

The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School Health and Safety Policy

Introduction

The Federation 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 'Health and safety: Responsibilities and duties for Schools' [April 2022], the 'Early Years Foundation Stage' [2024], and Children's Play and Leisure- Promoting a Balanced Approach' HSE 2012.

Responsibilities of the Governing Body

The Governing Body is aware of the requirements of the Health and Safety at Work etc. Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation. In keeping with the spirit and intentions of the Acts, the Governing Body is committed to achieving the highest standards in all aspects of safety and environmental protection within the Federation.

All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.

The Governing Body has overall responsibility for ensuring compliance with this Health and Safety Policy document. In particular, the Governing Body is responsible for: ensuring a Health and Safety Policy is in place; monitoring the application of the health and safety policy including consideration of inspection reports; prioritising actions where resources are required; ensuring actions are taken; including health and safety on governor's meeting agendas; producing an annual report on health and link governor visits.

The Executive Headteacher

The Executive Headteacher is responsible for ensuring that health and safety procedures within the Federation 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 the Federation 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;

- arrange for risk assessments to be carried out which cover particular risks to the health & safety of employees and of persons who are not employed directly by the school;
- 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 (The role will be delegated to the Premises Manager);
- Ensure that each school's premises, equipment, furniture, 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;
- 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 or an electronic reporting system 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 Federation, and the need to prevent intruders.

A Member of The Senior Leadership Team will:

- Ensure that the respective school's premises, equipment, furniture, 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 or an electronic reporting system 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 Federation, 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 Federation 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 Headteacher, 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, soap 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 a member of 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 a member of 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.

Responsibilities of all employees

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.

All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner, which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.

All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;
- co-operating with the Deputy Head / Deputy Headteacher / Assistant Headteacher / Federation School Business Manager / Executive Headteacher and Southwark Council to ensure that statutory requirements are met;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;
- checking bases and work areas are safe and that fire exits are unlocked and unobstructed;
- checking equipment is safe before use; ensuring they are aware of safe procedures and that these are followed;
- ensuring protective equipment / PPE is used when needed;
- participating in inspections;
- bringing problems to the attention of the relevant line manager/member of SLT or a member of the School Business Teams; reporting any accident involving children both inside and in garden areas for which they have responsibility.

Health and safety representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives.

Trade Union Health and Safety Representatives are entitled to raise any issue of health and safety as it affects employees. The Federation will consult in good time with Health and Safety

Representatives on any measures which may affect the employees represented by the Health and Safety Representative. The Federation will ensure that paid time off is provided for the inspections that the Health and Safety Representative is entitled to undertake as well as for training necessary to enable the health and safety if they are outside of their contracted working hours.

Trade union	Name of health and safety representative
Unison	Linda Bridge
GMB	Carolyn Breen

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.

Arrangements

Risk Assessment

The Federation 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 the Federation Shared Folder for all staff access. 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
- events such as a community evening
- Children (SEND) if required
- Staff (medical conditions/Medication)
- Specific activities with the children [woodwork, cooking]

Accident Reporting

Accidents in the classroom are recorded in an accident book or the online reporting system.

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 or reported on an electronic reporting system.

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 is 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 injury, the child will be regularly monitored and the check will be recorded and parents updated if necessary.

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, an SLT work mobile phone can be used in case of emergency.

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 the parent / carer / emergency contact arrives or the child / adult will remain in the care of each school until the parent / carer / emergency contact arrives.

Reporting Accidents to Southwark

If an accident or incident occurs and the recommendation from a first aider is that the parent needs to seek medical advice or the parent takes the child to see a medical professional [GP, Pharmacist, Dentist, A&E] or a day of education is lost due an accident [Lost time accident] then the accident needs to be reported to Southwark and a management investigation takes place. The investigation procedure may involve interviewing witnesses. A risk assessment may need to be written or updated as a result of the investigation. Accidents are reported to Southwark through an online reporting system [Assure]. Completion must be within 48 hours wherever possible.

All adult accidents are investigated in the same way and reported to Southwark.

Investigating accidents/Incidents

Guidance can be found on the HSE website: <https://www.hse.gov.uk/pubns/hsg245.pdf>

- Gather information
- Analyse the information
- Identify Risk Control Measures
- Create an Action Plan and implement it.

RIDDOR

For those accidents and dangerous occurrences that are reportable under the provisions of RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995), this information must be notified to the enforcing authority. To make a report, go to www.hse.gov.uk/riddor A telephone service can be used to report fatal and major injuries only – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

A record must be kept of the reports made that are required under RIDDOR. This can be done by:

- keeping a copy of the form;
- recording the incident in the accident book;
- recording the incident electronically.

Details of the accident need to be entered in an accident book or electronically. A decision on the scale of the investigation will be decided. Where appropriate, decide who will carry out the investigation, the resources required and brief the investigation team.

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

Instructions 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.

All classroom staff are Paediatric First Aid Trained

At least one person has a current paediatric first aid (PFA) certificate and must be on the premises and available at all times when children are present and must accompany children on outings. All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included in the required staff:child ratios.

To continue to be included in the ratio requirement the certificate must be renewed every 3 years.

Induction

All staff, including casual workers, agency and volunteers will receive an induction within the first month of starting work. Policies which staff are required to know about, including the Health and Safety policy and procedures, are shared at the meeting and a hard copy is given. Staff undergoing induction are required to sign off that all policies are received and understood.

Asbestos

The Senior Leadership Team and the Premises Manager attend regular asbestos training

Noise at Work

The Executive Headteacher and Premises Manager have completed Noise Awareness training

Working at Height

The Premise Manager has completed working at height training

Manual Handling

All staff undergo manual handling training every 3 years

Food Hygiene

Kitchen staff are to have at least Level 2 Food Hygiene training. It is recommended that refresher training is completed every three years.

Staff will be also be trained;

- when exposed to new or increased risks
- on transfer or promotion to new duties and tasks
- when changes are made to systems of work
- on the introduction of new technology
- when training needs are identified

Staff are also responsible for drawing to the attention of the Executive Headteacher, their own training needs personal training needs.

Administration of Medicine

Please see 'Supporting Children with Medical Conditions and Administering Medicines' Policy.

Fire and Emergency Procedures

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 staff and visitors are made aware of fire emergency procedures on arrival and prior to starting work.

All staff are responsible for ensuring that fire exits, signs and escape routes are kept clear at all times.

Fire Doors must not be wedged open.

A Fire Risk assessment is undertaken annually.

Firefighting equipment, such as fire extinguishers, are serviced annually. The Fire Alarm system is serviced every 6 months.

Emergency lighting is serviced once a year.

The fire alarm is tested every week from a different alarm call point and results recorded.

Fire drills will take place termly and specific arrangements made for anyone with special needs. Any child requiring assistance to evacuate will have a Personal Emergency Evacuation Plan (PEEP).

A record of each practice evacuation shall be maintained, detailing the time the evacuation took to complete and this is then reported Termly at each Full Governing Body meeting. Any issues arising are addressed as soon as possible.

Full evacuation instructions are held in each school and reviewed after each drill.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices around both School sites.

Every employee must ensure that:

- they know what to do in the case of fire;
- they are familiar with the sound of the alarm;
- all classrooms and other areas are vacated immediately on hearing the fire alarm;
- hazardous electrical appliances are disconnected, and all doors shut when vacating the premises; and

- they always check for any potential fire hazard at the end of the day.

Further, every employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention.
- NEVER smoke or vape in either school buildings.
- NEVER be untidy and leave waste materials laying around.
- NEVER leave obstructions in passages or stairways.
- NEVER leave any temporary heating appliances burning when unattended.
- NEVER move or interfere with firefighting appliances.
- NEVER leave electrical appliances plugged in when not in use.
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

In the event of a fire, children will be escorted from the buildings by the nearest exit as quickly as possible, to the nearest assembly points.

At Kintore Way, the assembly point is the treehouse in the playground.

Evacuation is from the nature garden and the key is kept in the keylock safe on the wall by the nature garden gate

At The Grove, the assembly point is on the artificial grass in the playground.

Evacuation is from the gate at the back of the playground, the key is kept in the key safe attached to the wooden fence.

Smoking

There is a no smoking and/or vaping policy in each school, this includes the charging of vaping devices.

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.

General Safety

All hot drinks must be in an insulated mug with a lid, unless consumed in the staffroom. These should not be consumed in the classroom once children are in the nursery. Hot drinks can be made and taken to an office, but staff must ensure that there are no children present.

Personal Safety

Staff at Kintore Way are shown where the panic button points are located and how to use them. Staff and long-term students / volunteers are provided with the Health and Safety Policy prior to commencing work.

All instances of violence / aggression and verbal abuse must be reported and arrangements in place to adequately control the risks.

Pupil safety

No child is left unattended in either Nursery School. A member of staff checks the garden at the end of each session. Children are reminded to walk. Children are taught to take care when using scissors.

Please refer to the Missing Child Policy.

Asbestos

Where asbestos is present a management survey will be carried out every year. The Asbestos Register and Asbestos Management Plan, detailing how any asbestos containing material on the premises is to be protected and monitored, are kept in the school office.

The Executive Headteacher / Business Manager and nominated responsible person such as the Premises Manager should be familiar with the location of asbestos within the premises and must ensure that contractors have access to the Asbestos Register prior to commencing work in the school.

Information and instruction must be provided to staff and contractors to include the following:

- Where the Asbestos register is located.
- Not to drill or affix anything to walls without first obtaining approval from Premises Manager and checking the plan.
- Reporting of damage to asbestos materials and emergency procedures.

If asbestos containing materials are present on a surface likely to suffer damage during the day to day operation and contractor works (e.g. asbestos containing materials present on a classroom door or boiler plant), asbestos labels will be visible.

The Premises Manager will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the Asbestos Register on completion.

The Grove has asbestos contained within unused electrical switches.

Kintore Way has no recorded asbestos, however if building works were to be carried out, a new inspection would be required.

Tree Safety

All trees in the garden areas of both Nurseries are of a particular age and height must be checked for disease and checked bi-annually to guard against falling branches. This is carried out by a qualified Tree surgeon

Similarly, all low-level bushes etc. should be checked to ensure that they do not present a risk to pupils, either of scratches or skin or eye penetration by sharp twigs.

Legionella

The Executive Headteacher or nominated person will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements.

Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that each school is responsible for.

All identified remedial works will be incorporated into each school's maintenance programme.

The responsible and nominated responsible person must complete Legionella Training to ensure they are conversant with monitoring systems and procedures.

Monitoring of the water system will be undertaken by the Premises Manager (or competent 3rd party) and this will include but not be limited to periodically monitoring all relevant temperature readings for sentinel taps; TMV's and representative taps, flushing of infrequently used outlets, de-scaling spray outlets and recording findings in the water logbook.

Control of Substances Hazardous to Health (COSHH)

There are a variety of such substances across the Federation, 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 competent 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. Please refer to the Federation's Home Visits Policy.

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.

Stress at work

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. Stress risk assessments are completed if a member of staff has work-related stress absence once they return and resources from Mind are used to create a well-being plan when required.

Members of the SLT are trained and qualified as Adult Mental Health First Aiders.

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.

Health and Managing Medicines (Please see additional policy)

Display

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

- Employers Liability details.
- 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.

Use of Equipment

Pre-checks are completed on equipment prior to putting them to use.

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 wipe 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 or another staff member should be sought.

Classroom Safety

Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately

All staff working with children should check that equipment inside and outside is safe for use and that play areas are free from any obstruction likely to cause injury.

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.

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

Working at Height

The Work at Height Regulations 2005 place duties on employers to ensure that any work carried out at height is done in a safe manner that prevents persons or equipment falling from height.

The selection of access equipment such as stepladders, ladders, stools etc will be carefully considered, according to task to be carried out.

Adequate work at height workplace equipment will be provided as per guidelines and only staff who are competent and have received sufficient training will be permitted to undertake working at height tasks.

Detailed risk assessments will be undertaken for each activity.

All work at height equipment will be verified on a regular basis and before use for signs of defect or malfunction. Where damage is identified, the equipment must be taken out of use and labelled.

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 or online recording system 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.

Control measures for Health infections

Sickness absence is monitored daily and outbreak measures introduced if triggers are met the following action is taken;

- No sand and water play
- Playdough and other messy play activities stopped
- Soft toys and dressing up clothes removed
- No visits in or out
- No group events
- Enhanced cleaning of touch points
- Limited resources used that are cleaned every day.

Good Hygiene Practices

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.

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

Each school promotes good hygiene practices. Gloves 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 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 and disposable plastic aprons 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 and thorough. 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.

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 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.)

The Use of Contractors

Contractors are selected and approved to work on site based on their competence- ask them to evidence their qualifications, provide risk assessment and method statement (RAMS), check membership status of any professional association.

Occupational Health Services

Referrals to occupational Health are made when staff are under the sickness guidance procedure and an improvement is not seen after review periods to gain more professional advice on how best to support the staff member.

Referrals are also made if the staff member has a physical ailment that has developed which may impede their ability to carry out their duties in full.

If staff disclose that they are feeling work related stress, an automatic OHS referral is made.

Monitoring

All compliance and safety checks are carried out by contractors, as and when required, which are recorded by the Premises Manager and any remedial works carried out and reported to a member of the SLT. Please see Appendix 1.

Any Health & Safety issues which are identified as urgent are reported immediately to a member of the SLT and / or the Premises Manager. The issue is also recorded in the premises book in the main office. Once the issue has been identified and the relevant person notified, appropriate action is taken. This is dated and signed after completion.

Daily, weekly and monthly checklists are carried out by Premises Manager. Daily checklists are also carried out by classroom staff. Any issues are recorded on the relevant checklist and are reported verbally to a member of SLT. Any issues are recorded in the comment box. Appropriate action is then taken and recorded. (Appendix 2)

Health and Safety is discussed regularly at Senior Leadership Team Meetings and reported at Governing Body meetings termly. Any urgent issues are reported to the Chair of Governors immediately.

Health and Safety Action Plan

A healthy and safety action plan has been created for each school using the Health & Safety Audit report.

Policy

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 and First Aid Policy

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

27th March 2025

Name of Governing Body Representative

Robert Weir

Signature of Governing Body Representative



Name of Executive Headteacher

Rebecca Sherwood

Signature of Headteacher



Date signed 27th March 2025

Date to be reviewed: Autumn 2026

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

DAILY PREMISES LIST - AM	MON	TUES	WED	THURS	FRI
Ensure all external & internal gates & doors are open.					
Check Premises log book					
Check plant room					
Check Water temp 60 degrees					
Check heating and under floor heating is on					
Check boilers are on					
Check perimeters of grounds, re damage or break in					
Check External post box					
Monitor cleaners					
Remove any delivery from reception					
Undertake any assemble work for staff					
Deal with any urgent repair work if necessary					
Check all doors open and close properly					
Check grounds for any animal fowling					
Check soft play area and decking (ICEY)					
Check soap & anti gel, washing up/sanitizer					
Empty recycle bins					
Sweep playground, decking area and empty bins					
Check Hall plant room					
Check if any orders need to be placed					
COMMENTS:	DATE ACTION TAKEN:			COMPLETED BY:	

DAILY PREMISES LIST – PM	MON	TUES	WED	THURS	FRI
Lock all external & internal doors					
Ensure all windows are locked					
Check plant room is locked					
Turn off any sockets that may have been left on					
Turn all computers, photocopiers off in work bay					
Check fire alarm panel for any visible defects					
Turn off washing machine & tumble dryer					
Refill CA95 (Sanitizer) and washing up liquid & check labels					
Ensure all fire doors are closed					
All switches off in staffroom					
COMMENTS:	DATE ACTION TAKEN:			COMPLETED BY:	

Date:								
WEEKLY								
Flush through all taps on a Monday morning								
Banking if needed								
Meet with cleaners, restock to be ordered								
Undertake any planned preventative maintenance								
Test disabled toilet alarm to ensure they are working								
Do fire alarm testing from different points (log in the book)								
Deliver fruit to classrooms								
Refuse bins emptied on Tuesday								
Empty bins in playground								
AS & WHEN								
See in contractors, ensure job is carried out correctly – report any issues to management								
Make sure all new agency cleaners are given safeguarding information upon arrival and directed to fire exits								
Put away any deliveries								
Place orders for stock								
Set up Training room for any workshops/inset days, etc								
Xmas period, make sure all tree lights off								
<u>COMMENTS:</u>	<u>ACTION TAKEN:</u>					<u>COMPLETED BY:</u>		

MONTHLY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Check water temps												
Read Gas + Electric meters												
Check signage to make sure its visible & up to date												
Monthly Health & Safety walk round												
Check fridge temperatures (between 3 and 5)												
<u>COMMENTS:</u>				<u>ACTION TAKEN:</u>				<u>COMPLETED BY:</u>				