

## **The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School**

### **Health and Safety Policy and Safety Audit Procedures**

#### **Introduction**

Each school recognises its responsibilities under the Health and Safety at Work Act, (1974) to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of all children, staff and others using or visiting the premises or participating in school-authorised activities. Headteachers and teachers are generally acknowledged to have a duty of care to the children in their care, and this policy draws upon the guidance of the 'Early Years Foundation Stage' (2017) and "Supporting children with medical conditions' [2015]. In order to achieve appropriate standards, all those involved with either school have health and safety responsibilities. Risk assessments, and measures to control those risks, are an important part of ensuring health and safety at work.

#### **Roles and Responsibilities:**

##### **The Executive Headteacher**

The Executive Headteacher is responsible for ensuring that health and safety procedures within each school are adequate. Through written termly reports to the Governors, the Executive Headteacher will ensure that all necessary procedures are devised, implemented, monitored and reviewed.

The Executive Headteacher is responsible for the day to day running of each school and for putting the health and safety policy into effect. The Executive Headteacher will:

- arrange for risk assessments to be carried out by a representative group of people covering anything with which a child may come into contact;
- identify aspects of the environment that need to be checked on a regular basis and maintain a record of when, and by whom these have been checked;
- Ensure that each school's premises, equipment, furniture and the garden and fixed climbing equipment are safe each day. (This role will be delegated to the Premises Manager and to staff in classrooms. Any defect or hazard is to be reported to the Senior Leadership Team [SLT] immediately and a note made on the risk assessment forms: the equipment concerned will either be made safe or removed from service);
- ensure that fire drills are carried out termly
- ensure that fire drill regulations are placed in prominent and appropriate positions throughout each school;
- ensure that fire appliances are regularly maintained;
- consider health and safety issues when selecting contractors, and ensure that they follow safe working practices when on site;
- report defects to the authority's architects' department as soon as convenient to do so and if these are not rectified promptly, report to the Governing Body and to Southwark Children's

Services;

- consult with staff on health and safety issues at a termly staff meeting;
- report termly on health and safety matters to the Governing Body;
- attend health and safety briefings and training arranged by the Local Authority;
- arrange regular training for all staff and governors on health and safety matters, and personal wellbeing;
- arrange and make provision for financing specific training for staff, to ensure each school has at least two qualified first aiders on site at any time, including qualification in paediatric first aid, and ensure that staff are trained in food hygiene
- ensure that there are safe arrangements for the storage of cleaning substances, medicines and objects which are considered dangerous if not used under supervised conditions;
- ensure the names of the first aiders are displayed in the main office and classrooms and that all staff know the location of first aid boxes, including one in the main office;
- ensure that all staff record accidents in class accident books and keep a central record of accidents requiring medical treatment;
- investigate accidents, make decisions about unsafe equipment and report to staff and governors;
- establish a system for ensuring agency staff and students have access to essential health and safety information;
- ensure that parents and visitors are reminded about the need for security measures in each school, and the need to prevent intruders.

**A Member of The Senior Leadership Team will:**

- Ensure that the respective school's premises, equipment, furniture and the garden and fixed and climbing equipment is safe each day. (This role will be delegated to the premises manager and to staff in classrooms. Any defect or hazard is to be reported to the SLT immediately and a note made on the risk assessment forms: the equipment concerned will either be made safe or removed from service);
- Consult with staff on health and safety issues at a staff meeting;
- Ensure the names of the First Aiders are displayed in the main office and classrooms and that all staff know the location of first aid boxes, including one in the main office;
- Ensure that all staff record accidents in class accident books and keep a central record of accidents requiring medical treatment;
- Investigate accidents, make decisions about unsafe equipment and report to staff and governors;
- Establish a system for ensuring agency staff and students have access to essential health and safety information;
- Ensure that parents and visitors are reminded about the need for security measures in the respective school, and the need to prevent intruders.
- Ensure the correct child to adult ratio is in place at all times.
- Ensure the welfare requirements of the EYFS are being met at all times

**The School Business Manager will:**

- Ensure that fire appliances are regularly maintained;
- Consider health and safety issues when selecting contractors, and ensure that they follow safe working practices when on site;
- report defects to the authority's architects' department as soon as convenient to do so, and if these are not rectified promptly, report to the Executive Head Teacher, Governing Body, and

to Southwark Children's Services

- Attend health and safety briefings and training arranged by the Local Authority;
- Ensure that there are safe arrangements for the storage of cleaning substances, medicines and objects which are considered dangerous if not used under supervised conditions;
- Ensure all compliance checks are carried out and actions from audits are implemented

### **Premises Manager**

The Premises Manager has a particular responsibility for ensuring that the premises are safe, clean and warm before the staff, parents and children arrive each day.

The Premises Manager will ensure that:

- a daily inspection is carried out of heating, lighting, flooring and plumbing and check for any breakages to windows, furniture and equipment, ensuring that the building is clean, the floors dry and that the toilets have a sufficient supply of toilet paper and hand towels;
- the garden is checked for broken glass or other objects which would cause harm to the children, ensuring that all litter is removed from the site and that the hard surface is swept clear of sand;
- that there are no pest infestations on the site, rats, foxes, mice, ants or wasps;
- that all cleaning materials and dangerous equipment are securely locked in a cupboard;
- maintenance and regular testing of equipment that might pose a hazard is arranged;
- any serious defects which would cause harm to the children are reported to the SLT immediately;
- standards of cleaning are monitored and report to the Supervisor any issues which may arise.

### **The Catering Manager will:**

- Ensure all staff working in the kitchen have food hygiene training;
- Ensure all food is cooked at the correct temperature and maintain appropriate records;
- Ensure that temperatures are taken and recorded for all freezer and fridge related produce on delivery, refusing the delivery of any goods delivered outside the correct temperature;
- Ensure the "Safer Food, Better Business" document is completed daily;
- Ensure the correct clothing and footwear is being worn;
- Ensure good hygiene is maintained, such as washing hands;
- Ensure the correct cleaning materials are used;
- Ensure the menu offered meets the requirements of the school food standards and the guidance in the children's food trust "Eat Better, Start Better";
- Check daily the children's dietary requirements before serving lunch. Inform staff of any changes to the menu;
- Label food before freezing with the date item was frozen;
- Complete a monthly review and inform the SLT of any issues;
- Ensure there is a full deep clean annually (6 monthly for extractor fan );
- Complete weekly stock rotation;
- Promote health and safety in the kitchen at all times;
- Carry out inductions for new staff.

### **Finance and Resources Committee**

The Finance and Resources Committee consists of the Executive Headteacher and Governors, with the Premises Manager invited to meetings as appropriate. The Committee is responsible for ensuring that a termly inspection and annual risk assessment of the premises and equipment are carried out. The staff member responsible for Health and Safety is a member of this committee and undertakes

the inspection and risk assessment with the Premises Manager and will report termly to the Governing Body.

### **Minor Accidents/Injuries**

Minor accidents/injuries will be dealt with by the staff of each school. There is always a first aid trained member of staff on site who is available for advice and to assist in the treatment of minor accidents/injuries.

An accident form should be completed for every accident.

Accidents involving a head injury, open wounds, bruising or accidents which requires additional first aid treatment need to be signed by the parent. The original copy is stored for future reference. A member of SLT are informed if a child has a visible head and/or face injury.

In the event of a head injury, medical advice will be sought from a First Aider and the child's parents will be contacted by telephone. If the parent cannot be contacted the office will make every effort to contact parents/carers or emergency contacts in the event of not being able to get contact parents/carers. A text/email will also be sent if the office are unable to contact parents/carers. If it has not been possible to contact the parent/carer a member of SLT or class teacher (if available) will aim to talk to them before they collect the child.

In the event of a child remaining in nursery with a minor head injury, the child will be regularly monitored and the check will be recorded.

There will be a review of all minor accidents and injuries once a term.

### **Serious Accidents/Injuries/Illnesses**

For any serious accident, injuries or illnesses the following procedures will take place:

- A senior member of staff should be immediately informed and will assume responsibility. The senior member of staff alongside a member of staff who is first aid trained, will carry out an initial assessment. It will be decided whether the child/adult needs to go directly to hospital or, if it is a child, whether he or she is well enough to remain at school until parents/carers arrive.
- If emergency services need to be informed, the call should be made from a landline whenever possible. The child/adult needs to be in clear view of the person making the call. If an accident or incident happens in the garden area or not in clear view of a landline, a mobile phone can be used in case of emergency SLT work mobile. These are stored securely in an area of the classroom and must be regularly checked to ensure they are charged and usable.

### **Depending on the outcome of the initial assessment**

An ambulance will be called and the child/adult will be accompanied to the hospital by a familiar adult (if possible, in the event it's a child, the child's Key Person.) The child's parent/carer or adult's emergency contact will be contacted and informed of this action. Staff will remain with the child/adult until parent/carer/emergency contact arrives or the child/adult will remain in the care of each school until the parent/carer/emergency contact arrives.

If an accident or incident occurs and the recommendation from a first aider is that the parent needs to seek medical advice and the child leaves the premises, an HS3 form needs to be completed for a

child, followed by an HS2 investigation form. If an accident involving an adult occurs, an HS1 and HS2 form needs to be completed.

### **First Aiders**

It is the duty of the designated, qualified first aiders to ensure that first aid provisions and treatment comply with existing statutory requirements. In the case of an accident requiring first aid, one of the first aiders is released from all other duties immediately.

The Lead First Aiders are also responsible for:

- restocking the first aid box each term and ensuring that first aid is taken on outings;
- keeping a record of the children likely to require medication during School hours;
- ensuring that all treatment given for accidents is recorded in class accident books;
- Ensuring that all medicines, asthma pumps and eczema creams are stored in a box with a lid clearly labelled with the child's name and photograph.

### **All staff**

All staff must play their part to ensure that each school is a safe and healthy place, and that they work in ways which are safe and without risk to themselves, other staff, children or parents/carers. All staff have a duty to report unsafe practices and to report accidents about the children in their care. If a member of staff or parent has an accident, it must be reported to a member of the SLT, and a HS1 form must be completed.

### **Governors**

Health and Safety is a responsibility of the Full Governing Body. All governors, through meetings and visits, have a part to play in monitoring policy and procedure.

### **Arrangements**

Each school recognises its obligations to identify arrangements designed to make its safety policy effective. All staff should be aware of all requirements detailed in this document.

### **Fire Prevention**

The Executive Headteacher must ensure that fire drills are carried out termly. The Premises Manager must record details of fire drills and inform the Executive Headteacher who will report to the governing body on the procedure. The Executive Headteacher must liaise with the Premises Manager to ensure that fire drill regulations are placed in prominent and appropriate positions throughout each school, and that fire appliances are regularly maintained.

All routes to fire escapes must be kept clear of furniture, equipment and rubbish at all times.

A Fire Risk assessment is undertaken annually.

### **Specific Issues and Hazards**

There are specific health and safety issues related to working in nursery schools. Children learn best through play and through using real objects and that this must be encouraged at all times; it is important for children to be allowed to take risks in order to extend their abilities. It is the responsibility of staff to assess these risks to ensure that children are not put into a situation that could cause them significant harm.

## **Risk Assessment**

The school will undertake suitable and sufficient assessment of the risks to the health and safety of staff, pupils and visitors. A risk assessment should involve identifying the hazards present in any undertaking and then evaluating the extent of the risks involved in order to prevent injury.

The Executive Headteacher will ensure that risk assessments are being implemented throughout each school and for out of school activities.

This includes:

- an annual health and safety audit;
- a termly inspection;
- identification of hazards and risks on a daily basis;
- assessment of any substance or material brought onto the premises;
- assessment of any new activity or procedure.

Risk assessment forms may be completed by any trained member of staff, and passed to the appropriate person if further action is required. Completed forms are stored in a folder in the main office. Risk assessments must be reviewed at least annually, but also following any event where there has been a significant change in policies/procedures/equipment, introduction of new staff/pupils or following a report of an accident/near miss.

Specific assessments will be made in the following cases, this list is not exhaustive:

- pregnancy risk assessments
- outings
- cooking activities
- woodwork activities
- events such as a community evening
- Children (SEND)
- Staff (medical conditions/Medication)
- Pandemics, such as Covid-19

## **Outings**

Children at each school are taken out on regular trips and outings.

All outings are planned for, risk assessed and then evaluated. This process is carried out in order to eliminate danger in as far as possible.

All trips relating to Forest School are planned well ahead of time ensuring transport, children's medical needs, and ratios are risk assessed on a regular basis.

## **Control of Substances Hazardous to Health (COSHH)**

There are a variety of such substances in each school, including adhesives, paint, cleaning materials, sand, dust, and biological agents such as animal waste and bacteria. All staff have a responsibility to assess the risks involved to children and adults and to make arrangements to prevent or control exposure to these risks. Where appropriate, staff may need training in the handling of certain substances, and the storage and use of these substances is monitored regularly during health and safety inspections. Risk assessments are recorded in a folder in the office, with instructions on

emergency procedures where necessary.

### **Display Screen Equipment**

Computers and workstations must be set up for the comfort and safety of the staff that use them, to ensure that any risk of injury is minimised. Members of staff regularly working with display screen equipment are entitled to short breaks away from their workstations and to eyesight tests where necessary. Training is available to assess the risks and to ensure that all members of staff are made aware of, and protected from, the potential hazards involved. Annual DSE assessments will be carried out by a trained DSE assessor.

### **New and Expectant Mothers**

Each school recognises its responsibilities under the Management of Health and Safety at Work Regulations (1999) to consider the health and safety of all employees, taking special account of pregnant women, those with a child under 6 months old, and breastfeeding mothers. A risk assessment is conducted to ensure that working conditions do not pose any potential risk to all women of childbearing age, and to mothers and babies. Particular hazards include lifting heavy equipment, sitting on low chairs, managing children with challenging behaviour, the risk of infections and hazardous substances. If necessary, alternative hours of work or type of employment may be offered. If this is not possible, a pregnant employee may be suspended from work on full pay until the birth of the baby. Provision must also be made to enable mothers to continue breastfeeding their child in a clean and calm environment.

### **Protection of Young Workers**

Assessments will be undertaken to ensure that young persons are protected against any risks to their health and safety at work, that are due to their inexperience, immaturity and lack of awareness of risks. A young person is anyone who has not attained the age of 18.

### **Lone Working**

Lone workers are defined as those who work by themselves without close or direct supervision, any employees who work separately from others in an establishment or mobile workers who work away from a fixed base. Each school ensures Lone Workers complete a safety checklist leading to a risk assessment being carried out if required.

Individual work with children should not be undertaken in isolated areas or rooms where there is no external visual access. Where it is necessary to close doors, a colleague should be made aware of this and asked to remain vigilant.

Children who require any form of intimate care are entitled to privacy, dignity and safety. Children with ongoing health problems will be treated in accordance with any Medical Plan that has been agreed with the parent and the Health Authority and only by those who have been authorised to do so by the Executive Headteacher.

### **Home visits**

There can be great value in staff making home visits to children and their families when they first start nursery. Staff conducting home visits must always go in pairs, taking a mobile phone with them and leave details at Reception of the address of the visit and their expected time of return to school. If the environment of the visit appears at all threatening, staff are encouraged to leave the premises promptly, even if the purpose of the visit has not been accomplished.

Currently, in line with Government Guidelines, home visits are not being conducted. Meetings with new families are carried out over the phone, via a Zoom or Teams' meeting or in person in the playground, ensuring that social distancing measures are in place and masks are worn by all parties.

### **Physical Contact**

Young children regularly seek physical contact with their friends and adult carers. At each school, it is considered appropriate that adults should respond, but should not initiate such contact. Extra caution should be exercised where a child is known to have suffered previous abuse or neglect.

Any extreme attention-seeking or behaviour by children that makes staff feel uncomfortable should be reported to a line manager.

When children need to be restrained this must be done in such a way as to keep them safe from hurting themselves or others. Any such incidents and physical interventions will be recorded and reported to parents/carers.

Do we need to mention anything here about Covid-19 and minimising face to face contact?

### **Stress**

New members of staff are allocated a mentor at the start of their induction period, to support them in the early stages of their work at each school. The performance management scheme enables each member of staff to discuss challenges in their working life and to ensure that provision is made for ongoing professional development. The Senior Leadership Team promotes the wellbeing of staff through work life balance, positive management of change and individual meetings as requested.

During this pandemic, staff may also be experiencing stress due to home life and the challenges that living and working in these conditions may bring. Staff are encouraged to talk to their peers, who may be experiencing similar challenges. Staff are also welcome to speak to a member of SLT if they choose.

### **Health and Safety as part of the curriculum**

Each school has a duty to encourage children to learn about health and safety, and will include appropriate aspects in the curriculum planning - e.g. healthy eating & road safety. Children should also be encouraged to take responsibility for their personal hygiene.

The children will learn how to carry and using equipment safely, and the reason for certain rules - e.g. not running while inside the building. They will be encouraged to treat resources with care and to report breakages.

### **Reporting**

Members of staff, parents, governors or visitors should report any concern relating to health and safety. The report should be made to the Executive Headteacher or to the staff member responsible for Health and Safety. The Federation's policy and procedures should be reviewed regularly by governors and designated members of staff, but should also reflect new regulations or recommended practice as soon as is feasible.

### **Agreed standard procedures**

Listed below are the standard procedures, which, following consultation, the governors and staff have agreed on.



## **First Aid guidelines**

- All staff and children's accidents must be recorded in the appropriate accident book: all children's accidents are recorded in a class accident book, and a copy given to the parent or carer. If the accident is deemed to be serious, for example, an injury to the head, or if the child is particularly upset, the parent will be phoned straight away, given advice from the first aider, and allowed the choice to collect the child or leave the child to be monitored at school. Serious children's accidents which may require medical treatment are recorded on an accident form HS3/HS2, kept in the main office. Adult accidents forms are available in the main office in the accidents folder. All accidents to adults must be recorded on forms HS1/HS2. Accident records should be signed and dated, and must indicate the nature of the injury, the location of the accident, who witnessed it and what action was taken, or treatment given. The forms should be emailed to Southwark Health and Safety department within 48 hours.
- Disposable gloves, face masks, visors and disposable aprons should be used at all times when dealing with body fluids. Staff must take responsibility for their own protection, including immunisation. If a child has vomited, the area should be covered with antiseptic powder and enclosed using available furniture until it is possible for it to be thoroughly cleaned.
- All staff should be aware of how to deal with situations that may arise e.g. asthma attack, epileptic fits.
- When dealing with an injury, the child should be kept calm and reassured. The child should be removed from the class if appropriate, as the other children may cause them to become distressed.
- If a child is unwilling or unable to be moved, it is advisable to give treatment on the spot. Other children should be removed as much as possible.
- If a wound is bleeding, it should be covered with plasters/dressings.
- Bathe cuts in cool water. Use sterile, non-stick material to bathe open wounds. If the wound is deep or very dirty, the parent should be encouraged to seek medical advice. Cleaning materials that have been in contact with blood are to be disposed of in a yellow bin.
- Do not remove any foreign object from anywhere on the body. Call the parent/carer and recommend that they seek medical advice.
- Staff should seek the advice of one of the qualified first aiders on site if necessary, and they definitely need to be consulted if a decision needs to be made to call an ambulance. A member of staff based in the area where the accident has occurred will ring for an ambulance. The office will be asked to contact the parent.
- If an accident is serious enough to require medical attention, the appropriate HS form is to be completed.
- Any child showing symptoms of Covid-19, such as a temperature or a new persistent cough, is to be isolated and the parent/carer called to collect. The parent should be given a home learning bag and asked to have their child tested. Tests are only to be given out if parents are unable to access a test online. Staff looking after a child who has been isolated should wear PPE.

## **Health and Managing Medicines (Please see additional policy)**

### **Information, instruction and training**

It is realised that newly appointed employees could be particularly vulnerable to any risk and relevant health and safety matters are drawn to their attention at an early stage. New employees should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar within the environment. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

## **Display**

The following documents must be displayed in areas where all staff and visitors can access:

- Copy of the Employers Liability Policy document.
- Health and Safety Law poster.
- Names of Trained First Aiders.

## **Displays and decorations**

Decorations must not be suspended from light fittings/sensors which could set off the alarm.

## **Smoking**

There is a no smoking policy in each school, and smoking is only permitted outside the buildings or off the school sites.

## **Risk Assessment on the use of movable climbing equipment**

There is movable climbing equipment in each school. The movable equipment consists of 'A' frames, planks and ladders as well as plastic "hidey holes" and large tyres. This equipment can be rearranged in a variety of ways to support learning and is a vital part of the curriculum.

Because of possible dangers related to the assembly of movable equipment, procedures are in place to minimise any possible danger. There is a low risk involved with the use of this equipment if the following procedures are followed:

a) The equipment is suitable for its purpose: new equipment is purchased from specialist suppliers and will conform to European Standards BS EN1176. Existing equipment is deemed suitable for purpose as it is of a high quality and was purchased from specialist educational suppliers, for use by the intended age group.

b) The equipment is assembled by trained staff: Nursery trained teachers and Early Years Educators assemble equipment according to health and safety as well as curriculum needs. This, for instance, takes into account the actual structure of the equipment, its proximity to other equipment and weather conditions, as well as the curriculum basis for the assembly of the equipment.

c) The equipment is appropriately sited. There are areas of tarmac or stone, as well as areas of safety surface, rubber chip and sand (Impact Absorbing Surface) in each school's garden. The safety surface has a critical fall height of 1.5 m. When the movable equipment is sited on the safety surface it can be used to its full height, providing the surface extends at least 1.75m beyond the base. If it is sited on the tarmac area there is a height restriction to a maximum of 0.6m.

NB: no "safe" surface is available that will prevent head injury or fracture when a child falls from a height greater than 1m. Such injuries are associated with the angle or nature of the impact.

d) Weather conditions are taken into account. Staff will decide whether or not the weather conditions are suitable for the use of movable equipment. If the surfaces are wet, for instance, they must be wiped dry before use.

e) The children are instructed in the safe use of play equipment, and appropriate footwear should be worn.

f) Equipment structure varies throughout the school year according to curriculum needs and in

relation to the ages of the children. Risk assessments take into account the ages and developmental stages of the children.

g) The children are supervised by qualified staff when using climbing equipment. Staff are encouraged to undertake manual handling training, and on induction informed re: safer lifting techniques i.e. two members of staff or more to lift tables or equipment. In instances where equipment is deemed to be too heavy, the help of the Premises Manager should be sought.

The minimum staffing level for outdoor play is 4 at Kintore Way and 3 at the Grove. Staff should be deployed appropriately around the garden, with one member near the climbing equipment, and/or other equipment that has been identified as high risk.

### **Supervision**

Staff will try at all times to be aware of what is happening in the area where they are working. Staffing ratios according to the EYFS are maintained at all times. Children must always be supported by staff when they are in the outdoor area, teaching and NVQ students cannot supervise any area on their own. Staff need to be dispersed over the whole outside area and, even when working with a group of children, must remain aware of the area as a whole. Any necessary conversation between members of staff must be kept as brief as possible. Outside at Kintore Way, there must be four members of staff working alongside and supervising the children unless other members of staff have been made aware that someone has been called away, they can then cover for a short time with three people. At the Grove, there should be three people.

Classrooms must not be left without staff supervision. (Toilets and home corner/block room are part of the classroom and staff may be out of the main classroom for very brief periods if addressing children's needs in these areas)

Safety at the beginning and end of each session is paramount. An adult stands at the gate outside to greet children on arrival, and on departure children remain seated in their story group until they are called to the pickup area and taken to be collected by an adult recognised as being responsible for that child.

### **Manual Handling**

Lifting heavy play equipment is part of our job; therefore regular training must be arranged on the safe handling of such equipment.

Staff must use their judgment when deciding whether they can safely lift a piece of equipment alone or need to ask for help from a colleague, and should then follow these basic handling procedures:

- Use the lift to move items between floors;
- Consider and plan the lifting operation and whether the process can be made easier with assistance from another person;
- Ensure the correct body posture and correct use of available handles etc. i.e.
  - Place the feet apart
  - Bend the knees
  - Keep the back straight
  - Shoulders level and ahead
  - Keep the arms within the area of the head
  - Use a 'hook' grip where possible
  - Ensure that the load is securely gripped

- Raise the load smoothly
- Keep the load as close to the body or handling aid as possible
- Avoid twisting, bending or stooping and ensure your vision is not obstructed
- Place the load carefully

### **Wet Floors**

Floor cloths or mops must be available near to water trays or any activity involving water or other slippery substances such as finger paint or wet clay. Children should be strongly encouraged to mop up spillages as they occur and at the end of an activity. Although this will require a great deal of adult time and direction, staff must use their discretion in deciding when an appropriate moment occurs in their work with the class, to assist the children who have wet the floor. Floors used as main thoroughfares should not be left if wet, but dried immediately. Staff must be constantly alert to the state of the floor.

### **Sand**

Staff must ensure that dust-pans and brushes are available close to the sand play, both inside and outside. Children should be strongly encouraged to sweep up spillages as they occur and at the end of an activity. As with water, this will take staff away from other duties in order to assist the children, BUT sand should never be left on floors due to the slippery surface it creates, which could result in serious injury.

While playing with sand, young children can get sand in their eyes, and this must be treated seriously. The staff member involved will attempt to wash out the sand. If this treatment is not satisfactory and the child remains distressed, parents must be called immediately. Serious sand in the eye accidents must be recorded in the accident book and parents informed when they collect their child.

Every attempt must be made to prevent sand going into children's hair. Hats are available for children to wear in the sand pit. Children should be encouraged to wash their hands after playing in the sand pit.

In accordance with current guidelines, sand is not currently being used either inside or outside at either school. These guidelines are subject to change and may change before the next review of this policy.

### **Woodwork**

All staff must introduce new children to the correct use of woodwork tools and must constantly reinforce these rules with the other children. The tools are to be used for the correct purpose and in the correct manner. They must only be used at the woodwork bench. Staff must consult with each other about the children they consider to need constant supervision and this must become a priority.

### **Hygiene**

Many children need to be taught how to use the toilet, boys should put the seat up if they stand. Children may need to be taught how to wash their hands properly - most children need to be reminded to wash their hands after going to the toilet.

Classrooms, toilets and equipment are to be checked on a daily basis and kept in a clean and hygienic condition.

Toys and resources are washed or quarantined at the end of every day and between use by different

“bubbles”

Disposable gloves, face masks, visors and disposable aprons are available for staff when cleaning and for dealing with body fluids.

### **Good Hygiene Practices**

Each school promotes good hygiene practices. Gloves, face masks, visors and disposable aprons are used during nappy changes and also when dealing with situations where body fluids may be present. Staff are rigorous in hand washing routines. Signs/posters are displayed in the bathrooms and around each school. Hand disinfectant is accessible in every classroom and kitchen area.

Meal/snack times are an integral part of the daily routine. As part of this routine, children are encouraged to make healthy choices by having the opportunity to wash their hands, lay the table and help serve the food.

Classrooms, toilets and equipment are to be checked on a daily basis and kept in a clean and hygienic condition.

### **Handwashing**

Children may need to be taught how to wash their hands properly - most children need to be reminded to wash their hands after going to the toilet. The recommended method is the use of liquid soap, warm water and paper towels. Always encourage children to wash hands after using the toilet, before eating or handling food and after handling animals.

### **Coughing and sneezing**

Children and adults should be encouraged to cover their mouth and nose with a tissue. They should wash their hands after using or disposing of tissues and spitting should be discouraged. Disposable gloves, face masks, visors and disposable aprons are available for staff when cleaning and dealing with body fluids.

### **Personal Protective Equipment (PPE)**

Disposable non-powdered vinyl or latex-free CE-marked gloves, disposable plastic aprons, face masks and visors must be worn where there is a risk of splashing or contamination with blood/bodily fluids (for example, nappy or pad changing).

Correct PPE should be used when handling cleaning chemicals.

### **Clinical Waste**

Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

### **Cleaning of the environment**

Cleaning of the environment, including toys and equipment, should be frequent, thorough and follow national guidance. For example, use colour-coded equipment, COSHH and correct decontamination of cleaning equipment. Cleaning contracts will be regularly monitored and cleaners should be appropriately trained with access to PPE.

### **Cleaning of blood and bodily fluid spillages**

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, they should be cleaned using a product that combines both a detergent and a disinfectant. These should be used as per manufacturer's instructions and staff should ensure they are effective against bacteria and viruses and suitable for use on the affected surface. Staff should never use mops for cleaning up blood and body fluid spillages – this should be undertaken using disposable paper towels and discarded as clinical waste.

### **Laundry**

Laundry should be dealt with in a separate, dedicated facility. Soiled linen should be washed separately at the hottest wash the fabric will tolerate. Staff should wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

### **Animals**

Animals may carry infections, so hands must be washed after handling any animals. Health and Safety Executive (HSE) guidelines for protecting the health and safety of children should be followed.

### **Animals in School (permanent or visiting)**

Staff should ensure animals' living quarters are kept clean and away from food areas. Waste should be disposed of regularly, and litter boxes not accessible to children. Children should not play with animals unsupervised. Veterinary advice should be sought on animal welfare and animal health issues and the suitability of the animal as a pet. Reptiles are not suitable as pets in schools and nurseries, as all species carry salmonella.

### **Reporting**

Members of staff, parents, governors or visitors should report any concern relating to health and safety. The report should be made to the SLT. The Federation's policy and procedures should be reviewed regularly by governors and designated members of staff, but should also reflect new regulations or recommended practice as soon as is feasible.

### **Cooking and Food Hygiene**

Children must be supervised closely when using kitchen equipment for cooking activities and taught the correct use of the equipment.

There is low risk to health if the following guidelines are followed in relation to food hygiene:

- All ingredients and all cooked food must be bought in good condition and stored properly, at the correct temperature and in clean conditions;
- No food must be eaten after its use by date;
- Children and adults who cook are to wear special cooking aprons and have loose hair tied back;
- Children and adults who cook must roll sleeves up and wash hands thoroughly, before and after cooking, and if used to cover the mouth when coughing or sneezing;
- Jewellery carries bacteria and adults must ensure that no jewellery (or other articles) can drop into the food mixture. Wedding rings can be wiped clean and do not represent a health hazard. Ornamental rings should be removed, but can be covered with a blue sticking plaster during cooking if the staff member prefers;
- Any wound must be covered with a blue sticking plaster;
- The cooking area, tables and utensils must be clean. Staff must ensure that cleaning agents are rinsed from utensils and surfaces;

- After cooking, all utensils must be thoroughly washed;
- If eggs are used in a recipe, the ingredients must be thoroughly cooked before eating. Free range eggs should be used if possible due to the higher quality of their feed;
- Children should wash their hands after handling eggs, and should not put mixture containing raw eggs near their mouths;
- Utensils should be used for mixing and hands washed frequently if necessary;
- When food has been prepared and cooked hygienically there is low risk associated with sharing food with the class;
- Staff should check the allergens in the food and dietary requirements before cooking with the children.

### **Drinks**

Bacteria are found in many foods and dairy products are particularly prone to bacterial growth. There is low risk if milk is stored correctly (in a refrigerator at between 1-4 degrees centigrade). If milk is refrigerated on arrival and served from the refrigerator, it is safe for children until its use by date.

If milk is not refrigerated during the day, it may develop a level of bacterial growth which is unacceptable for young children. Milk that has not been refrigerated must be thrown away.

Water is available for children to drink if they are thirsty.

### **Resources**

Staff should be aware of any resources that could present a choking hazard to children, e.g. marbles, glass nuggets, buttons etc. These resources should be closely supervised if children are present and stored safely.

### **Injuries inflicted on staff by children**

At all times, conflict situations likely to result in such injuries should be avoided. Consultation with colleagues on how to handle such situations is essential.

All such injuries, no matter how minor, must be reported and treated seriously.

### **Guidelines for Sunny Weather**

Sunburn is dangerous to young children. In order to minimise any possible danger and to allow all children to play outside without concern, the following measures are recommended during sunny weather.

- Children should wear a top or T shirt that covers shoulders and tops of arms;
- Sun hats may be worn, to protect the head and back of the neck;
- A high factor sun screen may be applied to exposed skin before children come to the School;
- Children may bring sun screen in a labelled bottle and will be helped by staff to apply it if necessary during the day.

For details of exclusion times for certain infections, please refer to the "Guidelines for the control of infection and communicable disease in nurseries and early years settings" (kept in medicine file and on display in the front office.)

### **Monitoring**

| <b>Frequency</b> | <b>Task</b>  | <b>Person responsible for task</b>   |
|------------------|--|--|
| <b>Daily</b>     | Grounds maintenance  | Premises Manager   |
| <b>Weekly</b>    | Fire alarms test<br>Fridges<br>Water/Shower heads flushing<br>Classroom temperature  | Premises Manager<br>Catering Manager<br>Premises Manager   |
| <b>Monthly</b>   | Fire drills (termly)<br><br>Safety tour checklist<br><br>First aid boxes<br>Water temperatures<br>Shower heads flushing  | Premises Manager and Deputy Head for Under 3's<br><br>Premises Manager and a member of staff<br><br>First Aiders<br>Premises Manager<br>Premises Manager       |
| <b>Quarterly</b> | Emergency Lighting<br>Service of fire alarm<br>Heat/smoke detectors<br>Pest control (6 weekly)<br>Service of lift<br>Service of water machines<br>Service of air conditioner<br>Monitoring of accident records | Protec / Fidelity<br>Protec / Fidelity<br>Protec / Fidelity<br>Goodwin Pest Control<br>Tecno<br>Waterlogic<br>Daddy Cool<br>Deputy Head for Under 3's          |
| <b>Yearly</b>    | Audit<br>DSE assessments<br>PAT testing<br>Fire risk assessment<br>Fire extinguishers<br>Boiler maintenance<br>Risk assessments  | LA<br>Office Manager<br>Premises Manager<br>Workplace Fire and Safety<br>Workplace Fire and Safety / Safe I.S.<br>CBS Maintenance<br>Deputy Head for Under 3's |

The senior leadership team monitor the implementation of this policy as part of the yearly monitoring cycle.



# The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School

Policy Name

**Health and Safety Policy and Safety Audit Procedures**

Adopted and signed on behalf of The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School by the Governing Body at the meeting on

14<sup>th</sup> December 2020

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Name of Governing Body Representative

Teresa Ali

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Signature of Governing Body Representative



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Date signed 14<sup>th</sup> December 2020

Date to be reviewed: December 2021