



Millfields Nursery School Health and Safety Policy

&

Procedures

July 2017 – July 2018

Issue 6

Statement of Local Health and Safety Intent Millfields Nursery School

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

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:

Ensure that health and safety is embedded into all our activities and that effective health and safety management systems, including a health and safety plan, are in place;

Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health;

Consult our employees on matters affecting their health and safety;

Promote a positive health and safety culture where employees and their representatives are able to raise health and safety issues and are empowered to work safely;

Provide information, instruction, and supervision for employees to enable them to do their work safely;

Ensure all employees are competent to do their tasks, and are given adequate training;

Provide and maintain safe plant and equipment and ensure that substances are handled and used safely;

Provide an environment in which staff can work without fear of violence, intimidation or threats; and

Regularly review our health and safety performance by monitoring and auditing.

We are committed to continuous improvement in health and safety and will develop policies, systems and procedures to achieve this aim. We are also committed to providing a safe and healthy environment for staff and pupils; this will be achieved by:

- Effective leadership by Governors, the Head Teacher and senior staff;
- Participation of all employees; and
- Open and responsive communication.

The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement; copies will be available on the intranet. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

CHAIR OF GOVERNORS

HEAD TEACHER

Date

Date

Millfields Nursery School Health and Safety Policy

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

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

The Aim of the Policy is to:

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

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

- The safety of plant equipment, buildings, and safe systems of work.
- Safe arrangements for the use, handling, storage, and transport of articles and substances.
- Appropriate information, instruction, training, and supervision to assist all staff, children, and visitors to avoid hazards and to contribute positively to their own health and safety whilst on Nursery 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.

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

Head Teacher

The Head Teacher will ensure that those duties detailed in the Health and Safety Duties and Responsibilities section of the corporate health and safety policy are carried out and will ensure that relevant staff is made aware of the council's Safety Management Standards (SMS) as appropriate.

Additionally the Head Teacher will:

- Policies and procedures with regard to health, safety, and welfare matters within the Nursery School are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood, and followed by all members of staff, including temporary/supply staff.
- Any health and safety matters raised, and guidance from the LA, are brought to the attention of the Governing Body.
- Regular reviews of the safe performance of all departments of the Nursery 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. Also that reports and returns are submitted to the LA and in accordance with the published procedures.

- Adequate first aid provision is made for staff and children and other persons, whilst on Nursery School premises and when working away from the Nursery School, in accordance with LA guidance.
- Training needs are identified and arrangements are made for those needs to be met.
- Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives.
- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items which are the LA's responsibility are reported to Walsall Council and any item which constitutes a health and safety hazard is taken out of use.
- Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, children or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

Governors

The Governing Body will require paid officers within the school management structure to comply with the corporate/school's safety management system and be aware of their responsibilities.

Additionally the Governing Body will:

- The LA's Health and safety Policy and Codes of Practice are observed and acted upon where necessary.
- A Nursery School safety policy is produced and that the policy is regularly reviewed.
- A Health and Safety Committee will be established if requested by at least two persons and health and safety is included in the terms of reference of an existing committee.
- The safety policies will be brought to the notice of all employees.
- Their health and safety obligations are properly considered and provision made for meeting those obligations.
- The Nursery School's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the Nursery School are identified and appropriate action taken.
- Regular safety reports are provided by the Head Teacher so that safety arrangements can be monitored and evaluated.
- Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
- All reasonable facilities and information are provided to LA, Inspectors of the Health and Safety Executive and any other health and safety official.

Staff holding Posts of Responsibility

Staff holding posts of special responsibility, i.e., Deputy Head Teacher, Administration Manager, Day Care Manager/Deputy Manager and the Cleaner in Charge, are responsible to the Head Teacher for the implementation of the health and safety policy within their area of work. To fulfil their responsibilities they will assist the Head Teacher:

- In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and children, 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 children 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.

The Cleaner in Charge will assist the Head Teacher to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building. The Day Care Manager and Deputy Day Care Manager will be responsible for monitoring contractors on site to ensure their working procedures do not endanger the health, safety, and welfare of staff, children, and visitors.

Nursery Staff

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

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

Educational Visits Co-ordinator (EVC)

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

- Ensure that staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it
- Authorise all off site visits
- Inform the Head and Governing Body of all non-routine visits
- Ensure that the Emergency Planning Unit at Walsall Council are informed of all residential or high risk activities

Employees General Responsibilities

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

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

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 Nursery School documentation will be authorised by the Head Teacher.

Co-operation

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

Communication

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

Competence

- The Head Teacher will provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.
- Nursery School staff members 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 and Prioritising (Setting Standards)

Nursery School Health & Safety Plans

- Nursery School health and safety planning will be part of our Nursery 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 team 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 Nursery School. (see local arrangements section)

Measuring H&S Performance

Active Monitoring

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

Reactive Monitoring

The Nursery School management team will oversee reactive monitoring to include accidents, near misses, and hazard reports in accordance with our local arrangement for this and will nominate someone to report trends etc. 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 Nursery School health and safety performance will be reviewed by the Nursery School management team quarterly and reported to Nursery 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.

Local Arrangements

- Appendix 1 - [Accident Reporting Procedures](#)
- Appendix 2 - [Contractors](#)
- Appendix 3 - [Display Screen Equipment](#)
- Appendix 4 - [Fire Evacuation and other Emergency Arrangements](#)
- Appendix 5 - [Fire Prevention, Testing of Equipment](#)
- Appendix 6 - [First Aid and Medication](#)
- Appendix 7 - [Flammable and Hazardous Substances](#)
- Appendix 8 - [Health and Safety Information and Training](#)
- Appendix 9 - [Health and Safety Monitoring and Inspections](#)
- Appendix 10 - [Legionella](#)
- Appendix 11 - [Lone Working](#)
- Appendix 12 - [Mobile Phone Use](#)
- Appendix 13 - [Moving and Handling](#)
- Appendix 14 - [Offsite Visits](#)
- Appendix 15 - [Paddling Pool](#)
- Appendix 16 - [Premises Work Equipment](#)
- Appendix 17 - [Risk Assessments](#)
- Appendix 18 - [Security Of Children](#)
- Appendix 19 - [Stress](#)
- Appendix 20 - [Sun Protection](#)
- Appendix 21 - [Vehicles](#)
- Appendix 22 - [Violence](#)
- Appendix 23 - [Work at Height](#)
- Appendix 24 - [Work Experience](#)

Accident Reporting Procedures

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

Copies of these forms are available in the Nursery School office.

- A local accident sheet is located by the medical box and is used to record all minor incidents to children; any more significant incidents must also be reported to LA/Governors.
- Nursery 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.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to Health and Safety Executive (HSE) on 0345 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

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

[Back to Appendices](#)

Contractors

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

All contractors must report to the Nursery School office where they will be asked to sign the visitors' book. Contractors will be issued with verbal guidance on fire procedures, local management arrangements, and vehicle movement restrictions.

The Head Teacher/Deputy Head Teacher/Day Care Manager/Deputy Day Care Manager are responsible for monitoring areas where the contractor's work may directly affect staff and children and for keeping records of all contractor work.

Nursery School Managed Projects

To ensure contractor competency the school uses Property Services provided through the LA. These contractors have satisfied the council that they understand and abide by health and safety regulations.

Where alternative contractor's services are sourced the Head Teacher will undertake appropriate competency checks prior to engaging a contractor.

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

[Back to Appendices](#)

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, bursars etc. shall have a DSE assessment carried out by their line manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use.)

[Back to Appendices](#)

Fire Evacuation & other Emergency Procedures

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

The fire risk assessment is located in the fire folder and reviewed every year by the Head Teacher

Fire Instructions

These documents are made available to all staff and included in the Nursery School's induction process.

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

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

Staff are responsible for sweeping the building as they are evacuating/exiting.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by ProGuard

Fire Drills

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

Fire Fighting

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

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

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

Details of Service isolation points

Water:

Electricity:

Gas:

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the cleaner in charge as appropriate, for consultation.

EMERGENCY PROCEDURES

FIRE EVACUATION

Procedure

Kathryn Myatt (Daycare Manager) will check all of the nursery school, reception and the baby and toddler rooms to include the toilet block. She will phone the fire brigade in the absence of Lynne Emery.

In the absence of Kathryn Myatt, Louise Rogers will carry out the procedure as stated above

Deputy Headteacher of Nursery School will check upstairs to include wraparound, Head Teacher's office, and staff room.

The toilet on the landing, and in wraparound, will also to be checked.

Deputy Headteacher will assist disabled children/staff/parents/students to exit the building.

In the absence of Deputy Headteacher, Louise Rogers will carry out the procedure as stated above.

In the absence of nursery school staff i.e. school holidays Louise Rogers will carry out the procedure as stated above.

Lynne Emery (Headteacher) will phone the fire brigade/emergency services. Then will proceed to the crossing point on the road, 'crossing patrol style' to enable children to safely access assembly point near memorial bench on the field of the Academy.

In the absence of Lynne Emery, Angela Mason will carry out this procedure. In the absence of nursery school, staff/children will cross the road to the assembly point using extreme caution. (There is less traffic as Walsall Academy is closed as well).

Registers

- Angela Mason (School Administration Manager) will take the registers for nursery school and signing in sheets for visitors/students.
- Kathryn Myatt (Daycare Manager) will take registers and contact numbers for Daycare.
- Lisa Clarson will get medication out of Nursery kitchen.
- Louise Rogers will get toddlers medication.
- Kathryn Myatt will take her mobile phone.
- Lynne Emery will take her mobile phone.

Exiting the Building

All staff, children, parents, and students will leave the building via the nearest fire exit. There is a fire exit in the toddler room, one in the nursery creative area and one at the bottom of the stairwell. All will follow path to the assembly point. Space blankets will be taken out by staff.

Assembly Point

By the memorial bench, on the field of the Academy.

Children and staff will assemble and registers will be taken. Head Teacher/Day-Care Manager/emergency services will decide when safe to return to building in a drill/practise.

Fire Wardens and Extinguisher Trained Staff

Lynne Emery.

Kathryn Myat.

Sheila Bailey.

Rebecca Queen.

Maxine Hodgkiss.

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 their registers. Registers, visitors' book etc. will be taken out to the assembly point by the administration manager
- The result of this check must be reported to the Head Teacher/Senior Member of Staff as soon as it is completed.

- The Head Teacher/senior member of staff will liaise with the fire brigade on their arrival.
- The building must not be re-entered until staff, are notified it is safe to do so by the Fire Brigade/Head Teacher/Senior Member of Staff/Academy.
- If the building cannot be re-entered the staff must escort the children to the designated muster point at Lower Farm School if Walsall Academy is not safe to enter.
- Registers will be re-called to ensure all staff and children are accounted for.
- The Head Teacher will notify the LA as soon as possible.

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

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

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

Visual Disability

People with a visual disability will usually require the assistance of one person, on stairways, the helper should descend first with the person's hand on their shoulder, and on level surfaces they should take the helper's arm and follow them.

Hearing Disability

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

[Back to Appendices](#)

Inspection/Maintenance of Emergency Equipment

Testing of the Fire Alarm System

Fire alarm call points will be tested weekly in rotation by the Administration Manager and a record kept in the fire log book. This test will occur once a week.

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 is tested annually.

Inspection of Firefighting Equipment

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

Weekly checks are carried out to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering.

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

Emergency Lighting

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

Green Door Release Boxes

These will be tested regularly by the Administration Manager

Emergency Red Pull Cords

These will be tested regularly by the Administration Manager

Test records are located 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.

[Back to Appendices](#)

First Aid and Medication

First aid boxes are located at the following points:

Creative area
 Staff room
 Wrap-a-round
 Head Teacher's office
 Reception
 Every learning area

The level 2 staff will be responsible for regularly checking that the contents of first aid boxes/bags are complete and replenished as necessary in nursery school. The day care manager will be responsible for checking day cares first aid. A check of the first aid provisions is carried out monthly.

First Aiders:

The Nursery School has a sufficient numbers of first aiders (includes Initial First Aid at Work, and Paediatric.)

A list of first aiders is kept in the school office

The Head Teacher will be responsible for ensuring first aiders have a current certificate and that new persons are trained should first aiders leave in the nursery department and the day care manager will be responsible for the day care area staff.

The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to Parents.

Transport to Hospital:

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

Administration of Medicines

It is the policy of the Nursery School to follow the advice of the Local Authority on the administering of medicines in Nursery School.

All medication will be administered to pupils in accordance with the DfE document https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework>

The only medication kept and administered within school are those prescribed by the Paediatrician/GP specifically for a child at the request of the parent/guardian and with the consent of the Head Teacher.

Records of administration will be kept by the staff or first aiders

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

All medications kept in nursery are securely controlled.

Training will be put in place for use of epi-pens if required.

Special arrangements may be needed when children are attending educational visits with the nursery.

Parents/guardians are always welcome to discuss such matters with any member of staff, and each case will be considered on the individual circumstances.

Health Care Plans

Health care plans are in place for those children with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

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

These plans are reviewed annually by and written precautions/procedures made available to staff.

[Back to Appendices](#)

Flammable and Hazardous Substances

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

The cleaner in charge will ensure they have:

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

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

[Back to Appendices](#)

Health and Safety Information and Training Consultation

The Head Teacher and a staff representative will discuss on a regular basis any issues affecting the Nursery School. The Nursery School meets with the Governors on a termly basis and will forward the concerns to the Governors for discussion/action.

The Health and Safety Law poster is displayed in the reception area.

Elite Safety in Education and Equality, LA provide competent health and safety advice for Millfields Nursery School.

Health & Safety Training

Health and safety induction training will be provided and documented for all new employees by the Head Teacher or a competent member of staff.

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

All employees will be provided with:

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

Training records are held by the Head Teacher and will be 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, Deputy Head Teacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

[Back to Appendices](#)

Health and Safety Monitoring and Inspection

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Administration Manager and/or a nominated person

A Governor will be involved/undertake an inspection on an annual basis and report back to both the relevant sub-committee and full Governing Body meetings. This Governor monitoring will also cover management systems in addition to inspecting the premises.

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

[Back to Appendices](#)

Legionella

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

A legionella water risk assessment has been carried out by Eurofins Ltd on behalf of the Academy which includes the Nursery School.

The cleaner in charge will be responsible for ensuring the following is carried out and recorded:

- Monthly water temperature checks
- Flushing of little used outlets weekly

Any issues arising from the above will be dealt with immediately and advice sought from a competent contractor.

Soft Water Works Ltd are responsible for the disinfecting of water tanks or other areas where water droplets are formed. Walsall Academy will provide the nursery of evidence of this being carried out.

[Back to Appendices](#)

Lone Working

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

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

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

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

Definition of Lone Working

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

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

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

Controls

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

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

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

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

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

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

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

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with family, friends, or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head Teacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

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

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

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

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

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

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

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

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

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

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

[Back to Appendices](#)

Mobile Phones

Aim

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

Staff

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

Except in urgent or exceptional situations, mobile phone use is not permitted during the nursery school day. These situations must be agreed in advance by the Head Teacher or the Deputy Head Teacher if unavailable.

Should staff need to take photographs whilst on the nursery school site, they should seek the Head Teacher's approval in advance and must utilise the nursery school's own photographic equipment. Under no circumstances can Ipads be used to take photographs of the children or other staff without the consent of the Head Teacher. The Ipads must not be used for communication of social networking sites.

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

Related Technology

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

Exemptions

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

[Back to Appendices](#)

Lifting and Handling

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

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

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

Paediatric Moving and Handling

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

All moving and handling of children 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.

[Back to Appendices](#)

Off-Site Visits

Introduction

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

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

Aims

The aims of our off-site visits are to:

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

Curriculum Links

For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the Nursery School by specialists):

- Communication, Language and Literacy – theatre visits
- Knowledge and understanding of the world – use of the Nursery School grounds, use of the locality for fieldwork, village trails, farm visits, places of worship
- Problem solving, reasoning and numeracy – use of shape and number trails in the local environment;
- Creative development –use of the locality
- Physical development – a range of activities
- Personal social and emotional development – visit to the fire station

How Visits May Be Authorised

The Head Teacher will appoint a party leader(s) to be responsible for running the activity. This will normally be the Deputy Head Teacher employed at the Nursery School.

The Nursery School's educational visits co-ordinator will be involved in the planning and management of off-site visits.

S/he will:

- Ensure that risk assessments are completed;
- Support the Head Teacher and Governing Body in their decisions on approval;
- Assign competent staff to lead and help with trips;
- Organise related staff training;
- Verify all accompanying adults, including private car drivers, have had satisfactory disclosure and barring checks, and that the letter from our coach company assures us their drivers too, have had disclosure and barring checks; and all fitted with safety belts.
- Make sure that all necessary permissions and medical forms are obtained;

- Keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by LA. 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 Nursery School. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

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

Risk Assessment

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

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

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

It is important to assess and record any health, safety, or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the Nursery 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 (for children aged three and over in early year's settings either 1:8 or 1:13 and 1:30 in

infant school reception 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 educational visits co-ordinator, and all adults supervising the trip.

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;
- Costs related to adult helpers;
- Any refreshments the Nursery School has opted to pay for.

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

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

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

Communication with Parents

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

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the Nursery School prospectus and letters sent home about intended visits.

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

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

Further Health and Safety Considerations

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

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

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

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

More detailed guidance on procedures and requirements can be obtained from The Staffroom (Health and safety)

Group Leaders' Planning

Group leaders must read thoroughly the appropriate guidance for off-site activities:

National Guidance for offsite activities <http://oeapng.info/>

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

Visit Plan

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

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

[Back to Appendices](#)

Paddling Pool

Use of the Paddling Pool

The duty of care is the responsibility of the teacher or nursery staff whenever the paddling pool is in use.

The following recommendations must be observed:

Safety

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

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

Hygiene

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

The Environment

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

Medical Considerations

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

Emergency Procedures

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

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

[Back to Appendices](#)

Premises and Work Equipment

Statutory Inspections

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

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

Air Conditioning Units

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

Electrical Safety

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

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, by a competent contractor.

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

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

External Play Equipment

The 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.

Outdoor fixed play equipment is subject to a termly inspection by an Operational Inspector of Play and an annual inspection by an Annual Inspector of Play (must be registered RPII)

Smoking

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

[Back to Appendices](#)

General Risk Assessments

The Nursery School risk assessments (for all activities, premises and one off activities) will be co-ordinated by the Deputy Head Teacher and approved by the Head Teacher.

These risk assessments are available for all staff to view and are held centrally in the downstairs office and on the main office computer.

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

Individual Risk Assessments

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

It is the responsibility of the 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 the Deputy Head Teacher using the relevant codes of practice and model risk assessments developed by national bodies.

[Back to Appendices](#)

Security/Safety of Children

Security

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

Entry to Nursery School for Visitors/Staff

The Reception area is clearly marked and directs the visitors to the front entrance of the Nursery School. Visitors are able to walk into the reception area and wait in the secure area. This door must not be propped open.

Visitors who are admitted into the Nursery School are asked to sign in using the electronic system and wear their sticker. The office diary is used to inform the Administration Manager of planned visitors.

Children are reminded in PSED sessions to tell their key worker if they see an unknown person without a badge wandering around the Nursery School premises.

Nursery School Building Security of External Doors

All doors are unlocked and accessed by a push bar on the doors. The Nursery School is surrounded by secure fencing.

Security of the Nursery

A telephone is available in the Nursery School office for emergency use.

CCTV is in place for staff in the nursery school to identify persons at the main door and allow entry.

The main entrance door is always kept shut and the use of an intercom system is in place. Nursery children are supervised at all times including outside activities.

Supervision of Children Extra Services

Children should not arrive before 8:00 am for extra services

Child Supervision

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

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

Alarm System

The Nursery School alarm is always set each day.

Care of ICT Equipment

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

Security of Data

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

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

Curriculum Networked Computers:

- Accessed by personal passwords
- Senior staff only have access to management files
- Files are backed up by LA.

Office Computers:

- Accessed only via individual passwords for head and Administration Manager
- Financial files are accessed by a password
- Access to the Nursery School office is prohibited except for staff requiring access for a specific purpose

Other Data Protection Issues:

- Printed material is disposed of by shredding
- Parents are informed of data kept in Nursery School and its use through the Fair Processing Notice
- Personal data is not disclosed over the telephone
- Disaster recovery plan in place
- Nursery School anti-virus software is updated regularly.

[Back to Appendices](#)

Stress/Wellbeing

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

The Nursery School will use the HSE stress management tool:

- The Head Teacher operates an open door policy (work and home life issues)
- Performance Management Reviews are conducted annually
- Regular staff meetings to discuss any issues or concerns are held on a regular basis.
- All staff are aware of the employee assistance programme 08000 282850

[Back to Appendices](#)

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.

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

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

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

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

Education:

- All children will have at least one sun awareness lesson per year.
- We will talk about how to be sun smart at appropriate times of the year.
- Parents and guardians will be sent a letter explaining what the Nursery School is doing about sun protection and how they can help at the beginning of the summer term.

Shade:

- The outdoor play area will be adapted by use of drapes etc. for weather changes

Clothing:

- We encourage parents to provide sun hats for their children to wear.

Sunscreen:

- Parents are asked to apply sunscreen before Nursery School
- Sunscreen use will be encouraged on Nursery School trips
- Staff will ask parents' permission to apply additional sun cream as and when necessary
- Day care parents accessing extra services will supply the nursery with sunscreen for their child which must have their name on.

[Back to Appendices](#)

Vehicles on Site

Vehicular access to the Nursery School is by entering Walsall Academy School.

The school has implemented a one-way system for safe vehicle movement.

Day care and wrap-around care parents are allowed onto the school grounds, and must use the designated drop-off areas.

No nursery parents are allowed to drive on the school site and must walk their children to the nursery.

Car park barriers are in place to control vehicles coming onto the grounds.

The Nursery School has a barrier control car park and disabled bays outside the nursery premises.

Deliveries

Where possible deliveries should be made before Nursery School starts or during Nursery School hours when Nursery School has started.

[Back to Appendices](#)

Violence

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

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

Prevention:

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

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

[Back to Appendices](#)

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 Nursery School's nominated person responsible for work at height will be the Head Teacher.

The nominated person(s) shall ensure:

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

Staff, are trained to use the step ladders/kickstools safely.

Children will not be permitted to use ladders/stepladders.

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

[Back to Appendices](#)

Work Experience

The Nursery School retains a duty of care for all students undertaking work experience in the Nursery School

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

[Back to Appendices](#)

July 2014 - Revised

Amendments have been made to Educational Visits Policy – Re change in Early Years Ratio's.

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

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

July 2015 - Revised

Amendment has been made to Premises Work Equipment

Smoking

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

Air Conditioning Units

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

July 2016 - Revised

Amendments have been made to Contractors to reflect LA procedures

Amendments have been made to Fire Evacuation and other Emergency Arrangements policy reviewed by school and - In the event of a bomb threat follow the evacuation procedures as above.

Amendments have been made to Lone Working whole policy reviewed.

June 2017 – Revised

Amendments made to First Aid & Medication