

# Gloucester Nursery School



## Health and Safety Policy

Agreed by Governors: October 2014  
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## Gloucester Nursery School



### Health and Safety Policy

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## 1. Statement of Intent

The Governors of Gloucester Nursery School are committed to ensuring that it is a safe and welcoming place for staff, children, families and visitors. The Governing Body will under Section 4 of the Health and Safety at Work Act 1974, be treated as the person who has control of the school premises.

The Nursery building and grounds will be a safe, stimulating, clean and tidy environment for all to work and play in.

As far as is reasonably practicable, Gloucester Nursery School will ensure health, safety and welfare of staff, children, families, visitors and other stakeholders at all times.

The Governors support the Headteacher and staff to promote a supportive and caring ethos where the health, welfare and safety needs of all will be paramount.

Gloucester Nursery School will provide any relevant instruction, training and supervision necessary to ensure the health and safety of staff and governors at work will be provided.

Stakeholders will access provision in a fully inclusive climate and environment irrespective of their disabilities, health or medical issues, spoken languages or other possible barriers to communication or access.

### Aim:

We aim to make children, families, staff and visitors aware of health and safety issues, minimising any hazards and managing risks, enabling the children to learn, grow and thrive in a healthy and safe environment.

### Insurance Cover:

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the school's office.

### Linked Policies:

This policy must be read in conjunction with the following linked policies:

Safeguarding/Child Protection

Critical Incidents

Accessibility Plan

Equipment and Resources

Non-Collection of Children

Work/Life Balance Policy

Supporting children with

medical conditions.

No Smoking

Confidentiality

Healthy Eating and Drinking

Emergency Planning

Business Continuity Plan

## 2. Implementation

### Awareness Raising:

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility of health and safety. The induction training covers matters of employee well-being;
- As necessary, health and safety training is included in the annual training plans of staff, the School Development Plan. Additionally, health and safety is discussed regularly at staff and Governors' meetings as evidenced on agendas and minutes;
- Children are made aware of health and safety issues through curriculum planning and activities in the Nursery.

### Children's Safety:

- We ensure all staff employed have been subject to all the relevant checks as set out by the guidance under safer recruitment. All staff are subject to an enhanced DBS check and Barring List – the results of both which appear on the Single Central Record as evidence of the checks having been undertaken prior to appointment;
- All children are supervised by adults at all times;
- Whenever children are on the premises, at least two adults must be present
- Training needs are assessed continually and staff are all provided with regular safeguarding children training as a priority.

### Check List:

- Policy in place;
- Governors and staff have clear understanding of the policy;
- Up-to-date legislation is complied with in all areas;
- Standards are met;
- Safe systems of working are in place.
- Emergency procedures are in place;
- Risk assessments are carried out.

## 3. Organisation

### The Role of the Local Authority:

Statutory duties fall to the LA as the employer and the Headteacher and other school staff as employees.

*See current NCC Safety Policy Statement*

*See Section 29 (5) Education Act 2002*

### The Role of the Governing Body:

The Governing Body should ensure that the Nursery and Centre staff and premises comply with the LA's Health and Safety Policy and Practices. The Governing Body

has control of the premises and must take reasonable steps to ensure that the buildings, equipment, and materials are safe and do not put the health of persons at risk whilst they are on the premises.

The Governing Body must comply with any direction given them by the LA concerning the health and safety of persons on the school premises or taking part in any school activities elsewhere.

The Governing Body can satisfy its responsibilities by:

- Having an up-to-date Health and Safety Policy in place and devising appropriate procedures for dealing with Health and Safety issues, taking steps to promote the correct attitudes towards safety in staff;
- Producing and implement its own policies and ensuring there are funds in the budget to implement them;
- A named Governor other than the Headteacher will report on Health and Safety at meetings of the Governing Body. This will help identify any increase or trends in particular types of accident;
- To participate in/and/or arrange for inspection of the school premises in order to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress. The Governing Body shall determine any follow-up inspection which is required, shall consider the inspection report;
- To take reasonable steps to ensure when employing a contractor at the premises that work is undertaken in a safe manner, so that they do not expose County Council employees or persons using the premises to health and safety risks;
- To ensure that any defect in the premises etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect. To record and report any defect or concern together with the action taken to rectify the situation. This would include any minutes of any meeting and of discussions with employees, the Headteacher or other members of the Governing Body;
- Considering training needs of staff and governors, reviewing regularly to address weaknesses and fill gaps due to staff turnover etc;
- Receiving routine and regular health and safety reports at governors' meetings so that it can monitor and evaluate the effectiveness of the policy and procedures;
- Ensuring that suitable resources and strategic direction are available in order to support the discharge of health and safety responsibilities;
- Monitoring the overall performance of the health and safety management systems, modifying as required to improve efficiency;
- Ensuring that any decision made in line with the LA/Nursery own policies and procedures relating to health and safety.

## The Role of the Headteacher:

Headteachers exercise managerial control of educational establishments under the general direction of the Local Authority. They must appreciate that their responsibilities for health and safety management have equal priority with their other management responsibilities. Headteachers are delegated the responsibility for day-to-day management of health and safety matters.

The Headteacher must ensure that:

- LA and government procedures and guidelines are followed including but not limited to the EYFS welfare requirements as set out in the statutory guidance;
- All staff understand the policy, are made aware of their responsibilities and satisfy their delegated responsibilities and duties where the health and safety policy is concerned;
- Safe and healthy working conditions and systems of work are established and maintained within her control;
- Risk assessments pertaining to the health and safety of employees, children and other stakeholders are carried out rigorously;
- Appoint an educational visits co-ordinator from the staff to advise and coordinate educational visits;
- Appoint a designated person for fire safety to ensure there are adequate fire safety arrangements, including a written emergency plan;
- Make arrangements for the security of the premises, and for the repair and maintenance of the premises;
- Health and safety must be a standard part of any new employee's induction.
- Suitable and sufficient training is accessed and its currency maintained by all staff;
- Current health and safety standards are incorporated into any alterations, building work or purchase of new equipment;
- All contracts arranged take full account of issues affecting the health, safety and welfare of users of Gloucester Nursery as well as the contractors' personnel;
- Regular safety inspections are undertaken and the procedures for reporting issues are followed;
- Ensuring regular LA inspections are carried out;
- All accident and incident reporting procedures are followed in line with LA policies;
- The Governors are provided with regular and routine reports on health and safety;
- When necessary, the Headteacher works with the occupational health/well-being team, following their guidance to ensure a healthy working environment for the staff.

### Staff Responsibilities:

All staff of Gloucester Nursery School must:

- Carry out their duties in accordance with the school's Health and Safety Policy;
- Make sure they are aware of the hazards associated with their work and understand the risk assessments;
- Co-operate with the Headteacher on matters of health and safety;
- Use all equipment provided for safety in a safe manner;
- Use all equipment and toys correctly and safely, being aware of any specific risk assessment pertaining to said equipment, activity or venue;
- Inform the Headteacher of any defective equipment, safety hazard or damage in the building or grounds as soon as it comes to light;
- Know the emergency procedures, first aid provision and accident reporting;
- Report all accidents or incidents whether serious or not to the Headteacher without delay, following procedures as set out in the policy;
- Take every precaution to ensure the safety of all children and adults using the building at all times.

### Training:

All staff are expected to attend courses relevant to their role, pertaining to Health and Safety; including, but not limited to, safeguarding children, child protection, safer recruitment, health and safety, food handling and first aid. Priority is given to first aid training and renewal of certificates when training needs are re-evaluated each year. Governors are offered relevant training in areas such as safeguarding, safer recruitment etc.

### Risk Assessments:

Risk assessment process includes:

- Checking for hazards and risks indoors, outdoors and within all our activities and procedures. Assessments cover adults and children;
- Deciding which areas need attention;
- Developing an action plan that specifies the action required, the timescales for action and the person responsible for the activity. Also, outlining any funding required;
- Managing the risk in order to minimise it and indicating the strategies on the pro forma.

### **Delegation and organisation of duties at Gloucester Nursery School**

- The Chair of Governors;
- The Governor with nominated responsibilities for Health and Safety: Kerry Wright;
- Responsibility for day-to-day oversight of the governor's responsibility – Julia Mann (Headteacher); in her absence Rebecca Fitton (Pedagogical Lead);
- Safety Representative – Kim Yerrill (Cleaner);
- Staff interests are represented by Kerry Wright;

- Child interests are recognised by the Headteacher, staff with specific concerns should report them to the Headteacher.

Particular responsibilities for the management of safety/welfare matters are listed below:

- Asbestos – Headteacher and Office Manager;
- Cleaning/caretaking duties: Office Manager and Cleaners;
- Contractors on site: Office Manager;
- Control of substances hazardous to health: Office Manager and Cleaners;
- Electricity at work regulations: Office Manager;
- Fire Safety: Kerry Wright (Senior Family Worker);
- First Aid: Pedagogical Lead;
- Food safety: All staff;
- Induction of staff: Headteacher, Office Manager and Pedagogical Lead;
- Legionella: Office Manager;
- Management of medicines: Headteacher and staff;
- Off-site activities: Pedagogical Lead;
- Premises Maintenance: Headteacher, Office Manager, Governor;
- Reporting/recording incidents: Headteacher and the Administrative Staff;
- Risk Assessment: Headteacher, the Governing Body;
- Security: All key holders;
- Technology curriculum: Pedagogical Lead.

#### **4. Arrangements**

##### Emergency Plan:

The Governors have an Emergency Plan Policy and Business Continuity Plan that are reviewed annually.

##### Use of Premise by Others:

Information regarding fire exits/extinguishers and the site of the fire assembly point is given to all users of the building. They are also given a copy of the Health and Safety Policy to read and follow.

##### First Aid Procedures:

- First Aid cupboards are located in the disabled toilet outside the office, in the snack area in the Sunshine Room and above the utility sink in the family room and in the kitchen cupboard in G2;
- A First Aid box is taken to all outreach venues/events;
- First Aid kits are taken on all educational visits as well as individually named medications for children (e.g. inhalers etc);
- All students/helpers are to be made aware of the First Aid procedures.

##### Accident Reporting:

- Parents and carers must be informed of all accidents when they collect a child or, if warranted, must be contacted at the time of the accident;



- An accident form is completed by staff in the event of an accident recording all relevant details; parents are asked to sign and date this. Confidentiality is ensured as each child/accident is documented on a new form and the forms are filed in separate plastic wallets;
- In case of an accident requiring medical attention, if a parent or emergency contact cannot be reached, a member or staff will accompany a child to hospital if it is considered they may need treatment in A & E. An ambulance will be called if necessary;
- A list of children requiring medication for ongoing health and medical issues is kept on the door of the nursery first aid cupboard in the snack area. *See separate policy on supporting children with medical conditions;*
- Staff receive specific training where appropriate from trained professionals. Examples of this could include how to handle an emergency with a child suffering from diabetes, asthma or anaphylaxis;
- It is the responsibility of the Governors and Headteacher to ensure that all accidents and incidents are investigated and to carry through any remedial actions necessary to prevent re-occurrence or further harm. A review of site specific risk assessments must be included with this investigation. Outcomes must be reported to Governors.

#### Pandemic Medical Events:

From time to time schools will be involved in developing emergency plans in the event of a pandemic. Please refer to documentation held in the school office.

#### Illness and Sickness:

- All staff are made aware of the Health Authority's advice on HIV/AIDS;
- Gloves are provided for staff dealing with blood and other bodily fluids;
- Infectious and communicable diseases – children are excluded for the relevant period based on guidance from the Health Authority;
- Sickness and/or diarrhoea – children are to be kept at home until 48 hours after the last bout of sickness or diarrhoea due to the highly contagious nature of gastroenteritis-type illnesses;
- Head lice – parents are encouraged to keep the child at home until treated, although this is no longer Health Authority policy;
- Medical waste to be disposed of in plastic bags securely tied;
- Nappies are to be placed in the bins provided (both in the toilets off the main corridor by the office and in G2).

#### First Aid:

At Gloucester Nursery School, we actively promote the health and care of each child and will respond to needs on an individual basis;

- The majority of nursery staff have up to date Paediatric First Aid training;
- The Governors and Staff at Gloucester Nursery School wish to ensure that children with medical needs receive proper care and support at school.

### Medications:

- The Head teacher will accept responsibility in principle for members of the staff giving/supervising children self-administering prescribed medication where those members of staff have volunteered to do so;
- Any parent/carer requesting the administration of prescribed medicines will be given a copy of the school's policy and all staff are made aware of the policy;
- *For further information, see the Policy of Supporting Children with Medical Conditions.*

## **Illness and Sickness Policy**

### Aim:

To provide for the needs of the whole child and to provide an environment in which all children thrive.

### Strategies:

Children will not be expected to attend Nursery when they are not sufficiently well enough or fit to participate in the learning opportunities/activities available.

- Children suffering sickness and/or diarrhoea must be kept at home for at least 48hrs after the last bout of sickness;
- Children with head lice are not excluded, but parents are encouraged to keep them at home until they are treated. Cases of head lice will be reported to all parents in the setting to encourage them to check their children's hair;
- If a child is taken ill at nursery, a parent/emergency contact will be called to collect the child;
- If a parent/emergency contact cannot be reached, the child will be looked after until normal collection time;
- Parents will be notified of cases of infectious illnesses in the Nursery such as chicken pox;
- If a child is diagnosed with meningitis, the advice of the Health Authority concerning their attendance/return is passed onto parents;
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.

When a child is absent from Nursery through illness, parents/carers are required to contact the school at the beginning of the first day of absence and provide the following information:

- Nature of the illness, name of it etc;
- Whether a doctor has been called;
- Expected return to Nursery date.

Parents are asked to call Nursery daily to update the office on the child's condition if they continue to be absent longer than the initial day of illness.

### Accidents – Children:

- All accidents to children are dealt with by a member of staff trained in first aid and family workers are informed;
- Trained First Aiders are present in the Nursery at all times and there is a trained First Aider present at all educational visits;
- All accidents are documented and parents notified;
- The Pedagogical Lead is responsible for checking on a monthly basis the First Aid resources to ensure the necessary equipment is available. All items used should be replaced immediately. Gloves must always be used when dealing with bodily fluids;
- In the event of a serious accident or fatality, the LA is informed immediately by a member of the Senior Leadership Team who will report the incident to the Health and Safety Executive if necessary;
- No admission of liability is to be made by staff;
- The Health and Safety governor reviews the accident book every term to identify any potential or actual hazards, providing feedback to the governing body.

### Accidents – Adults:

- First aid is to be administered by someone trained in first aid;
- Advice is given as to the next step;
- Accident form is filled in and sent to the LA;
- No admission of liability is to be made by staff;
- In the event of a serious accident or fatality, the LA is informed immediately and it will be reported to the Health and Safety Executive if necessary;
- Where appropriate, the next of kin will be also contacted by staff.

### Incident Book:

- An incident book is kept for recording incidents including:
  - break in, burglary, theft of property (including personal property);
  - fire, flood, gas leak or electrical failure;
  - attack on a member of staff/parent on the premises or nearby;
  - any racist incident involving staff or family on the Nursery's premises;
  - death of a child;
  - a terrorist attack or threat of one;
  - any other critical incident not listed above.
- In the incident book, we record the date and time of the incident, nature of the event, who was affected, what was done about it (if reported to police and if so, the crime number), and any follow up or insurance claim to be made;
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical and contacting children's families. Our fire safety policy will be followed and staff will take charge of the key children. The incident is recorded when the threat is averted;

- In the unlikely event of a child dying on the premises, the emergency services are called and the advice of these services is followed;
- The incident book is kept in the Headteacher's locked cupboard;
- The incident book is not for recording issues of concern involving a child; Concerns about children are dealt with as set out in the Safeguarding /Child Protection policy following the procedures and protocols therein.

#### Records:

- Records are kept including names, addresses, and emergency contacts for all children and staff. These records remain on the premises in a lockable cabinet;
- In addition, records relating to the employment of each member of staff are kept on site; these include application forms, results of checks undertaken and references to name a few examples;
- Names, addresses, phone numbers and email addresses of governors are also kept in the office;
- Information concerning allergies, dietary requirements and health/medical concerns are kept and the information shared with all staff responsible for that child's safety;
- Attendance records of all children, staff, visitors and families;
- Permissions and consents for photos to be taken, food to be tasted in activities, emergency treatment to be carried out and participation in educational visits are kept on file.

#### Fire Safety:

- The fire risk assessment for the premises will be reviewed on an annual basis.
- An automatic fire detection system is in place (installed 2003). It is located on the wall in the main entrance and there are fire alarm break points throughout the building. The fire alarm system is tested weekly;
- Fire extinguishers are located at the end of the corridor by the staff room, in the nursery cloakroom, and in the kitchen adjacent to the dining room; Additionally, there are fire blankets in both kitchens;
- There are building evacuation procedures by the exits of the building, all fire exits are clearly marked and designated assembly points listed;
- There is emergency lighting in the new part of the building which is tested periodically;
- In the event of a fire drill or a real emergency, the registers are removed from the building if possible and used as an aid to ensure full evacuation procedures have been executed;
- All rubbish is removed at night and the outside bin to be kept closed;
- Internal doors are locked or shut at night;
- All matches (used for birthday cakes) are kept in a safe place;
- Strictly no smoking allowed on the premises or within the grounds;
- The boiler room remains locked and free of combustible materials.

### Fire and Bomb Alerts:

In the event of a fire or bomb alert the Headteacher or Office Manager must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure);
- Phone 999 for the Fire Brigade and Police;
- Check that the evacuation procedure has been followed;
- Remain at the front of the school (main gates) to meet the Fire Brigade/Police and direct them to the incident;
- All children and adults to remain outside;
- Only when the 'all clear' has been given will the children and adults be able to re-enter the premises.

### Smoking Policy – We are a no-smoking school:

- Smoking is not permitted in any area of the school or premises by staff, parents or visitors to the school, including contractors who are informed of this policy when visiting the site for the first time.

### Electrical Equipment:

- All electrical equipment must be checked annually by a contractor;
- All electrical equipment must be checked by staff before use (by staff or children);
- Any equipment considered a risk must be taken out of use and reported to the Headteacher;
- Heaters and electrical sockets are properly guarded and children taught not to touch them;
- Sufficient number of sockets to prevent overloading;
- Lighting and ventilation is adequate in all areas;
- Electrical equipment used in a session must be set up safely with due regard to the cabling, any fans, heating elements and the children's accessibility; Children are not to have unsupervised access to electrical cooking equipment under any circumstances;
- No electrical items to be brought into school by children/staff/visitors unless a residual circuit breaker is being used;
- No wires to be left trailing where they can be a danger to anyone walking past.

### Violence and Aggression:

- All incidents by another adult to a staff member to be reported to the Headteacher who will follow LA procedures;
- Incidents by children will be dealt with appropriately.

### Security:

- Systems are in place for the safe arrival and departure of children. In the Nursery, these include self-registration, formal registers taken, family workers handing children over at the close of the session;

- Personal possessions of staff, volunteers and visitors are safely stored during the session;
- Nursery children may not be collected by young people under the age of 16 years. If there is a change in who is to collect a child, nursery must be informed with prior notice where possible. Children will not be allowed to leave with someone unknown to staff;
- There are three key holders and their details are kept with the company who is responsible for the security of the building out of opening hours.

#### Windows:

- Low level windows are made from materials that prevent accidental breakage or are made safe;
- Children are reminded to play a safe distance from the windows and equipment is stored away from the glass.

#### Doors:

- Precautions are taken to prevent children's fingers from being trapped in doors; finger-guards are fitted, outside doors (shed, playhouse and sandpit) held open on cabin hooks or latches to prevent them being shut suddenly.

#### Working at Height:

- The risks from working at height will be assessed and where the work is confirmed as necessary, suitable arrangements will be put in place to ensure that it is carried out safely (e.g. cleaning, maintenance, putting up displays etc);
- Where required, members of staff will be provided with appropriate information, instruction and/or training to enable them to carry out the task safely;
- Where required, suitable items of access equipment (e.g. stepladders) will be provided and maintained in a safe condition.

#### Kitchens

- Children do not have access to the kitchens;
- Family room kitchen has a wooden gate latched from the inside to keep babies and toddlers out; Dining room, children not permitted in kitchen and fire door to be kept shut at all times;
- All surfaces are clean and non-porous;
- Cleaning materials are stowed safely out of reach of children;
- Separate facilities for hand-washing and washing-up;
- Children participating in cooking activities are supervised at all times and have no direct access to hot surfaces, hot liquids. They have supervised and controlled access to electrical equipment.

#### Visitors and Contractors:

- All visitors/contractors are subject to stringent safeguarding children procedures as set out in the safeguarding policy. This includes being

questioned by staff as to the nature of their visit, signing in and displaying a visitor's badge at all times while on site;

- Contractors must agree to specific safeguarding guidelines required of them while working on the premises;
- Visitors and contractors to have no unsupervised access to children under any circumstances. Staff to remain vigilant and ensure this is upheld;
- The children's safety is paramount and safeguards must be agreed with the Headteacher before any work commences.

#### Educational Visits and Outings:

- Parents and other adults or students will be asked to help on any outings or trips to ensure the safety of the children, providing more than ample ratios;
- The health and safety of children is paramount at all times and risk assessments are carried out by the EVCO before any off-site activity/outing.
- Named children are assigned to individual staff to ensure each child is individually supervised and no child becomes lost;
- Parents/carers are asked to sign a consent form allowing staff to take their child out of nursery at the start of the academic year; parents are free to withhold this consent for their child;
- Some staff are insured to transport children, covered through their own insurance. The office must hold a copy of this insurance cover and staff must adhere to procedures as follows: Two members of staff to be in the car at all times to avoid the driver being distracted; children to be transported using their own car seats; children never to travel in the front seat of the vehicle. \*\* Staff only permitted to transport children by prior arrangement with parents/carers and consent from Headteacher. Staff will only transport children for medical emergencies or for occasional journeys such as forest school etc. by prior arrangement;
- Staff to take a mobile phone, tissues, wipes, spare clothing for the children, first aid kit and any prescribed medications on the trip.

#### Buildings and Grounds:

- Any health and safety hazards to be reported to the Headteacher by staff and/or cleaners upon arrival or upon detection without delay;
- Chemicals – These are used by cleaning staff and they are trained to use them. They are stored in a lockable cupboard;
- COSHH assessments and data safety sheets to be observed concerning the storage, use and disposal of cleaning/hazardous materials (see Health and Safety Folder);
- Broken glass to be wrapped up securely, labelled 'broken glass' and placed in the kitchen safely for the attention of the cleaner who disposes of it safely in the skip;
- The water temperature throughout the building is monitored on a monthly basis by a plumbing company and temperatures are recorded;
- Grounds and outer fabric of the building, any issues to be reported to Headteacher (e.g. uneven slabs, loose windowsills);

- Doors and gates to be checked daily, ensuring the locks, handles and safety devices are functioning properly and the building is secured at night;
- Staff to check the perimeter fencing and grounds daily and report any problems to the Headteacher;
- Cleaners to remove all the litter and other debris (e.g. animal faeces, used syringes etc.) daily and report any evidence of drug use to the police upon the decision of the Headteacher;
- Poisonous plants to be reported to the Headteacher;
- Pushchairs to be kept outside where possible stowed safely in the pram store where possible. This avoids congestion in the main entrance, cloakrooms and corridors;
- Rugs to have non-slip backing and any floor coverings which do not lie flat or which curl up at the edges must be pulled from use without delay;
- Car parking – all stakeholders to drive safely on the approach to Gloucester Nursery School and park sensibly giving thought and consideration to users of the centre as well as the local residents;
- In the event of snow and ice, measures are taken to clear pathways and put down salt. The school follows NCC advice and procedures for closing the building due to weather;
- Asbestos – The relevant documentation is stored in the office. Contractors working on the school site are made aware of the potential asbestos locations. Specialist contractors will be called to test and remove asbestos where necessary;
- Asset management plan is in place as a direct result of premises inspection.

### Curriculum:

Learning experiences and opportunities:

- Are planned and executed in keeping with the EYFS welfare requirements as set out in the statutory guidance as follows:

“Children learn best when they are healthy safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them. The welfare requirements are designed to support providers in creating a setting which is welcoming, safe and stimulating, and where children are able to enjoy themselves, to grow in confidence and to fulfil their potential.....the statutory framework sets out the legal requirements which cover safeguarding and ensuring the children’s welfare, staff, premises, environment and equipment, organisation, documentation and reporting.”

- Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children attending the setting;
- The layout of play equipment allows adults and children to move safely and freely between activities;
- All materials, glue and paint are non-toxic;



- Sand is clean and is children's play sand. Sandpits remain covered when not in use to avoid animals contaminating them;
- Children are taught to handle and store tools safely;
- Children learn about healthy lifestyles and which practices and habits contribute to them;
- Staff emphasise road safety at every opportunity, including local walks and traffic survey activities;
- Fire safety is imparted through relevant curriculum activities (candles for birthday celebrations, campfire at forest school, bonfire night etc);
- Water equipment (e.g. water tray and water feature outdoors) is cleaned weekly to ensure that water does not become stagnant for long periods of time.

#### Food and drink:

- Staff access food hygiene safety training which is regularly recertified;
- Staff who prepare and handle food understand and comply with food safety guidelines;
- The snack tables and food preparation areas are cleaned before and after snacks;
- All food and drinks are stored appropriately;
- The fridge temperatures are monitored and recorded weekly;
- All food is labelled once opened with a discard by date recorded on it and unused processed food is discarded once it has been open for a safe period of time;
- Children are expected to sit down for the duration of their snacks and drinks encouraging safe eating habits and good manners;
- Children are offered additional drinking water outdoors on hot days;
- Tea towels are changed throughout the session when wet or soiled;
- All dishes and utensils are washed in a dishwasher in nursery;
- Cooking activities are well supervised and children are reminded of food hygiene practices including not putting utensils in their mouths, not licking fingers and wiping up spillages promptly;
- Children with allergies have no access to food/drink to which they are allergic;
- A risk assessment has been carried out and reviewed annually in regards to food preparation and storage.

#### Hot Drinks Procedures:

Gloucester Nursery School is committed to the safety and welfare of children and families. As staff do not have a tea/coffee break, hot drinks will be permitted to be consumed by staff during sessions, on the condition that all staff ensure safety by closely adhering to the procedures outlined below:

- Drinks to be made in the kitchens (children are not permitted in the kitchens) by an adult and the kettle to be unplugged and switched off at the mains afterwards;

- Kitchen door/gate is to be shut at all times, and when hot drinks are left unattended on the side drinks are to be pushed to the back well out of reach;
- During Nursery sessions, drinks are made at 10.30am and 2pm for all nursery and office staff who would like a hot or cold drink;
- Hot drinks to be transported throughout the building in a deep tray or box and no more than 6 hot drinks to be carried at a time. Flasks are only to be used in the nursery;
- Adults are to ask for assistance from colleagues to open doors when carrying hot drinks and must take extra care near children;
- Children are to be warned verbally when hot drinks are being transported near to where they are playing, reminding them to stay still for safety until the adult carrying the tray/box has passed by;
- Hot drinks are to be placed well out of reach of children on a high shelf but visible to other adults to avoid being knocked or spilled;
- Hot drinks are not to be put down, even momentarily, near to where adult is seated as the adult could easily become distracted or called away for an emergency, leaving the cup hazardously unattended. If an adult has a hot drink in their hand, they need to place it safely out of reach before attending to a child's needs;
- Parents and carers are only permitted to consume hot drinks in the kitchen areas during sessions. They are reminded of the safety of their own children, and the other children and families attending the session at all times.

#### Cooking Sessions:

Cooking activities play an important role in children's journey of learning and development. Staff will plan a variety of cooking and food preparation experiences to link in with the six areas of learning in the EYFS. Some sessions are structured for families to cook together – in these situations, parents are reminded to supervise their child but staff to emphasise the value of the child's participation including opportunities to develop skills, and gain confidence and independence.

Staff will follow the procedures as set out below when carrying out food related activities with the children:

- Children are to be supervised at all times during cooking or food preparation experiences;
- Children not permitted in kitchens; gates and doors to kitchens must remain closed at all times. Dining rooms doors also to be kept closed for fire safety;
- Staff will highlight the dangers for children (sharp equipment, hot surfaces, bacteria etc) prior to the start of the session, encouraging children to share responsibility for their own safety;
- Children are reminded to wash their hands before starting the activity and are encouraged to wear cotton, washable aprons;
- Children to be taught how to use equipment safely and reminded throughout the activity. This is particularly relevant to equipment with sharp edges e.g. Knives, peelers, graters, scissors etc;
- Children to remain seated while handling food and using equipment;

- Cutting boards are to be used at all times;
- Children will not handle raw meat, raw poultry or raw fish;
- Due care to be taken when children are handling raw egg and children encouraged to wash their hands afterwards;
- If electrical equipment is to be used within the session (cooker, microwave, blender) children are to remain a safe distance from the appliance at all times, reminded not to touch hot surfaces, and only adults are permitted to remove hot dishes/food from the appliance.
- Appliances to be placed on a stable, heat resistant surface near to electrical socket to avoiding loose, untethered cables;
- If hob or oven is used within the learning environment, staff are to ensure the area is completely clear of all flammable items including papers, books, clothing, tea-towels and any other items which could potentially catch alight.

#### Missing Child:

If a child goes missing from the setting:

- The Headteacher will carry out a thorough search of the building and garden;
- The register is checked to ensure no other child(ren) have gone astray;
- Doors and gates are checked for breach of security where a child may have wandered off;
- The Head teacher speaks to staff to ascertain what events led up to the child being discovered as missing;
- If the child is not found the parents/carers are contacted and the missing child is reported to the police.

#### During Outings:

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated adult and carry out a headcount of all children to ensure no other child has gone astray;
- A staff member searches the immediate vicinity but does not search any further;
- The Head teacher is then informed, if she is not on the outing and makes her way to the venue to aid the search, be a point of contact for police and to support the staff;
- In an indoor venue, the staff contact the venue's security team who then handle the search, contacting the police if the child is not found;
- Other venues, the staff contact the police to report the child as missing;
- The Headteacher contacts the child's family who may make their way to the venue as arranged with Headteacher;
- The Headteacher contacts the Chair of Governors who makes their way to the Nursery;
- The Chair of Governors conducts a full investigation, interviewing staff present and taking written statements;
- The family worker person involved writes an incident report detailing the date and time, which staff/children were present at the time, when the child was last seen, and the time it is estimated the child went missing. A

conclusion is drawn as to how the breach of security happened. If the incident warrants a police investigation, all staff concerned co-operate fully. In this case, the police will handle all aspects of the investigation including interviewing staff. Social Services may become involved if it seems likely that there is a child protection issue to address;

- The LA Health and Safety Officer may wish to investigate and will decide if there is a case for prosecution.

#### Animals:

- No dogs are allowed in the building or grounds, except seeing-eye dogs, or dogs for the disabled. Other dogs may be permitted for special events or activities by prior arrangement;
- Animals on site to be clean and free of illness/disease;
- Children are reminded to wash their hands after handling animals or mini-beasts and, where appropriate, to use antibacterial hand-gel in addition to hand-washing.

#### Staff – Health, Safety and Well-being:

- Staff are reminded to respect each other and have an awareness of each other's workload commitments, showing support for colleagues at all times;
- Staff must support the Senior Leadership Team where possible to ensure the manageability of their workloads at all times;
- All staff, including the Headteacher, are encouraged to delegate work where possible and to talk through any issues or situations they may be worried or stressed about regarding their role;
- Personal health, safety and well-being of staff members are a priority; staff need to take responsibility for their own safety and welfare, ensuring relevant policies are adhered to;
- Staff must approach their line manager should they feel unwell or over-burdened with their workload, or if they are experiencing personal issues which may be affecting their performance at work;
- Issues surrounding the physical and mental wellness of each individual staff member will be given due consideration and attention. Staff health needs should be considered before the needs of Gloucester Nursery School and staff should not attend work if they are too unwell to work effectively;
- Staff are regularly reminded about maintaining a work-life balance as being key to consistently high productivity and delivering a good performance in their role to uphold the standards of excellence across the Nursery;
- Should a staff member suffer an accident or onset of illness while at work, their records will be sought and their named emergency contact person will be reached to notify them;
- Staff using ICT equipment, mainly computers, should be aware of their health including potential problems developing to include eye-strain and back ache. (Separate guidance is available on this).

### Home Visits/Lone Working:

- Staff should not go on any home visits they feel uneasy about; instead they should cancel and reschedule when they can be accompanied by another member of staff or another agency involved with the family;
- All home visits to be pre-arranged and logged in the office so that the Headteacher and office staff are aware of staff members' whereabouts for safety;
- Sensible precautions should be taken and staff should leave a house immediately if they sense danger or anything amiss;
- Staff must only make home visits in daylight and should wear their ID badge at all times;
- Staff must carry mobile phones and keep them switched on;
- Staff must phone for help if they feel threatened in any way, including their personal safety;
- While on premises, staff are not to climb on steps or ladders or put themselves at risk without another adult's support;
- When locking up, it is preferable for another adult to be present;
- See Home Visit/Lone Working policies for further specific guidance.

### Other Adults in Nursery:

- The responsibility for duty of care remains with the Headteacher;
- Students are required to fill in a form identifying their details and who to contact should an emergency arise concerning the student;
- Students are issued with guidelines and, in particular, told about health and safety issues and procedures by the Headteacher or Pedagogical Lead;
- Students will work under the direction of a named member of staff;
- Students must not be left alone in an area or room and must not change children;
- NCC insurance covers students and helpers working at Gloucester providing they are working under the direction of a staff member;
- Parents, carers and childminders are responsible for the health and safety of babies, toddlers and school children whilst on-site;
- Parents/carers will receive regular reminders to apply suncream to their children and provide children with sunhats in hot weather. Staff will not be able to apply the suncream so adults are encouraged to apply it on their child regularly.

### Storage:

- All resources which children can access/select from must be stowed and stored safely;
- All equipment and resources are stored/stacked safely to prevent them accidentally falling or collapsing.

### Outdoor Play:

- Outdoor play areas are checked by a member of staff each morning prior to use;
- Outdoor areas are securely fenced and gates locked for the duration of the sessions;
- Paths to be kept clear of leaves, excessive sand and ice to prevent slippery conditions at various times of the year;
- Two qualified members of staff to be outside at all times and no child to be left unsupervised;
- The sandpits must be kept shut at the end of every session, and sand swept up to prevent slippery surfaces on the wooden decking.

### Sun Protection:

Children are asked to wear sunhats and for parents to apply suntan lotion. Drinks are freely available. Please refer to the Sun Protection Policy.

### Hygiene

#### Toilets - Nursery

- Toilets are to be cleaned at lunchtime by nursery staff;
- Toilet bowl rims and seats to be wiped with pink cloths using the disinfectant;
- Toilets to be cleaned at night by cleaner;
- Floors also to be cleaned thoroughly especially round the back of the toilets, the sides of the dividers and the rear walls;
- Toilets and the toilet area to be checked regularly to ensure a high standard of hygiene. All staff also need to keep a regular check on the toilet area;
- Boys must be reminded to lift the toilet seat before urinating;
- Children must be reminded to flush the toilet after use;
- These reminders can be made when children are in the cloakroom area or when the children are gathered together at group times;
- Visual prompts in the form of photos serve as a reminder to children of these guidelines in the toilet area.

#### Sinks:

- The wash basins and the floor in front of them are to be cleaned after the morning session by a member of staff;
- Paper towels and soap are to be replenished and bins emptied throughout session if required;
- All staff will keep an eye on wash basins to avoid overflow as children may forget to turn taps off;
- Children must be reminded about frequent hand-washing practices.

#### Changing Children:

- If in toilet cubicle, staff are to leave the door ajar so other adults are aware of what is happening at all times;
- Disposable gloves must be worn when changing a child who has soiled themselves;

- Baby wipes are available to help clean a child;
- Children should be given as much privacy as possible;
- Dirty clothing should be placed in a plastic bag for the parent to take home and launder. They may need to be swilled through first;
- Child should be wiped clean and given a fresh set of clothes, out of their own bag if they have one. Otherwise, use spares out of the cupboards (in Nursery cloakroom);
- Toilet and cubicle should be cleaned and the gloves and other waste disposed of in a nappy sack which is placed in a nappy bin (two toilets off main corridor by the office and in G2);
- If a child is sick, similar procedures are to be followed;
- Parents to be contacted in event of sickness/diarrhoea and child to be collected promptly where possible.

**Gloucester Nursery School**  
**CRITICAL INCIDENTS POLICY**

In the event of a critical incident, follow the procedures outlined the 'Planned School Response (gold paper) on wall in classroom snack area, office, staff room and back of registers.

The planned school response outlines the immediate action to be taken by anyone present at the time of such an incident. Further action should be taken by the Headteacher, Chair of Governors and LA Emergency Planning Team.

The response to any action will be co-ordinated initially by the Headteacher or next most senior member of staff if the Headteacher is not available, together with the Emergency Services.

Any media enquiries should be directed to the Headteacher, Chair of Governors, or LA Public Relations Officer. Do not admit any liability or apportion blame.

This response also applies to incidents taking place during school visits, when the most senior member of staff present or available will take charge. Names, addresses and contact numbers for all the staff, governors, students and children/families are kept in the office. During school visits, the Headteacher or most senior member of staff will take a list of all those on the trip. A list will also be kept in the office.

The Information Cascade system (attached) outlines who will contact each individual.

Once informed of an incident by a member of staff, the Headteacher will follow the guidance given in the following appendices from the LA document

- Appendix B (i) Timescales
- Appendix B (iii) At the School Site
- Appendix B (iv) Out of School Activities

- Appendix B (v) Learning of an Incident out of School

The actions of all members of the Response Team and support agencies are included as part of this policy. This policy is available in the office.

**GLOUCESTER NURSERY SCHOOL**  
**CRITICAL INCIDENTS**

**Planned Response**

1. Prevent further injury/danger to children if possible:
  - protect from hazard;
  - remove hazard from children;
  - remove children from hazard.
2. Delegate someone to call 999 and report back while beginning to administer first aid. Ensure the delegated person reports back after contacting emergency services.
3. Inform the Headteacher if she is not present.
4. Obtain further adult assistance while reassuring children near to incident.
5. Reassure parents near incident. Do not assume or direct blame.
6. Direct parents with questions to the Headteacher.
7. Do not comment to the media. Direct media to Headteacher or Chair of Governors if appropriate, but make no comment.

Log all calls/conversations if possible (follow procedures laid down in 'Critical Incidents Affecting Schools' NCC guidance which is kept in the office by the Headteacher's phone).

**Monitoring and Evaluation:**

It is the duty of all members of staff to be alert to both health and safety procedures and any potential problems which may arise, on a daily basis.

1. Termly health and safety inspections will be conducted by a governor, a form filled in and any matters arising reported immediately to the Headteacher.
2. A health and safety report giving an up-to-date overview will be made by a governor at the Full Governors' Meeting each term.
3. The Health and Safety Policy will be reviewed by staff every year (but by Governors every two years). If issues arise before this period elapses, then they will be brought to the attention of the Governors by the Headteacher and, if necessary, be incorporated into the policy at the time they are raised.

**Active Monitoring of Policies and Procedures:**

Regular inspections and checks will be made to include:

- Electrical testing – annually;
- Fire evacuations – termly;
- Critical incidents – discussed annually with staff;
- Risk assessments – updated annually;



- new ones undertaken as necessary.

Reactive Monitoring:

Investigations will be carried out after a serious incident by the Headteacher and a Governor; e.g. A child is seriously hurt by another child, or there is a widespread outbreak of sickness/diarrhoea illness.

Delegation of Duties:

The Headteacher is responsible for carrying out the following tasks or for delegating others to carry them out:

- Request a governor to do a Health and Safety Audit termly and present it to the Governing Body at the next meeting;
- Give an annual reminder to all staff about the Health and Safety Policy and related matters – September training day;
- Risk assessments – add new ones and reassess ones on file for currency;
- COSHH sheets – complete;
- Safety Data Sheets – complete;
- Inform the Cleaner in Charge and other cleaning staff of Health and Safety issues and remind them about risk assessments, safety data sheets, and COSHH sheets.

Review:

This policy will be reviewed annually and any significant changes agreed by the Governing Body. As it relates directly to the LA document and policy 'Critical Incidents in Schools', it will be kept together with this policy and any changes to the LA document will be reflected in this policy.

This policy was reviewed and revised in September 2014 and was approved by the Governing Body on 20<sup>th</sup> October 2014. It will be reviewed and revised by the Headteacher and Governor responsible for Health and Safety in December 2016. It will be reviewed every 2 years.

Approved by the Governing Body

Signed: .....

Date: .....

Review Date: .....