

Health & Safety Policy

2022/ 2023

Date approved by the Board of Governors:	November 2024
Date for review:	November 2025

Statement of Local Health and Safety Intent Bushbury Nursery School

We will meet all the requirements set out in the corporate health and safety policy and actively promote the safety and health of our school staff and students as an equal objective to our other school objectives.

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

- ❖ Plan for health and safety within our school improvement planning activity.
- ❖ Ensure relevant safety actions are included during the staff appraisal process.
- ❖ Develop and maintain local arrangements and procedures that interpret health & safety legislation and guidance that apply to this school.
- ❖ Review with the Governing Body all progress against our plans and take appropriate action.
- ❖ Provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all school staff.
- ❖ Monitor accident trends throughout the school to further inform the health and safety aspects of the school improvement plan.
- ❖ Monitor our performance against plans.
- ❖ Copy this statement to all staff members.

Head Teacher:

Chair of Governors:

Date:

Date

Bushbury Nursery School Health and Safety Policy

Good health and safety management will be an integral part of the operation of the school, the Governing Body, Head Teacher, Employees, Partners, and all other people with whom we do business.

Our school will ensure compliance with minimum legal standards/approved codes of practice, along with health and safety guidance provided by Wolverhampton Council where relevant. Wherever possible and where statutory standards and requirements are not in place the school will meet best practice standards.

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

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

The Aim of The Policy is to:

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

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

Governors:

- The safety of plant equipment, buildings and safe systems of work.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Appropriate information, instruction, training and supervision to assist all staff, pupils and visitors to avoid hazards and to contribute positively to their own health and safety whilst on school premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.
- A school safety policy is produced, and the policy is regularly reviewed the Governors Monitoring Committee, ensuring that the requirements of health and safety legislation are met, that corporate health and safety standards are met, where relevant, and to promote best practice.
- The safety policies will be brought to the notice of all employees.

- The school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the school are identified and appropriate action taken.
- Ensuring effective communication with the Head Teacher, Wolverhampton Council, staff, parents and pupils in respect of health and safety matters.
- Ensuring that the Governing Body and Head Teacher recognise and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers, etc.) and the means of effectively liaising with them.
- Regular safety reports are provided by the Head Teacher so that safety arrangements can be monitored and evaluated.
- Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
- All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

In practice, this Governing Body will delegate the functions necessary to discharge these responsibilities to the Head Teacher and Leadership and Management Team of our school; however, they will ensure that they have adequate monitoring of these functions in place.

Head Teacher:

Wolverhampton Corporate Health and Safety team and School Governors have placed responsibility on the Head Teacher to achieve the objectives of the health and safety policy.

The Head Teacher will ensure that:

- Policies and procedures with regard to health, safety and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.
- Any health and safety matters raised, and guidance from Wolverhampton Corporate Health and Safety team, are brought to the attention of the Governing Body.
- Regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary and are reported to the Governing Body.
- Accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with relevant guidance.
- Training needs are identified, and arrangements are made for those needs to be met.
- Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives.

- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items which are reported to the caretaker and any item which constitutes a health and safety hazard are taken out of use.
- Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

Teaching and Non-Teaching Staff holding Posts of Responsibility

Staff holding posts of special responsibility, such as Teachers, Business Manager, and any Union Representatives, are responsible to the Head Teacher for the implementation of the Health & Safety Policy within their area of work. To fulfil their responsibilities, they will assist the Head Teacher:

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

Caretaker

- Ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is obtained as required.
- Monitor and review these risk assessments as appropriate, highlighting any areas of concern to the Head Teacher or designated deputy.
- Identify any health and safety training needs for staff under their remit and facilitate training course attendance for these employees. Identify and undertake their own health and safety training courses, as appropriate to their role.

- Liaise with contractors and visitors to the site to ensure health and safety procedures/regulations are adhered to and to provide advice on site specific issues that may impact on health and safety.
- Ensure that all areas of the site are maintained to a high standard of housekeeping, responding appropriately and within timescales set wherever possible, to all hazards brought to their attention by staff, students or visitors. Where remedial response is not possible within normal timescales set, those affected will be kept informed of progress made.
- Ensure that protective clothing or equipment is issued to staff within their remit when carrying out site duties/works.
- Take immediate appropriate action (inform Head Teacher or designated Deputy) in respect of any work or site-specific activity which they consider pose a serious and immediate risk to health and safety.

Management Team

The Management Team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Teacher and other members of staff with supervisory responsibilities will:

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

Educational Visits Coordinator (EVC)

Follow guidance provided where full responsibilities are outlined:

- Liaising with the employer, through the Education Health and Safety Manager.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- Attend Training courses and ensure Visit Leaders are competent and approved to support the planning and running of visits.

- Undertaking the functions outlined in the DFE publication “Health and Safety of Pupils on Educational Visits” and National Guidance for Educational Visits

Teacher

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

- To follow safe working procedures personally.
- To ensure the safety of pupils in classrooms and other areas of the school whilst in their charge.
- To be aware of and to adopt safety measures within their teaching areas.
- To request special safe working procedures, protective clothing, guards, etc, where necessary and ensure they are used.
- To make recommendations to the Head Teacher regarding the safety of equipment or tools, in particular any equipment or machinery, which is potentially dangerous.
- To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.

Employees General Responsibilities

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

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

Arrangements for Health and Safety

(See local arrangements section)

Document Control

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

Co-operation

Local systems and documentation will be implemented following consultation through our school’s health and safety governance meetings.

Communication

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

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

- Line management meetings and staff meetings at site.

- Provision of information relating to safe systems of work and risk assessments.
- Communication of advice from schools Advisors and Educational Officers.
- Communication of health and safety bulletins or information from Wolverhampton Corporate Health and Safety.
- Communication of Wolverhampton Corporate Health and Safety and City Council advice, guidance and policies.
- Communications with relevant specialist advisors.

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

Competence

The school has competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.

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

Planning & Prioritising (Setting Standards)

School Health & Safety Plans

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

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

Risk assessments

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

Local Arrangements

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

Measuring H&S Performance

Active Monitoring

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

The school will receive monitoring inspections from the following:

- OFSTED
- Health & Safety (Wolverhampton Corporate Health and Safety)
- Elite Safety in Education

Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

Reactive Monitoring

The school management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangements and report relevant findings to our Governing Body.

Reviewing Health & Safety Performance

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

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

Auditing/Inspecting Health & Safety Performance

Health and safety auditing/inspecting will be carried out on a regular basis by the Governors and senior management (with assistance from Elite Safety in Education).

Local Arrangements

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Accident Reporting Procedures

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

The Head Teacher will ensure that CYP accidents and incidents are reported and monitored in line with the guidance and procedures.

All accidents are reported in the relevant accident log books, dependent upon whether the injured is an adult or child. The accident log books are located in the main office.

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

Bumps to the head or face, sprains, serious bloodletting injuries, suspected breaks, must be reported to the parents and followed up with a letter.

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

- Staff on staff incidents (non-school related) – these should be dealt with using the Discipline, Grievance and Capabilities Procedures.
- Staff on public incidents – these should be dealt with using the Discipline, Grievance and Capabilities Procedures.
- Public on public (for example pupil on pupil) incidents – these should be recorded locally as they are outside the remit of health and safety and do not need to be reported to the health and safety team.

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

Accident Investigation Procedure

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

EVERYONE IS RESPONSIBLE FOR SAFETY WITHIN SCHOOL.

- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.
- The school will still be required to keep a record of all over 3 day injuries – this will be recorded on the school's accident/incident form.
- Copies of reports are maintained in the relevant personal file of the injured.

Asbestos

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

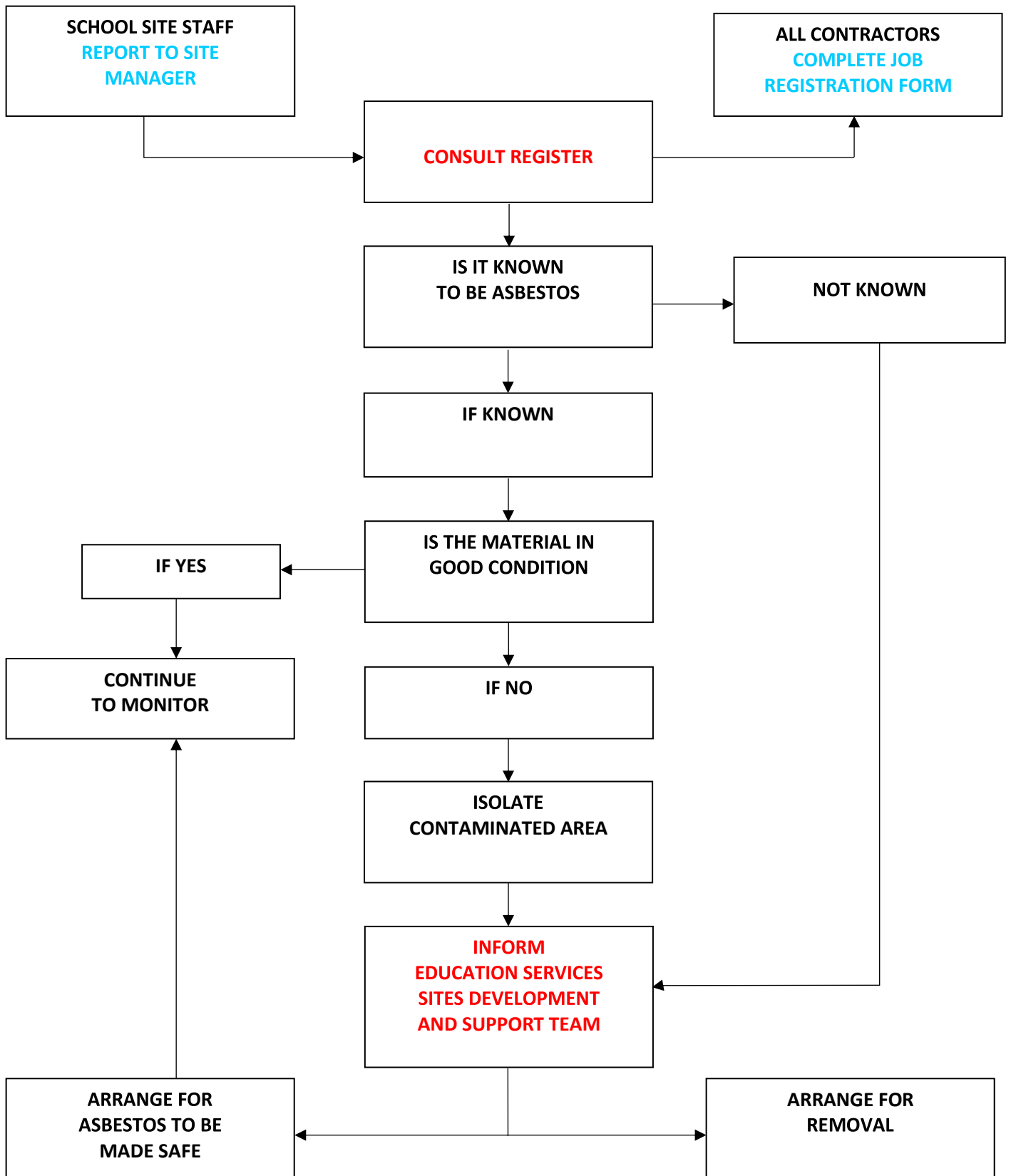
School site staff and contractors are required to complete the signing form to confirm that they have read the report and action plan.

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

An Asbestos Management Survey was carried out in 2011 and an Asbestos Management Plan is in place.

Regular inspections of the school site will be undertaken and termly inspections recorded and sent to the health and safety team.

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Communication

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

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

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

Temporary/agency/volunteer staff given information about health and safety prior to commencing work or on the day of commencement. Staff are aware of who the competent person is for health and safety advice and how to raise health and safety concerns (verbally if urgent to the designated member of the Leadership group).

All staff are consulted on new procedures in staff meetings and reminders are given at the start of each term.

The Head Teacher ensures that all new employees know where to find copies of the health and safety policy.

The Health and Safety Law poster is displayed in the staff room, main office and kitchen area.

Where appropriate, the 'Shared Drive' will be used to communicate health and safety information in order to keep the school staff updated on the preventive and protective measures taken by the school.

A copy of the Health and Safety Policy is located on the 'Shared Drive' and Website.

Health and safety will also be a regular item on the agenda of team/and F&GP committee meetings.

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Contractors

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

All contractors must report to school office where they will be asked to sign in.

The caretaker is responsible for monitoring areas where the contractor's work may directly affect staff and children and for keeping records of all contractor work.

The Governing Body are responsible for appointing contractors to complete works within school. Other than this the LA may, if requested by school on a particular issue, send contractors appointed by the Council for the completion of such works.

The caretaker obtains appropriate method statements and risk assessments from contractors in order to assess their ability to undertake work safely.

Health and safety information is passed on to contractors when arriving on site. They have to agree to the terms which provide information that may affect their health and safety whilst working on the school site. This includes the fire arrangements, information on how to respond in the case of a serious incident or imminent danger. It also includes the requirement to obtain a permit to work in the case of hot works around the school. Isolation of gas and electricity supply is by specially appointed contractors only who, in addition to supplying the information referred to above, would also be responsible for the permit related to isolation.

The Head Teacher tasks the caretaker with monitoring the arrangements for safe performance by contractors while they are on site. This is completed by observation, discussion and ensuring that safe standards are maintained. If at any time the caretaker

is dissatisfied with the standards of safe practice displayed he will immediately ensure the contractors cease work, make safe the working area, report the matter to the Head Teacher and then arrange an immediate site meeting with the contracted body. The aim of the meeting will be to resolve the issues raised and commence safe working as soon as reasonably practicable.

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Control of Substances Hazardous to Health

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

Prior to new substances being purchased a check will be made (by the person requiring the substance) to see if there is a substance which is less hazardous. When new substances are purchased, material safety data sheets will be obtained from the supplier and the substance inventory updated.

A substance inventory has been completed and is maintained by the caretaker

Following this, specific controls may be applied.

Those substances subject to the COSHH regulations are identified and adequate precautions are taken to prevent injury to health, in particular to the safe handling and storage of the substance.

Hazardous substances should be kept locked away from not in use.

Guidelines:

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

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Curriculum

Health and safety arrangements for EYFS are detailed in the individual curriculum policies. Please refer to the specific curriculum files for further details relating to the processes and procedures for ensuring safe working within the curriculum areas.

Bushbury Nursery School is committed to teaching all practical subjects in a safe way as appropriate to the age and stage of development of the children.

Teaching staff are responsible for the maintenance of safe working conditions. They should anticipate potentially dangerous situations and act to prevent them from developing.

Child Protection

There is a named person with responsibility for child protection in our school who liaises with governors.

We will follow the procedures for child protection drawn up by the LA and the Governing Body. If any staff suspects that a child may be the victim of abuse, they should not try to investigate, but should immediately inform the named person about their concerns.

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Display Screen Equipment (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. Admin Staff, Office Manager and Head Teacher etc. shall have a DSE self-assessment carried out by the Office Manager.

All workstations, chairs and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards. School office staff will be responsible for checking this when ordering.

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

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use every 2 years by a qualified optician.

Where necessary a contribution towards the total cost of spectacles will be provided. Details of this can be obtained from the Head Teacher.

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

SEN Children and Computers:

Some SEN children may be provided with individual equipment. Teaching staff should liaise with the SEN SENCO and inclusion early years educator. Where a child has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the child.

The Office Manager is responsible for coordinating display screen equipment assessments.

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Driving at Work

The school will follow the council's driving at work policy.

The Head Teacher will ensure that those persons who drive their own vehicle as part of school business have the appropriate licence, insurance, MOT (if applicable) and tax.

The Head Teacher/Office Manager will require sight of these documents which will be recorded in a log in the school office. Licence documents can now be viewed on-line at <https://www.gov.uk/view-driving-licence>

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

Vehicles on the school site - vehicular access to the school is restricted to school staff only and not for general use by parents/guardians when bringing children to school or collecting them.

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Educational Visits

Introduction

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

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

Aims

The aim of our off-site visits is to:

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

Curriculum Links

At Bushbury Nursery we will endeavour to ensure that off-site visits are linked to the Curriculum. For most subjects, there is a corresponding programme of activities. These activities are in line with guidance published by the Local Authority:

Category of Visits

Category A. Local visits, museums, theatres etc. Signed by Head Teacher

Category B. Adventure activities, residential etc. Signed by Head Teacher, Governor, and Approval from the LEA Education advisor.

Category C. All visits and residential abroad. Signed by Head Teacher, Governing Body and the Director of Learning.

How Visits May Be Authorised

The Head Teacher will appoint a group leader to be responsible for running the activity. This will normally be a teacher employed at the school.

The school's educational visits coordinator will be involved in the planning and management of off-site visits.

S/he will:

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

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the Local Authority.

All off-site activities must take place in accordance with the guidance given.

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

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

Risk Assessment

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

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

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

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

The Early Years Foundation Stage (EYFS) Statutory Framework* no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (1:13 in early year's settings and 1:30 in infant classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.

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

- **Staffing requirements** – Trained? Experienced? Competent? Ratios?
- **Activity characteristics** – Specialist? Insurance Issues? Licensable?

- **Group characteristics** – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **Environmental conditions** – Like Last Time? Impact of Weather? Water Levels?
- **Distance from support mechanisms in place at the home base** – Transport? Residential?

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

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

A copy of the completed risk assessment will be given to the Head Teacher, the Governing Body, and the educational visits coordinator.

Transport

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

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Any refreshments the school has opted to pay for

Parents who are attending the activities are asked to contribute to the cost of the trip, if applicable.

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

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

Legislation on car seats must be taken into consideration when using cars, private hire vehicles etc.

Booster seats purchased prior to February 2017 (without back supports) can still be used and there is no requirement to replace these unless general wear and tear or they have been involved in an accident. <https://www.gov.uk/government/news/new-child-car-seat-rules-no-change-for-existing-booster-seats>

Communication with Parents

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

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

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

Further Health and Safety Considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. All staff in an emergency will be able to contact the school number. This will normally be the school number.

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

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

Visit Plan

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

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

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Emergency Management Plan

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

The plan covers:

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

Within the school's plan there is a flow chart which details whom should be contacted in an emergency. This plan will be reviewed annually by F&GP committee.

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Fire Emergency Plan & Guidance

General Prevention information

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

The fire risk assessment and the accompanying emergency plan will be reviewed annually and after any significant changes such as changes to the building and room use.

The school has some flammables, particularly flammable liquids. Some cleaning items, paints and associated solvents are flammable. Where these items are used, no large quantities are stored.

Deliveries and orders will be kept to a minimum.

Where such items are required in the school, they will be stored in a suitable place.

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

Where possible, external storage of items or waste disposal are kept at a distance from the buildings, intentionally 8 metres.

Electrical installation is tested on a 5 yearly programme.

Checks and maintenance are carried out on the fire alarms, smoke/heat detectors etc. as identified by statutory requirements. Records are retained in the Fire Log Book.

Measures are implemented for Staff and other personnel at increased risk from fire.

A review of training in the use of firefighting equipment and for Fire Marshals will be conducted on a regular basis.

Personnel with specific responsibilities are given appropriate instruction and training, this includes procedures for the fire alarm panel and how to interpret the information displayed.

Where there are any staff or children who are at increased risk during an emergency situation due to reduced mobility (either permanently or temporarily) a 'Personal Emergency Evacuation Plan' (PEEP) will be developed.

Appropriate instruction and training for staff, children, disabled persons, visitors and contractors is given and reviewed at regular intervals. (An example of this is that an audience is given the information prior to the start of a show). All training is recorded.

Regular fire drills are held, including for out of normal hours occupation. A debrief session is held after each exercise and is recorded.

Any fire event is logged even if it is a false alarm.

Precautions are taken to prevent arson. For example doors and windows are locked promptly at the end of the school day to prevent access to the site.

Training and Training Provision.

Fire Marshals are trained in the use of fire equipment. This is conducted every 3 years.

The Fire Marshals are trained in the use of the fire panel. This is renewed annually.

The Office Staff will bring out the group registers and visitors book.

All teachers are responsible for registering children at the fire assembly points. All staff are trained annually in the operation of the fire alarm.

Annual training takes into account the need for all staff to have sufficient instruction and training for fire evacuation. The staff handbook contains instruction in this area, NQT and for all new staff induction covers this area and there is fire evacuation procedures posted in each area of the school.

The posting of evacuation procedures in school areas, the regularity of fire drill practices and pre-contract meetings etc. aim to ensuring visitors and contractors have sufficient information on procedures in the event of an emergency evacuation.

Information Distribution

Staff are instructed of the methods and routes of escape through permanent posted notices around the school, annual updates and termly drills.

Termly training is undertaken with all staff to ensure that evacuation is a safe and efficient procedure.

All emergency exits have signage which conforms to current statutory requirements.

Fire action notices are posted in all areas of the school that they are clearly visible and accessible to staff and children.

Emergency Evacuation Plan

Immediate Actions to Take upon Discovering a Fire.

At whatever time of occupation, if a fire is discovered, the alarm will be raised and evacuation to a safe place following the signage will take place.

Trained personnel will tackle the fire only where appropriate, using the correctly designated extinguishers, or, in the case of the kitchen area, the fire blanket.

Fire Marshals will check the toilets, shut doors and re-set the fire alarm when necessary.

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

Special Fire Fighting Equipment Provided

Fire Extinguishers are provided in various sites around the school.

Extinguishers for use with electrical fires are strategically placed in areas of usage.

A fire blanket is provided in the kitchen area

Methods of Raising the Alarm

The alarm in the event of fire is indicated throughout the ringing of a continuous fire tone, audible throughout the school building.

Contact Emergency Services

It is the responsibility of the Fire Marshals or Office Manager to contact the emergency services.

The emergency services will be raised by means of telephone. In the event of a power failure, a mobile telephone will be used.

Processes, Machines or Power that Must be Shut Down.

Staff responsible for working with any hot work equipment, such as in the school kitchen, must ensure all equipment is turned off before evacuating the building.

Any group involved in cookery where possible must ensure that the cooker is switched off.

Specific Arrangements for High-Risk Areas.

Boiler Room

The failsafe system will isolate the boiler house. The boiler house doors must be kept locked at all times.

Chemical Storage

Within the main school building and must be kept locked at all times in order to isolate the chemical contents

Arrangements for a Safe Evacuation

Evacuate the building via the nearest safest exit.

Assembly Points

The location of the assembly points are on the playground and the grassed area, at the point furthest away from the building. All visitors and contractors must also assemble there. The assembly area is identified through signage attached.

- Children should leave in single file when instructed by the teacher in charge of their group. Children should leave by the nearest available escape route.
- Children should walk in their groups and remain with their teacher at the assembly point.

A Calm Orderly Exit Is Essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area children must stand in their groups while staff check numbers.
- Registers etc. will be taken out to the assembly point by the office staff. The result of this check must be reported to the Head Teacher/senior member of staff as soon as it is completed.
- Senior members of staff or the caretaker/Fire Marshals will be responsible for sweeping their areas of the school whilst proceeding to the nearest exit point.

All staff should report to the Head Teacher/SLT that corridors/buildings are cleared.

- The Head Teacher/SLT and fire marshals will liaise with each other to ensure all children, staff and visitors are accounted for and safe.
- The Head Teacher or a member of the LT will liaise with the fire brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the fire brigade/Head Teacher/ senior member of staff.
- If the building cannot be reoccupied following an evacuation, the school Emergency plan procedures will be implemented.

All groups should assemble in lines in silence. All staff must remain with their children. All employees should assemble by the children and assist in supporting of the children.

In the event of staff and children having to move further away from the nursery building, the church hall car park will be used.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

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

Visual Disability

People with a visual disability will usually require the assistance of one person.

Hearing Disability

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

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

Persons at Risk

At times there will be lone workers and contractors within the school. This may occur after the close of the school day or during holidays. The person indicated must ensure s/he is familiar with the evacuation procedure and alerting the emergency services.

The 'Personal Emergency Evacuation Plan' will identify the method of ensuring that persons with any impairment affecting mobility (permanent or temporary) during an emergency are evacuated.

Visitors

This section includes the following: Visitors on site for open day, special events and meetings.

All visitors will be evacuated safely through using fire training prior and/or during an event. The training will focus on escape routes, assembly points and evacuation procedures. Visitors will be accounted for by the use of registers compiled prior to the event.

Methods of control will include: registers compiled prior to the assembly and a manual head count at the point of entry, a buddy system for people with impairments, effected by seating arrangements etc.

Staff with Specific Responsibilities

In the event of a fire during the school day the following personnel will perform the listed duties:

Overall Control.

The Head Teacher is in overall control of the emergency situation during the course of the school day and at any point when s/he is on the school premises. The responsibilities of the Head Teacher are to ensure the smooth evacuation of all adults and children from the building, the accountability of all persons, liaison with the emergency services as appropriate and the determination of each step of the situation. The Head Teacher will record the emergency situation and the actions to be taken. In the absence of the Head Teacher the Deputy Head will assume this role or the person designated 'in charge' by the Head Teacher.

Fire Marshals

The Fire Marshals are the, Head Teacher, caretaker, Early Years Educator and the Inclusion Worker it is their responsibility to ensure the safe evacuation of all persons and to sweep the building as they leave.

Fire Fighting

Fire Marshals are trained to use the firefighting equipment. It is their primary responsibility to evacuate children in event that a fire cannot be isolated and extinguished. Where this is possible the appropriate appliance should be employed and the matter reported immediately to the nearest fire marshal who will then take appropriate action.

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

Electricity: Main Office

Gas: Boiler House

Water: Main Office

Fire Control Panel

If the caretaker is on duty he will check the fire panel and inform the Head Teacher who will then liaise with the emergency services. In the absence of the caretaker this role will be undertaken by the Head Teacher.

Responsibilities for Persons at Special Risk

The relevant teaching assistant is responsible for ensuring that adults and children at special risk are conducted to a place of safety or refuge until they can be evacuated in safety

Emergency Services

Liaison Procedures

The Head Teacher or a member of the Leadership Team will liaise with the emergency services on arrival. They will have a clear idea of the number of children evacuated, taken from the calling of registers, the number of visitors evacuated, taken from the visitors book and the number of staff accounted for, taken from the staff signing in book.

Additionally the Head Teacher will have some idea about the location of the fire. The Head Teacher will meet the appropriate services at the school car park entrance and direct them to the emergency.

Specific Information for the Emergency Services

The emergency services will be told the location of the fire using a map ready in the fire log book. Missing persons will be identified by name and last known location and the flammable material stores will be identified by location on the school map.

Location of Information

The information needed will be held near the fire panel.

Assembly Points –

Playground

Grassed area

Re-Entering the Building

People will know when they can re-enter the building through instruction from the Head Teacher, or in her absence, the Teacher. If the emergency services have been called then the Senior Officer is responsible for giving permission for re-entry to the building.

Procedures to Follow If the Building Cannot Be Re-Entered.

Arrangements are in place to move the children to a designated building if the building cannot be re-entered.

Staff identified to monitor/escort the children during this time are each group teacher and teaching assistant. It is their responsibility to ensure that all children arrive at the relocation point.

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First Aid & Medication

First Aid

The School has a duty as an employer to assess its requirements for first aid, and ensure that there is adequate provision to meet those requirements.

In the event of an injury or ill health, the first aider in the building should be summoned.

The Head Teacher is responsible for ensuring first aid boxes are sufficiently stocked.

The Head Teacher and Office Manager are responsible for ensuring first aid training is up to date and refresher training is undertaken in a timely manner.

A list of the qualified first aiders is available in strategic places throughout the school.

All staff, including supply staff are made aware of the first aiders and their location.

Portable first aid kits are available, suitably stocked and taken on all visits away from the school.

In the event of a more serious injury, such as:

- unconsciousness;
- severe bleeding;
- object stuck in throat;
- deep cut that may require stitching;
- suspected fracture;
- severe asthma attack;
- severe reaction to bites or stings;
- swallowing or suspected swallowing of toxic substance;

Dial 999 and ask for an ambulance. If the first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult (a first aider) will be designated in situations where the parents cannot be contacted.

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

Transport to Hospital:

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

Transport to Hospital:

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

Button Batteries

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

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

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

What to Do If a Child Ingests a Button Battery:

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

Administration of Medicines

All medication will be administered to children in accordance with the DfE document https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

It is recognised that teachers do not have any obligation under their contract to administer medication to children and that such administration is on a voluntary basis. There is a requirement however under the DfE to assist children with medical needs.

The school accepts the need for some children to receive medication during school hours.

To this extent, the following guidelines apply:

- Medicine will be administered by qualified first aiders only.
- Only medication prescribed by a doctor will be accepted for administration.
- The medication will only be accepted with written authorisation from the parent or guardian.
- The written authorisation must contain clear instructions about the dosage and time of the administration.
- A standard form will be issued by the school for this permission to be given. The form includes a statement that the member of staff administering the medication does not claim to be any form of medical practitioner.
- Medication will be administered in the presence of another member of staff.
- The medication will be stored in a secure place; and kept cool if it is necessary.
- On school trips, the trip leader will accept responsibility for the administration of medication with the qualified first aider on the visit.
- This medication policy will be brought to the attention of all parents in the school prospectus.
- Inhalers are normally outside of this procedure and other arrangements are made such as them being stored in the staff room.

Asthma

Some children in the school are likely to have an asthmatic condition. Guidelines for dealing with an asthmatic attack should be made known to all staff. Details of all of the children in the school who have an asthmatic condition are contained in the school medical register which all staff have access to.

All teachers should be aware of the location of each pupil's inhaler and where spare ones are stored.

Blood - Avoiding Contamination

All staff should be familiar with this procedure before having to handle blood.

- Wash hands first.
- Put on non-permeable disposable gloves.
- Clean any wound as necessary and dress any wound if necessary.
- Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin.
- Wash hands thoroughly again.
- Record incident in the accident book.

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Health and Safety Information & Training

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

The Head Teacher is responsible for ensuring all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

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

Staff are required to sign register to indicate they have read the policy and that they agree to follow the procedures.

Physical Restraint

The school has a separate policy relating to 'Physical Restraint and Behaviour Management`.

Risk Assessments will be undertaken should the need arise relating to physical intervention.

Training must be undertaken prior to using any intervention strategies.

Intervention training is recorded and refresher training carried out in accordance with the training provider's recommendations.

Training providers are accredited under the BILD (British Institute of Learning Disabilities) National Physical Intervention Scheme.

All incidents where a physical intervention has been used are recorded. Other information e.g. factors which may have triggered the event, must be used to review any risk assessments and management plans.

The School has a behaviour policy in place.

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

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

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Health and Safety Monitoring and Inspection

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Head Teacher and Elite Safety in Education and an action plan will be produced for issues found.

Health & Safety audits will also be carried out by the LA.

A named governor maybe involved/undertake an inspection on an annual basis and report back to the full Governing Body.

This monitoring will also cover management systems in addition to inspecting the premises.

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

The caretaker will inspect the school daily for such interim hazards and record any findings.

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Infection Control

Introduction

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

Aim and Objectives

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

Principles

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

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

Planning and Preparing

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

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

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

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

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

Infection Control

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

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

Viruses can also survive longer on hard and soft surfaces.

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

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

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

Minimise Sources of Contamination

- We will ensure staff have received training or competent in food handling.

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

To Control the Spread of Infection

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

Personal Protective Equipment (PPE)

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

Cleaning of The Environment

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

Cleaning of Blood and Body Fluid Spillages

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

Vulnerable Children

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

The school will have been made aware of such children.

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

Female Staff – Pregnancy

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

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

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

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

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

whoever is giving antenatal care to ensure investigation.

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

This advice also applies to pregnant students.

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

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

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

Coronavirus Disease – COVID-19

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

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

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

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

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

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Inspection/maintenance of Emergency Equipment

Testing of the Fire Alarm System

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

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

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

Inspection of Fire Fighting Equipment

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

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

Emergency Lighting

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

Green Door Release Box

These will be tested regularly by the caretaker

Emergency Red Pull Cords

These will be tested regularly by the caretaker

Security Lighting

This will be inspected monthly by the caretaker and recorded in the site's fire log book.

Means of Escape

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

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Legionella

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

Bushbury Nursery employs the services of external contractors to provide the school with assessments and monthly temperature monitoring.

The caretaker ensures that the flushing procedures are followed for all little used outlets, and that these are recorded.

Thermo-static mixing valves are tested and inspected on an annual basis.

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Lone Working

Lone working is undesirable but in some circumstances it cannot reasonably be avoided. Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height or working in the boiler room) should not be undertaken whilst working alone.

Definition of Lone Working

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

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

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

Office Procedure - Where staff are lone working in offices particularly out of normal working hours they should ensure all external doors are secured to prevent access by any unauthorised persons. If a lone worker discovers an intruder they must NOT put themselves at personal risk. Where appropriate, ensure their own security and use the panic button in the main office, contact the Police or raise the alarm.

Working Off Site - (e.g. when visiting homes) this is always done in pairs, notify the office with the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the family being visited, inform the family of the visit, time and staff attending, the Head Teacher must ensure they are aware of where their staff are working and the procedures to take should a staff member not return to school.

Where lone working cannot be avoided staff should:

- Obtain a senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Where staff are working alone in offices the door must be secured to ensure there is no access by unauthorised persons. The catch lock should be applied to ensure that a means of escape can be easily acquired if needed.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- An outside security contractor will be used if the alarm is activated in "night hours"
- The caretaker will ask for assistance to attend if the alarm is activated in daylight hours.
- Report any incidents or situations where they may have felt "uncomfortable" or immediately telephone the emergency services 999.
- The intruder MUST NEVER be approached.

Moving & Handling

Manual handling is considered by Bushbury Nursery to be all operations requiring lifting carrying, pushing, pulling.

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

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

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Head Teacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be retained in the risk assessment file to be accessed by all.

The caretaker has received Manual Handling training.

Moving and Handling

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

All moving and handling of children has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

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Noise

Bushbury Nursery will take all reasonable measures to protect the hearing of individual employees who are required to work in designated noise areas or who are exposed to significant levels of noise.

A risk assessment will be undertaken if required to determine any circumstances where employees may be exposed to excessive levels of noise. Employees exposed to such noise will be advised of the risk.

There are no areas of the school building at present which are deemed to have excessive noise levels and no requirement for anyone entering the school building to wear ear protection.

Clear management of person and pupil movement and communication, in line with the school's behaviour policy, is expected at all times in able to ensure that the noise from persons using the building is not excessive or a danger to health and wellbeing.

The school will take all reasonable measures to ensure that where existing noise levels can be reduced at source, such as by the fitting of noise absorption devices, this will be considered.

When new plant equipment is purchased, Bushbury Nursery will ensure that the specification of the equipment is developed to maintain noise levels during manual operation at the lowest possible level.

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Premises & Work Equipment

Statutory Inspections

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

Caretaker is responsible for ensuring that all equipment supplied for use at work is suitable for its intended purpose and maintained in good working order with records of maintenance being kept.

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

Curriculum Areas

The teaching staff are responsible for reporting maintenance requirements for equipment in their areas to the Head Teacher.

Electrical Safety

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

Before using any piece of electrical equipment, staff must undertake a visual inspection to ensure that the plug tops, leads and outer castings are free from defects. Look for signs of burning, damaged cables, loose covers etc. The electrical equipment must be suitable for the environment in which it is to be used. Only portable or low voltage equipment should be used in outside areas.

PAT testing is undertaken on a two yearly basis by an external contractor.

The caretaker will ensure that the statutory five year check of the electrical installation is carried out by a competent person. A record of this test will be kept and the necessary action plan drawn up in response.

Electrical sockets will not be overloaded in this school and, where it is necessary to use an extension lead, these will be of the fused and switched type to prevent overloading.

Before using any piece of electrical equipment staff will conduct a visual inspection to ensure that the plug tops, leads and outer casings are free from defects. Where defects are detected the equipment will be immediately labelled and isolated. The equipment will be securely locked away and not used again until the defect has been rectified or disposed of.

Repairs to any electrical equipment belonging to the school will only be undertaken by a trained and competent person. Records are kept of any repair to electrical equipment required.

The electrical equipment will be suitable for the environment in which it is being used and portable appliance testing will be conducted as necessary, depending on the type of equipment.

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

The Office Manager is responsible for maintaining the PAT inventory; this is situated in the school Office.

Be aware of the dangers of trailing cables and do not have trailing cables across walkways. Four - way extension blocks should be secured to the wall or computer

trolley or placed off the floor where possible to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.

The electricity is to be isolated before any work on the electrical system including the changing of light bulbs.

Gas Safety

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

External Play Equipment

The external play equipment will only be used when supervised. The equipment must be deemed appropriate for the age of the children. Equipment will be checked daily before use for any apparent defects, and a competent person will conduct a formal inspection of the equipment. Elite Safety in Education will inspect the Fixed Play Equipment on a termly basis (Elite Safety are RPII Operational Inspectors of Play)

Outdoor fixed play equipment is subject to an annual inspection by an Annual Inspector of Play.

Waste

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory.

External refuse bins are stored in the main car park as far from the building as we are able to.

Consideration is given to the need for removing clinical waste in yellow bags. Sanitary bins will be emptied regularly by the contractor employed to do this.

Internal waste bins are emptied daily.

All waste material that could cause harm to any member of staff, student or other persons should be properly packaged to prevent injury and disposed of (i.e. all glass should be wrapped in newspaper and securely taped).

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Risk Assessments

The School will seek to ensure that no employee, student, visitor, contractor or other person is exposed to an unacceptably high level of risk from any of the property, equipment, processes or activities undertaken, for which the school has a legal responsibility.

The Head Teacher is responsible for ensuring that risk assessments are carried out for activities with significant risk and for appointing a sufficient number of risk assessors in order to assist in carrying out the assessments. Risk assessments should be carried out by trained, competent staff. Anyone likely to be affected by a risk assessment must be informed of any risks to their health and safety and must be shown the risk assessments and any control measures that is considered necessary.

Risk assessments are reviewed at least annually by Head Teacher/caretaker/teacher and relevant staff. When an accident/ incident as occurred, the risk assessment will also be reviewed.

Risk assessments are shared with staff as part of the consultation process and are available to view on the shared drive and in the main office.

Generic risk assessments may be produced to assist commonly occurring hazards and risks. Where generic risk assessments are available, staff may use them as a template for a more detailed assessment.

How a Risk Assessment Will Be Undertaken

The Governing Body consider risk assessment to be a careful examination of the hazards in the school and an assessment of whether the particular hazard is likely to harm anyone and what precautions need to be taken.

The definitions of `hazard' and `risk' adopted by the Health and Safety Executive are helpful in understanding what is involved:

Hazard means anything that has the potential to cause harm (e.g. chemicals, electricity, working from ladders etc.);

Risk is the likelihood, great or small, that someone will be harmed by the hazard.

The Health and Safety Executive has proposed a "five step approach" to risk assessment. The following sections outline how this five step approach governs risk assessment in Bushbury Nursery:

Look For Hazards

Hazards come in many forms. They are "anything that can cause harm" and can include substances, processes, the layout or structure or condition of premises, machines etc. In Bushbury Nursery this can include children, parents and visitors to the school.

The important matter is that a wide-ranging examination is undertaken. A risk assessment which looked only at work procedures and processes might miss a hazard associated with, for example, a slippery surface on a staircase. It is better for a person undertaking a risk assessment to think creatively and look for all factors which might create a hazard, in order to include the widest range of possible hazards, than to leave something out.

Decide Who Might be Harmed and How

In Bushbury Nursery, consideration will be given to the number of staff who might be harmed by a particular hazard and also to the number of children and visitors who might be harmed.

Risks will be evaluated, in the formal recording process as high, medium or low.

Evaluate the risks and decide whether existing precautions are adequate or whether more should be done

"Risk" reflects a combination of the likelihood that a particular hazard will cause harm or injury and the likely severity of that harm or injury. The risk assessment process will assess the level of risk in the particular circumstances and identify the measures to be taken.

The first priority is to seek to remove the risk altogether by removing the hazard or discontinuing the hazardous process.

Where this is not practicable or possible, the Governing Body will, as a second priority, seek to reduce the risk by modifying the work processes involved and thereby making the activity less hazardous, reducing the number of people exposed, reducing the length of exposure etc.

The third priority, only acceptable where none of the first two are feasible, is to institute appropriate protective measures such as providing protective equipment or isolating or drawing attention to the hazard.

Record the Findings

This is a legal requirement at Bushbury Nursery because there are 5 or more employees, but is considered as a matter of course due to the presence of children.

The risk assessments are recorded on a proforma and are accessible to all employees.

Employees are required to sign to say they have read the associated risk assessment when undertaking a specific activity.

Review the Assessment From Time to Time

The requirement to review the risk assessment applies particularly when significant changes have taken place in schools which may have introduced new hazards.

At Bushbury Nursery risk assessments are reviewed on an annual basis or earlier if an incident has occurred.

Training

As noted previously, risk assessments must be undertaken by competent persons. Risk assessments undertaken by untrained or inadequately trained people are likely to be worthless and fail to discharge the Governing Body's responsibility for risk assessment. They may even lead to additional hazards, whereas proper risk assessments may identify hazards previously hidden or unknown.

The Head Teacher, teachers and non-teaching staff at Bushbury Nursery will therefore have access to quality training and guidance from the LA or an independent provider on the principles of risk assessment and on how to assess risks in a systematic way.

Risk Assessment Forms

A risk assessment form, together with advice and examples of how to complete them, has been adopted by the Governing Body and is invaluable in organising and presenting a risk assessment.

Individual Risk Assessments

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

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

Curriculum Activities

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

New & Expectant Mothers

New or expectant mothers are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work.

The school is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment will be completed by the Head Teacher this has been confirmed by the member of staff.

A person specific risk assessment will be conducted with the staff member concerned and any reasonable action necessary should be mutually agreed and the assessment retained on the personnel file for future reference. A generic risk assessment is also in place relating to 'new and expectant mothers'.

Some risks (some chemicals, physical risks and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some occupations (school lab technicians, for example) give the school as much notice as possible so that adjustment can be made.

The risk assessment will be regularly reviewed throughout the term of the pregnancy and upon return to work. There are facilities within the school for pregnant staff members or those who have given birth within the previous six months to rest, or to accommodate nursing mothers who are breast feeding.

Personal Protective Equipment

Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law. PPE will be provided by the school free of charge following a risk assessment.

Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed or following manufacturer's guidelines.

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Security

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

The school is secured throughout the day. Doors should not be left open where this would allow access to intruders.

Entry to School for Visitors/Staff.

- Visitors to the school are directed to the main reception by signs outside.
- Visitors, even regular visitors, contractors etc, should sign in at reception.
- The school issues badges for all visitors.
- If unknown visitors are encountered in the school, or not wearing a valid badge, they should be challenged politely as referred to in the intruder section below.
- Visitors should sign out at the end of the visit.

Pupil Supervision

If a child goes missing and cannot be located, the Head Teacher or other senior staff should be informed immediately. The signing-out book and the Office Manager should be consulted and if necessary a search of the school and local environments should be made urgently. If it appears that the child may have left the school site or have been abducted, parents and police should be informed immediately.

On educational visits it is the responsibility of the visit leader and other staff to maintain a check on pupil numbers and to be aware of the location of children at all times. If a pupil goes missing, staff at the venue should be informed immediately, the school and LA contacted.

The Head Teacher or in their absence a nominated senior teacher remains on the premises until the last child is collected.

Valuable Equipment

- All valuable equipment should be security marked and an inventory compiled and maintained by the Office Manager.

Personal Property

- Staff are responsible for the security of their own personal items. These can be deposited in the office or staff room during the day.
- Children are discouraged from bringing valuables into school.
- Parents are constantly reminded to identify children's clothing by securing nametags to them.

Cash Handling

- The school has a safe in which cash should be stored. The largest amounts of cash are likely to be for school trips
- Provision is made for a security company to handle cash on behalf of the school. Cash should not be stored on the premises for longer than necessary.

Intruders

- In the event of a potential intruder, common sense and a due regard for personal safety and the safety of others should be exercised.
- All legitimate visitors should be identifiable from intruders by their visitors' badge.
- Parents should not enter the building without reporting to the office.
- If appropriate a potential intruder may be challenged, i.e. "Can I help you? Are you looking for reception?"
- If the intruder appears threatening or dangerous the Head Teacher or another senior member of staff should be sought. If necessary evacuation procedures may be called upon if this situation is likely to make the situation safer. Police should be called as

soon as possible. The safety of children is paramount and they should be moved from the presence of the intruder immediately.

Alarm System

The school alarm is always set each day.

Care of ICT Equipment

All laptops/lpads are secured in the staff room

Security of Data

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

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

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Stress/Wellbeing

The school is committed to promoting high levels of health and wellbeing, and recognises the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards. In addition, the Head Teacher operates an 'open door' policy and encourages staff to discuss any concerns or issues they may have with her.

All staff have 'One to One' meetings with the Head Teacher at least annually.

Regular team meetings are held, where staff are encouraged to voice their opinions and raise any concerns they may have.

Staff absence is monitored and the Headteacher holds 'back to work' interviews following staff absence.

By its nature employment will bring times of stress and pressure to employees. Governors and the Head Teacher have a duty to minimise levels of stress caused by work and assist staff in maintaining work/life balance. Life events can also contribute to levels of stress and anxiety.

All staff are encouraged to discuss situations when they feel that the level of stress they are feeling is detrimental to their health and wellbeing. All staff should be aware that stress is not a sign of weakness and that it should be discussed openly. Appropriate support will be given to staff that need it.

Work related stress and wellbeing will be considered as part of the risk assessment process.

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Sun Protection

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

Sunburn in childhood can double the risk of skin cancer.

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

What is the Sun-Smart Campaign?

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

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

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

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

Education:

- We will talk about how to be sun smart to children.
- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

Timetabling:

- Where reasonably practicable children will play outside out of direct sunlight.

Shade:

- Shaded areas available

Clothing:

- Children are asked to bring in appropriate clothing i.e. sun hats, though the school do provide legionnaire style hats.

Sunscreen:

- Children will have to have sun-screen applied by parents before school.
- Sunscreen use will be encouraged on school trips

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Violence

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

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

Violence at work is defined as any incident in which an employee is abused, threatened or assaulted by a member of the public, staff, pupil or contractor while they are at work. Such incidents must be reported to the LA using an IR1 form. Each incident is investigated in order to prevent a recurrence of a similar incident.

Staff with responsibilities for undertaking risk assessments must consider activities that may result in violence and ensure measures are taken to reduce the likelihood of a violent act occurring. Where it is identified that there is a potential for violence arising from the activity the measures taken could include additional security or training for staff at risk. Staff and their representatives must be consulted on any measures introduced.

Prevention:

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

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

Where a situation is identified the parent is encouraged to return for a pre-planned appointment.

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Volunteers In School

Introduction

At Bushbury Nursery, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the group areas, or working in a support capacity within another area of school. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

Bushbury Nursery values volunteers and the contribution that they make to the sustained success of the school. We hope that the association will be a mutually beneficial partnership between the school and the volunteer; that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

Safeguarding

Bushbury Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at Bushbury Nursery will require an Enhanced Disclosure & Barring Check prior to starting their placement in school. This must be confirmed with the co-ordinator recorded on the central record by the Office Manager.

Providers must understand the legal obligations upon the Governors and Head Teacher are the ones who decide on who may come into the school as speakers and service providers.

There are some exceptions:

Law enforcement officers in certain circumstances;

HM Chief Inspector of Schools (Section 4 of Part 1 of Chapter 1 of the Education Act 2005);

LA Authority

Standards and Framework Act 1998).

It is the responsibility of the school to ensure that its child protection policy is adhered to at all times.

Organisation

- Volunteers will not be asked to undertake certain duties:
- Those which would normally fall within a teacher's responsibility under *loco parentis*
- Covering for staff absence within the rooms;
- Unsupervised 1:1 work with children;
- Those which would normally be undertaken by a contractor engaged by school or the Local Authority (LA);
- Those requiring full financial or budgetary responsibilities;
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the school's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems.

The deployment of volunteers should not involve any substantial addition to the workload of staff, however, it is hoped that every effort will be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

Volunteers will be given a schedule of the tasks and scope of the role that is expected of them, these to be agreed with the supervising person in view of any skills, experience, and training and development needs of the volunteer and organisational needs.

A Volunteer would sign in using the signing in sheet. It should be noted that volunteers' work in school is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the school.

School Information and Regulations

Volunteers will be provided with a handbook detailing relevant information. Any queries for information not covered in this should be addressed initially to the supervising person. Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the school.

The school holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers in school.

Expenses

Although there is no obligation to make financial reimbursements to volunteers, the school will, under normal circumstances reimburse 'out-of-pocket' expenses (e.g., excess travel costs connected with the tasks undertaken for school etc.). Travel expenses will be reimbursed at the current agreed rate; any other expenses (e.g., resources or equipment purchased for school use) will be reimbursed at the cost paid. All financial claims made should be agreed with the Head Teacher prior to expenditure.

Induction and Training

Volunteers who work in school will be given an induction process which aims to enable them to become familiar with the school, staff and their roles, how their role fits into this, principles and procedures unique to the school and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day in school, if not before.

If the volunteer is undertaking formal training (e.g., NVQ or other work-based qualification), the school will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within school, such opportunities should be provided for the volunteer.

Complaints and Grievances

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, the Head Teacher will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Governing Body involvement.

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Work at Height

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

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

The schools nominated person responsible for work at height is the caretaker.

The nominated person shall ensure:

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

The caretaker has attended training in “the safe use of steps and ladders” and Scaffolding and PASMA Training.

There is an inspection record for the work at height equipment used at Bushbury Nursery and this is maintained each half term.

Staff will put up display's using the correct procedures i.e. use of step-ladders, kick-stools.

A simple hierarchy is communicated to staff:

- Avoid working at height where possible
- Use equipment or other measures to avoid falls when working at height cannot be avoided. Examples of this at Bushbury Nursery include long handled equipment.
- Eliminate falling distance by using equipment to minimise working length.

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

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Work Experience/Young Persons

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

The school will ensure that young persons are protected from risks to their health and safety as a consequence of their lack of experience, absence of awareness of existing or potential risk or the fact that they have not yet fully matured. Risk assessments for work activities will be carried out for every young/ inexperienced person before they start work.

Young people are likely to need more supervision than adults. Good supervision will help us as a school get a clear idea of the young person's capabilities and progress in the job and monitor the effectiveness of their training. Induction and training will be tailored to the tasks the person will be undertaking.

Work Experience

Our school have students on work experience and understand we have the Secondary responsibility for the health and safety of the student and should be managing any significant risks. Risk assessments, induction and training will be provided and a member of staff assigned to the work placement student as a Mentor.

Temporary Workers:

All agency or temporary staff will be inducted by the Head Teacher. A brief induction will be given covering fire procedures, first aid, and accident reporting and welfare arrangements. In addition to this, risk assessments that relate to the staff members area of work will be covered.

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