park near the bike/buggy park.
- ❖ A refuge point is located at the top of the set of stairs by the lift for positioning of wheelchair users during an emergency evacuation.
- ❖ Evac chair is located by refuge area by lift then to be utilized as required (staff Evac-chair training updated July 2017).
- ❖ Firefighting equipment and exits are clearly marked.

Key persons to take key group daily registers to their assembly point with children to immediately identify if any child is left in building as a first check.

Admin staff are responsible for taking the entrance registers out to the staff located at the assembly points and must take with them the gate key which is clearly marked in the admin office key box located at eye height on the wall in front of the entrance door.

### **Assembly Points**

There is one assembly point outside the front of the building in the car park near the buggy/bike shelter where visitors assemble.

There is the main child and school staff assembly point in the rear garden by the back fence where all children, staff and parents/carers visiting Acorn, Oak and Little Oak Rooms assemble. Each assembly point is clearly labelled.

### **Persons at Risk**

Identify lone workers, contractors and the areas where they may be at risk – The Caretaker and cleaners are to escape by the nearest exit to the nearest assembly point and are to call the emergency services as required. A lone working risk assessment for practitioner's home visiting is in place.

### **Safe Refuge**

NOTE: An Area identified as a 'Safe Refuge' must be located within an identified fire - protected area and be clearly marked up. If you are unsure whether the area is fire-protected then you must presume that it is not.

The 'Personal Emergency Evacuation Plan' will identify the method of ensuring that persons with any disability affecting mobility (permanent or temporary) during an emergency are evacuated or taken to a designated 'Safe Refuge' (if one is in place), until they can be evacuated in safety. It will identify what communication channels will be used to ensure that persons in the 'Safe Refuge' are kept informed about what is happening. The safe refuge point is located at the top of the staircase by the lift.

### **Visitors**

All visitors to the nursery sign in at reception on arrival. The signing in registers for everyone in the building are brought by the admin staff to the assembly points on hearing the alarm, with a priority to supply the children's registers first if the admin are short . All visitors are

accounted for at the assembly point. Parents/Carers visiting their child in the school exit the building with the staff and children and are accounted for by the staff team.

### **Overall Control**

The Headteacher is in overall control of the emergency situation. Her responsibilities are to carry a mobile phone outside and call the emergency services if needed, then to identify with the key persons whether any children, parents/carers or staff injured or missing, and then move to the other assembly point to identify if anyone is injured or missing. To report immediately to the fire service. Both the Headteacher and Administration and Finance Co-ordinator carry a gate key during a fire evacuation.

### **The Headteacher Records the Emergency Situation and Actions Taken**

The Fire Marshals who are in the building when the alarm sounds 'sweep' the building on their way out according to where they are located. The practitioner/group facilitator is to sweep the Mulberry room and toilets in an emergency evacuation.

### **Fire Fighting**

The fire marshals are trained to use the firefighting equipment if they deem this appropriate. (CF, RP and JW trained July 2017). Their responsibilities are to assess the hazard and potential impact and take action if they deem this to be required to mitigate the situation.

### **Fire Control Panel**

The Headteacher checks the fire panel on leaving the building and will report the findings during the emergency call and also report the findings to the in-coming fire crew. If a false alarm the fire panel info will be used to identify call point(s) which need re-setting and if alarm company involved this info will be shared with the engineer.

### **Responsibilities for Persons at Special Risk**

An identified fire marshal or key person is responsible for ensuring that personnel or child at special risk are conducted to a place of safety or refuge until they can be evacuated in safety. PEEPs will be in place for anyone requiring them. An 'evacuation chair' is located at the top of the stairs near the lift. Training for this occurred in July 2017.

### **Emergency Services**

#### **Liaison Procedures**

The Headteacher (or Deputies in absence) will liaise with the emergency services on arrival. They meet them at the gate and will have information from both assembly points and inform the emergency services should anyone be missing or injured.

#### **Specific Information for the Emergency Services**

The emergency services be given specific information:

- ❖ Location of the fire, address and postcode WV4 6EL
- ❖ Missing persons
- ❖ Any unusual activities such as building works or temporary structures

### **Location of Information**

All building information is kept in the M+E and maintenance file in the office in reception. The fire panel is located in reception.

The fire panel for Saplings building is located in the Saplings reception.

### **Accounting for Personnel**

How will all people be accounted for:

- ❖ Staff; pupils; Visitors; Contractors – All individuals in these groups will be marked off against the signing registers as previously stated.
- ❖ The Emergency situation manager's attention will be triggered by hearing the alarm sound.
- ❖ The Headteacher will ensure that everyone is accounted for by moving from the child care & nursery assembly point to the car park assembly point as described.

### **Re-entering the Building**

Key persons and group facilitators clearly instruct those they are responsible for not to re-enter the building, until that staff member has been instructed by the Headteacher that they may authorise a return into the building.

### **Procedures to follow if the Building Cannot be Re-entered**

If the building cannot be re-entered, the Headteacher will try to establish the approximate length of time this is likely for and will consider the weather conditions.

Staff responsibilities will remain in place and if a significant period is anticipated during adverse weather conditions, the Headteacher may contact Parkfield Primary School and request that their portacabins be used to offer a safer and sheltered environment while contact with families made through their office.

## **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

### **Mobility Impairment**

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

### **Visual Disability**

People with a visual disability will usually require the assistance of one person. On level surfaces they should take the helper's arm and follow them.

### **Hearing Disability**

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

In the event of staff with a hearing impairment joining, then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

## **APPENDIX 7**

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

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

Fire alarm call points, green boxes, emergency lighting and emergency pull cords will be tested weekly in rotation by the Caretaker and a record kept in the inspection book. Any defects on the system will be reported immediately to the alarm contractor/ electrical engineer.

#### **Inspection of Firefighting Equipment**

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

Weekly 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.

#### **Fire Alarm System**

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

#### **Emergency Lighting**

These systems will be checked for operation annually by an approved competent contractor.

#### **Green Door Release Boxes**

These will be tested regularly by the Caretaker.

#### **Emergency Red Pull Cords**

These will be tested regularly by the Caretaker.

Test records are located in the site's fire log book.

#### **Means of Escape**

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

## APPENDIX 8

### First Aid & Medication

#### First aid boxes are located at the following points:

Various areas of the Nursery Building

An appointed person will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check of the first aid provisions is carried out half-termly.

#### First Aiders:

Windsor Nursery School have a sufficient numbers of first aiders (includes First Aid at Work & Paediatric), Sharon Brace and Kerry Foxall both attended refresher training in Autumn 2016 & Spring 2017 respectively. All staff working with children are paediatric first aid trained (3rd & 4th January 2016) and training booked for January 2019.

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

#### Administration of Medicines

All medication will be administered to pupils in accordance with the DfE document [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)  
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework>

Although Windsor does not care for sick children, once children are well enough to return to the nursery, we agree to administer prescribed medication in order to maintain children's wellbeing, for example, asthma medication or a long term medical condition.

As far as possible the child's key Person will be responsible for the correct administration of medication to their key child. This responsibility includes ensuring that parents complete and sign the medication consent form, medicines are stored suitably and that records are correctly maintained.

#### Guidelines

- ❖ Children taking prescribed medication must be well enough to attend the nursery.
- ❖ The nursery will only administer prescribed medication, this must be in date and clearly labelled with the child's name.

- ❖ Upon registering at the nursery, the Key Person will seek parents written consent to administer their child with Calpol should the need arise whilst their child is within our care.
- ❖ All medicines must be stored correctly and out of reach of children.
- ❖ If the administration of prescribed medication requires medical knowledge, individual training will be provided for the Key Person by a health professional.
- ❖ All out of date medicines must be returned to the parent.

### **Guidelines for children who have a long term medical condition and may require ongoing medication**

- ❖ A risk assessment is carried out between the Key Person and Childcare Co-ordinator for Terrific 4-2's or deputy for teaching and learning for 3-4 year olds. Other professionals may need to be involved along with the Headteacher.
- ❖ The parent / carer of the child will also contribute to the risk assessment. They will be shown around the environment and understand the experiences on offer to their child.
- ❖ Key Persons may need to have training on the medical condition as well as the administration of medication.
- ❖ The Key Person and parent will understand and confirm the actions to be taken in case of an emergency.

### **Guidelines for Managing Medicines on Trips and Outings**

- ❖ The child's Key Person or a member of staff fully informed of the child's needs must accompany the child on the trip.
- ❖ The child's medication must be taken in a sealed plastic container with a clear label stating the child's name, and details of medication.

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

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

## APPENDIX 9

### Flammable & Hazardous Substances

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

Each line manager will ensure that a regular risk assessment is carried out and specific safety rules are identified and applied for the work areas used by their team. Any area using substances which fall within COSHH Regulations must take adequate precautions to prevent injury to health, in particular with regard to the safe handling and storage of the substances.

When new substances are purchased, material safety data sheets will be obtained by the Administration and Finance Co-ordinator to enable a COSHH assessment to be carried out by the Caretaker in partnership with the Administration and Finance Co-ordinator. The substance will also be added to the substance register. (The Caretaker received COSHH training Spring 2017).

Risk assessments are managed by each line manager and co-ordinated through SMT meetings with the Headteacher, and are monitored by Governors through health and safety termly committee meetings.

The Nursery will ensure:

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

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

## **APPENDIX 10**

### **Health & Safety Information & Training**

#### **Consultation**

The Headteacher and the senior management team will discuss on a regular basis any issues affecting Windsor Nursery School. The senior management team meets with the Governors on a termly basis and will forward any concerns to the Governors for discussion/action.

The Health and Safety Law poster is displayed in a prominent position.

The City of Wolverhampton Council LA provide competent health and safety advice for Windsor Nursery School.

#### **Health and Safety Training**

Health and safety induction training is provided for all new employees by the Headteacher.

The Headteacher are 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 are provided with:

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

Training records are held by the admin and finance co-ordinator and the Headteacher and will be responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Headteacher is responsible for assessing the effectiveness of training received.

The Headteacher, SMT (line managers) and the Administrative and Finance Co-ordinator ensure that details of health and safety training are kept on personnel files and are reported to the health and safety committee.

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

## **APPENDIX 11**

### **Health & Safety Monitoring and Inspection**

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Caretaker and the Headteacher.

A Governor maybe involved/undertake an inspection on an annual basis and report back to the full Governing Board meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the health and safety representative(s) if/when applicable.

## **APPENDIX 12**

### **Legionella**

Windsor 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 school has been completed by IWS in February 2018. IWS are responsible for ensuring that operational controls are being conducted and recorded in the water risk assessment file.

This will include:

- ❖ Disinfecting water tanks or other areas where water droplets are formed
- ❖ Monthly water temperature checks
- ❖ Servicing of TMV's

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

## APPENDIX 13

### Lone Working

Windsor Nursery School aims to always take measures to reduce the risk of danger to members of the team while lone working. The nursery recognises that feeling safe is an important aspect of everyone's everyday working and living experience and has therefore adopted this policy for lone working so that practitioners on the rare occasions where they may conduct home visits alone are as safe, and feel as safe as possible.

A 'Lone Worker' is described in the Wolverhampton City PCT framework as:

"A person working alone in any environment where there are no other workers present who have knowledge of the work and workplace and who are available to respond effectively to unusual occurrences or emergencies".

(Health & Safety Executive 1984)

Members of the team visiting families within the home are particularly vulnerable; a risk assessment highlights risks and necessary precautions (held in health and safety file). The following procedure should be followed:

- ❖ Write in the Practitioners signing out book where you are going and time expected back.
- ❖ Let reception know when expected back.
- ❖ While out and about if you feel unsafe and need help call the school and use password in sentence. If you need centre help (someone to come to you) the password is ORANGE FOLDER. If you need the police the password is RED FOLDER.  
For example if you are in the family home and need support of member of the team you could say "Tell the Headteacher the Orange folder is on my desk"
- ❖ If you are doing more than one visit please call and let Reception know you are moving on to next visit.
- ❖ If any member of the team is late, reception should immediately highlight to the Headteacher or line manager who should call and check in with the team member, if there is no answer they should inform the Headteacher immediately.
- ❖ Remember to always carry a charged mobile phone with you and let someone know where you are!

Additional measures in place to support safer practice include:

#### **Mobile Phones:**

Members of the team conducting a home visit must take a charged mobile phone.

Practitioners should exercise caution when using them in public places due to the increasing incidence of theft and robbery of mobile phones.

#### **Communication about Families:**

It is important to communicate with the team and other colleagues, for example health visitors, community midwives and social care, and alert them about individuals who may

present a risk. All practitioners must report all incidents of physical and verbal abuse immediately to their line manager.

### **Safe Return-to-Home System:**

All members of the team would normally begin their working day at the school and return at the end of the working day, unless a prior arrangement has been made with your manager of their line manager should be sought if due to operational circumstances it is not practical to return to the school. An arrangement should be made to inform the line manager when the practitioner has completed their work and safely on the way home.

### **Arriving at the Family's Home**

When you arrive at home:

- ❖ Assess the situation on approach and be prepared to abandon or postpone the visit if in any doubt of your safety. Do not enter the premises if the person answering gives any cause for concern.
- ❖ Stand well clear of the doorway after ringing or knocking.
- ❖ Do not look through the letterbox of a door.
- ❖ Stand sideways on so you present a less confrontational posture and a narrow, better protected target.
- ❖ Show your identity badges. No home visits should take place without your identity badge.
- ❖ If the door is opened by somebody other than the person you have arranged to see and you are informed they are not in, cancel the meeting and arrange a further appointment. Do not enter the premises.
- ❖ Wait to be invited into a person's home. Wherever possible follow the occupant in when entering a house or other building. This may involve waiting in the hallway for the person to close the door and lead you into the next room. It is fine to stand aside and politely say "after you".
- ❖ Remain aware of the environment and try to maintain an un-obstructed escape route in case problems arise. Be observant and know where you go to obtain help.
- ❖ When seated in the house, remain aware of escape routes and sit close to a door.
- ❖ If necessary, families should be asked to remove pets from the room to be used for the purpose of the visit.
- ❖ Treat the family courteously and remember that you are a guest in their home. Be respectful and tolerant.
- ❖ Keep calm. Listen and try and understand. Silence can help.
- ❖ Do not behave authoritatively, turn your back, threaten with police, show irritation or try to deal with violence alone.
- ❖ When a visit is completed ensure all parties are happy with the visit. If there are any problems, agree what should happen next and make sure it's carried out by the time agreed.
- ❖ Provide information about complaints and compliments procedure procedures and alternative sources of help if appropriate.
- ❖ Always return to school or phone in at the time you were expected to.
- ❖ If violence feels imminent, avoid dangerous locations such as the top of staircases, restricted spaces, or places where there is equipment, which could be used as a weapon.

- ❖ If in doubt, call the school. Do not be heroic or expose yourself to unnecessary danger. Put your own safety first.
- ❖ Do not enter a location if you feel uneasy about your own safety. Make an excuse not to go in if the person answering the door gives any cause for concern, for example if they are drunk or if the individual who you have arranged to meet is not in.

### **If a Violent Incident Happens**

Practitioners should always put their own safety first. This is of paramount importance.

Professional codes of conduct do not require practitioners to jeopardise their own safety.

Practitioners should call for assistance from the Police or from the team, using agreed codes if appropriate.

Practitioners must contact their Manager or a member of the management team as soon as possible after an incident. This is helpful in deciding upon the appropriate course of action that should be taken as a consequence of the incident.

Practitioners should share any relevant information with others who have might visit this same person. Information should be added to a child's yellow file if appropriate so that others are aware of any potential threat.

Line managers should support the practitioner to contact the Police if appropriate.  
Practitioners should seek medical attention for any injuries.  
Practitioners should ensure that the incident is reported and recorded.

## **APPENDIX 14**

### **Mobile Phones**

#### **Aim**

To inform all staff about the appropriate use of mobile phones at Windsor Nursery School and to outline the procedures and processes of this policy.

#### **Staff**

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

Except in urgent or exceptional situations, or on home visits mobile phone use by nursery and 2's staff is not permitted in the children's room during the working day. These situations must be agreed in advance by the Headteacher or senior member of staff if unavailable.

Nursery and 2's staff need to take photographs whilst on site as part of their role. Parents and Carers permission must be in place and they must utilise Windsor Nursery Schools own photographic cameras or Nexus tablets.

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

#### **Related Technology**

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

#### **Exemptions**

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

## **APPENDIX 15**

### **Moving & Handling**

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

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

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

### **Paediatric Moving and Handling**

All staff who move and handle children have received appropriate training in general moving and handling people techniques.

All Windsor staff working with children received safer handling of children training in summer term 2015.

## **APPENDIX 16**

### **Off-Site Visits**

#### **Introduction**

Educational visits are activities arranged by or on behalf of the nursery & Terrific 4-2`s provision, and which take place outside the grounds. The Governors and staff believe that off-site activities can supplement and enrich the curriculum of Windsor Nursery 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 SEND. The visits usually take place within the nursery school day.

#### **Aims**

The aims of our off-site visits are to:

- ❖ Enhance curricular and recreational opportunities for our children;
- ❖ Provide a wider range of experiences for our children than could be provided on the site alone;
- ❖ Promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

#### **Curriculum Links**

Activities link with learning and development outlined in the early years foundation stage (EYFS).

#### **How Visits May be Authorised**

The Headteacher will appoint a group leader(s) to be responsible for running the activity, including forest schools (forest school lead practitioner – Sharon Brace). This will normally be staff employed at the nursery.

The educational visits co-ordinator Jill Watts, will be involved in the planning and management of off-site visits.

She will:

- ❖ Record all aspects of the trip using EVOLVE;
- ❖ Ensure that risk assessments are completed;
- ❖ Support the Headteacher in their decisions on approval;
- ❖ Assign competent staff to lead and help with trips;
- ❖ Organise related staff training;

- ❖ Verify all accompanying adults, volunteers, have had satisfactory clearance checks, and that the letter from our coach company assures us their drivers too, have had Disclosure and Barring checks; and all fitted with safety belts.
- ❖ 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 Wolverhampton LA. All off-site activities must take place in accordance with the guidance given. The Evolve IT system is being introduced by Wolverhampton LA, and Windsor Nursery School will use this system to support health & safety planning for trips from 2017.

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

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our 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.

### **Authorisation of Visits**

Category A. Local visits, museums, theatres etc.

Signed by Headteacher and sent to LA (no response will be sent back)

Category B. Adventure activities, residential etc.

Signed by Headteacher, Governor and approval from the LEA Education Advisor.

### **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 Headteacher /Governing board will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

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

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. It is not unusual for a ratio of 1:1 to be necessary.

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

**S**taffing requirements – Trained? Experienced? Competent? Ratios?

**A**ctivity characteristics – Specialist? Insurance Issues? Licensable?

**G**roup characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?

**E**nvironmental conditions – Like Last Time? Impact of Weather? Water Levels?

**D**istance from support mechanisms in place at the home base – Transport? Residential?

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

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

A copy of the completed risk assessment will be given to the Headteacher, and the educational visits co-ordinator, and all adults supervising the trip.

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

- ❖ Transport;
- ❖ Entrance fees;

- ❖ Insurance;
- ❖ Provision of any special resources or equipment;
- ❖ Costs related to adult helpers;
- ❖ Any refreshments the nursery has opted to pay for.

### **Transport**

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

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business Insurance) of each driver covers such journeys, and double-checking that each driver has been subject to the normal disclosure and barring checks. The nursery makes a charge to parents if their children are transported by means of transport provided by the nursery. The charge covers the expenses of the journey only; we do not make any profit from this.

### **Communication with Parents**

Funding for off-site activities is provided mainly by parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage. No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

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

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

### **Further Health and Safety Considerations**

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

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

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

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

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

### **Group Leaders' Planning**

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

They must consult Wolverhampton LA documentation detailing procedures and requirements, including guidance on Emergency Planning and must have a visit plan.

### **Visit Plan**

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

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

## **APPENDIX 17**

### **Paddling Pool**

#### **Use of the Paddling Pool**

The duty of care is the responsibility of the designated staff whenever the paddling pool is in use. The following recommendations must be observed:

#### **Safety**

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

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

#### **Hygiene**

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

#### **The Environment**

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

#### **Medical Considerations**

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

#### **Emergency Procedures**

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

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

## **APPENDIX 18**

### **Premises & Work Equipment**

#### **Statutory Inspections**

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

All staff are required to record any problems found with plant/equipment on a safety concern form (if the issue is serious then staff must immediately inform the Headteacher) Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

#### **Work Equipment**

The nursery has a duty to ensure that there arrangements in place to comply with the Provision and Use of Work Equipment Regulations (PUWER). These regulations are far-reaching and cover any equipment or articles used at work, from a chair to a stepladder. Managers will ensure that work equipment used by staff reporting to them is suitable for the purpose and in good working order. Where applicable, managers will ensure that equipment is used in accordance with the manufacturer's or supplier's instructions and where necessary receive sufficient instruction and training in the safe use of equipment.

The Headteacher + SMT + the Caretaker are all responsible for ensuring that all equipment supplied for use at work is suitable for its intended purpose and maintained in good working order and where applicable conforms to relevant British or EU standards, with records of maintenance being kept.

Staff are responsible for:

- ❖ Working in accordance with safety procedures.
- ❖ Not tampering with any safety equipment provided.
- ❖ Reporting any faulty equipment to their manager and clearly identifying the equipment as being out of service.

#### **Electrical Safety**

Staff must not undertake any work on electrical equipment or installations, including resetting trip fuses, without receiving sufficient training.

The Headteacher in partnership with City of Wolverhampton Council Property Services will ensure that the statutory 5 yearly check of the electrical system is carried out, by a competent person, and that a record of this test is kept.

Electrical socket outlets must not be overloaded, and where it is necessary to use extension leads, these should be the fused and switched type to prevent overloading.

Before using any piece of electrical equipment, staff must undertake a visual inspection to ensure that the plug tops, leads and outer casings are free from defects.

The electrical equipment must be suitable for the environment in which it is to be used. Only portable or low voltage equipment should be used in outside areas.

Repairs to electrical equipment will only be undertaken by trained and competent persons. Any member of staff identifying broken, damaged or faulty electrical equipment should ensure that the equipment is not used and report the matter to their line manager. Records are retained of testing, maintenance and repair to equipment.

The Headteacher and the Administrative and Finance Co-ordinator are responsible for maintaining an inventory of portable electrical equipment used in their area of control and for keeping this inventory up to date when new equipment is procured. And old equipment disposed of.

Portable electrical equipment is inspected and tested by competent persons regularly.

### **Gas Safety**

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

### **Smoking**

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

### **Air Conditioning Units (if applicable)**

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

### **External Play Equipment**

The external play equipment will only be used when supervised.

The equipment is deemed appropriate for the age of the children.

Equipment will be checked daily before use for any apparent defects, and Elite Safety in Education will conduct a termly inspection of the fixed outdoor play equipment.

An annual inspection will be carried out by an Annual RPII inspector of play.

## **APPENDIX 19**

### **Risk Assessments**

Windsor Nursery School risk assessments (for all activities, premises and one off activities) will be co-ordinated by staff and approved by the Headteacher and Health and Safety Committee.

The nursery will seek to ensure that no employee, student, visitor, contractor or other person is exposed to an unacceptably high level of risk from any of the property, equipment, processes or activities undertaken, for which the nursery has a legal responsibility. These risk assessments are available for all staff to view and are held centrally in the office and on the shared drive.

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

Staff are made aware of any changes to risk assessments relating to their work.

### **Individual Risk Assessments**

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

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

Such risk assessments will be reviewed on a regular basis.

### **New & Expectant Mothers**

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

Windsor Nursery School is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment will be completed once the Headteacher has been made aware that a member of staff is an expectant mother. A person specific risk assessment will be conducted by the line manager with the staff member concerned and any reasonable action necessary should be mutually agreed and the assessment retained on the personnel file for future reference.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by staff using the relevant codes of practice and model risk assessments developed by national guidance.

## **APPENDIX 20**

### **Security/Safety of Children**

#### **Security**

Safety of our children, staff and visitors to the centre is of paramount concern to our whole nursery community. The Governors and Headteacher have endeavoured to make the nursery as safe as possible.

#### **Entry to Windsor Nursery School for Visitors/Staff**

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

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

#### **Security of External Doors**

All doors are unlocked and accessed by a fob entry. Windsor Nursery School is surrounded by secure fencing.

#### **Security of the Nursery**

The door is always kept shut and admittance is through using a fob or activation from the receptionist.

#### **Supervision of Children**

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

#### **Child Supervision**

The Headteacher or in her absence a nominated staff member will remain on the premises until the last child is collected.

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

#### **Alarm System**

The alarm is always set each day.

#### **Care of ICT Equipment**

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

#### **Security of Data**

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

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

**Curriculum Networked Computers:**

- ❖ Accessed by personal passwords
- ❖ Senior staff only have access to management files

**Office Computers:**

- ❖ Accessed only via individual passwords for head and staff
- ❖ Personal and Financial files are held on a drive only accessed by managers, and according to sensitivity, may be password protected.

**Other Data Protection Issues:**

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

**Missing Children**

- ❖ 1 person takes charge and announces that they are going to issue instructions and co-ordinate actions
- ❖ Delegate person to call SMT member(s)
- ❖ Delegate people to search inside and outdoor area:

Ground floor	First floor	Outside
Reception	Parents room	Little Oak garden
Consulting room	Training room	Oak / Acorn garden
Car park	Balcony	Forest School
Acorn	Toy library (maple room)	Playhouses/outdoor room
Oak	Headteacher/SMT office	
Oak kitchen	Upstairs toilets	
Little Oak	Disabled toilet	
Little Oak toilets	Shared workspace office	
Little Oak adult toilet	Staff room	

- ❖ Delegate to person to gather children in room space to start calm activities e.g. story
- ❖ Document child's full name, age and clothing that day
- ❖ Establish when and where last seen
- ❖ SMT inform parents of missing child (child information file in reception)
- ❖ SMT inform police 999 – follow police instructions
- ❖ SMT member plus staff member who took charge to complete incident report (see following page)
- ❖ Inform Ofsted – telephone 0300 123 1231
- ❖ Send copy of incident report to Ofsted

**MISSING CHILD INCIDENT REPORT**

<b>Name of child:</b>	
<b>Time and date of incident:</b>	
<b>Name of parent(s) / carer(s):</b>	
<b>Address:</b>	
<b>Telephone number:</b>	

<b>What happened:</b>	
<b>Actions taken:</b>	
<b>Signature of staff member who took charge:</b>	
<b>Signature of parent/carer:</b>	
<b>Signature of SMT member:</b>	

<b>SMT review of incident to inform practice for a safer school:</b>	
<b>Signature of SMT member:</b>	
<b>Date:</b>	

## **APPENDIX 21**

### **Shared Users of the Site**

Shared users of the site will be provided with all necessary information with regards to their health and safety.

Other users of the nursery will in return provide the nursery with relevant documentation.

## **APPENDIX 22**

### **Stress/Wellbeing**

Windsor Nursery School & Governing Board are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

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

The Headteacher has implemented the following control measures:

- ❖ The Headteacher operates an open door policy (work and home life issues)
- ❖ Supervisions are conducted at least termly
- ❖ Regular staff meetings to discuss any issues or concerns are held on a regular basis.
- ❖ New members of staff are closely monitored
- ❖ Staff where necessary will be directed to Occupational Health
- ❖ HSE stress audit tool is utilised approximately annually and findings shared with staff and monitored by Governors. Action plans, as required, are informed by staff views.

## **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.

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

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

- ❖ Spend time in the shade between 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 the nursery we want staff and children to enjoy the sun safely. We shall work with staff, children and parents to achieve this through:

#### **Education:**

- ❖ We will talk about how to be sun smart at appropriate times of the year.
- ❖ Parents and guardians will be sent a letter explaining what Windsor Nursery School is doing about sun protection and how they can help at the beginning of the summer term.
- ❖ Sun protection reminders are offered verbally to parents on a daily basis according to local weather forecast.

#### **Shade:**

- ❖ Canopies are in place for continuous shade

#### **Clothing:**

- ❖ We have sun hats which are available to wear.

#### **Sunscreen:**

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

## **APPENDIX 24**

### **Vehicles on Site & Driving at Work**

Parents are permitted to use the car park and there is a drop off area available.

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

The vehicle access gate must not be used for pedestrian access. A separate pedestrian walkway is available and must be used.

If an event is being held outside of normal hours the pedestrian entrance will always be open.

Staff parking will be at their own risk and the nursery is not responsible for any incidents regarding vehicles.

### **Driving at Work**

Windsor Nursery School will follow the councils driving at work policy.

The Headteacher will ensure that those persons who drive their own vehicle as part of Windsor Nursery School business declare on an annual basis they have the appropriate license, insurance, MOT (if applicable) and tax.

Any staff member not processing the above will not be permitted to drive on centre business.

### **Deliveries**

Where possible deliveries should be made before children arrive or during hours where children are not arriving or leaving the nursery.

## **APPENDIX 25**

### **Violence**

Windsor Nursery School will not tolerate violent behaviour from parents, visitors or others who enter the centre.

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

#### **Prevention:**

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

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

#### **Procedure to Follow:**

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

## **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.

All staff must carry out a visual inspection of work at height equipment prior to using.

The nominated person responsible for work at height will be the Headteacher.

The nominated person(s) shall ensure:

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

Staff trained to use the step ladders/kicks tools safely.

Children will not be permitted to use ladders/stepladders.

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

## **APPENDIX 27**

### **Work Experience & Temporary Workers**

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

A 'young person' is defined as anyone who is under 18 years old.

The nursery will ensure that young persons are protected from risks to their health and safety as a consequence of their lack of experience, absence of awareness of existing or potential risk or the fact that they have not yet fully matured.

This will include young people who are participating in work experience. Risk assessments for all work activities will be carried out for every young/ inexperienced person before they start work.

- ❖ All students/Temporary workers are briefed before working regarding arrangements and health and safety responsibilities.
- ❖ Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- ❖ Arrangements will be in place for the organisers to visit/monitor students during the placement.
- ❖ Emergency contact arrangements are in place in order that a member of staff can contact students'/temporary workers parents/guardians should an incident occur.
- ❖ All incidents involving students on work placement activities will be reported to the placement organiser/students'/temporary workers parents at the earliest possible opportunity.