

# Avenue Pre Preparatory School and Nursery

## **HEALTH AND SAFETY**

## Health and Safety

### RATIONALE

At the Avenue Nursery and Pre-Preparatory School (The School) we regard the health and safety of all its pupils, staff and visitors to be of paramount importance. To this end, we have in place stringent Health and Safety procedures which are monitored by the Principal who is the Health and Safety Officer of the School. This policy applies to the Early Years Foundation Stage and Key Stage 1.

### POLICY AIM

The aim of this Policy is to ensure that serious accidents on School premises are avoided completely and the minor incidents are kept to a minimum. This relies upon the constant monitoring of the School equipment and premises, both inside and out.

### STAFF RESPONSIBILITIES

All School staff are equally responsible for ensuring that the Health and Safety Policy procedures are strictly adhered to and that any departures from safe practise are rectified and brought to the immediate attention of the Principal. This should be achieved by observation and common sense.

In addition, staff must never be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children they must seek medical advice and advise the Principal. The School will ensure that such practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair the staff member's ability to look after children properly. Staff medication on the premises must be securely stored and out of reach of children at all times.

### RISK ASSESSMENT

The Department for Education Regulations 2015 require that all Schools have a written Risk Assessment Policy detailing appropriate action taken to reduce risk. The Risk Assessment Policy for the School is made up of the following documents, which, taken together, cover all aspects of the School's operations.

- ❖ Risk Assessment - School Buildings and Grounds
- ❖ Health and Safety Policy
- ❖ Risk Assessment – Regular Offsite Activities
- ❖ Educational Trips Policy
- ❖ The Educational Trips Policy contains the Risk Assessment paperwork which is completed for each trip.

### STAFF

The Avenue Nursery and Pre-Preparatory School (the School) regards its staff highly and therefore will take steps to ensure that no member of staff suffers as a result of working at the School, either as a result of work related stress or as a result of violence inflicted by any other member of staff, a pupil, parent of a pupil or visitor to the school.

### WORK RELATED STRESS

#### What is stress?

Stress is the reaction people have to excessive pressure or other types of demand placed upon them which are not matched by their ability to cope for whatever reason at a particular time. It is both a physiological and psychological reaction which occurs when

people perceive an imbalance between the combined levels of demand placed upon them, both at home and/or at work, and their capacity to meet those demands. Stress can be positive and motivating in the short term, helping to achieve success; prolonged stress however, can lead to ill health.

Stress is not covered by any specific piece of legislation, however the Health and Safety at Work etc. Act and the Management of Health and Safety at Work Regulations apply in regard to the requirement to assess the risks relating to stress within the workplace.

### Responsibilities

The Principal and Head are responsible for monitoring staff workloads and implementing strategies for minimising work related stress amongst the School Staff. Staff have a responsibility to report to the Principal or Head any issues relating to stress which may impair their ability to provide safe and reliable services to children.

### Persons at risk

Any member of staff may be affected by work-related stress. Some individuals may be more vulnerable than others, dependant on their job and domestic pressures. The focus is not merely on the individual but on the work and organisation as a whole. Individuals suffering from stress often display a range of outward signs that may be noticed by colleagues and the senior leadership team.

Stress can cause adverse effects on the individual, including raised heart rate, gastrointestinal problems skin conditions, headaches, nausea, aches and pains, lowering of resistance to infection. In addition, there are a number of behavioural effects directly attributable to work related stress such as tiredness and irritability, reduced quality of work, indecisiveness and poor judgement, reduced attention span and impaired memory, loss of sense of humour, poor sleep pattern, impaired concentration or excessively 'jumpy', increased sick leave and poor time keeping.

### Strategies for minimising work related stress

The Principal and Head will make all reasonable steps to ensure that no member of staff suffers from the effects of work related stress. In particular, the following will be monitored and updates and amended as necessary

- Make sure staff have a clearly defined role and understand exactly what their role and responsibilities are to prevent conflict and ambiguity
- Encourage staff to talk at an early stage if they are not clear about priorities or the nature of the task to be undertaken
- Talk to staff regularly to ensure they are clear about their current job, what it entails and what the expectations of them are
- Ensure that all new members of staff or re-deployed staff receive adequate induction
- Explain clearly why any changes are necessary, explain timetables for actions and outline the initial steps to be taken
- Communicate new developments as quickly as possible to avoid the spread of rumours and misinformation
- Ensure full opportunity to comment and ask questions before, during and after change
- Involve staff in discussions about how jobs might be developed, changed and how means of solving problems can be generated

### Further information

See Appendix 5 for more detailed information about work related stress.

### VIOLENCE TOWARDS ANY MEMBER OF STAFF

The School will not tolerate violence, either physical or verbal, of any description towards any member of staff either on or off the School premises, perpetrated by a staff member, pupil, parent of a pupil or visitor to the School.

Any incidence of violence towards a member of staff must be immediately reported to a member of the senior management team, namely the Principal, Head or Deputy Head, and dealt with promptly.

## PUBLICATIONS

The School has regard to the following publications:

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- DfE Guidance: Health and Safety, advice on legal duties and powers, for Local Authorities, School leaders, school staff and governing bodies. February 2014

## SECTION 1 - GENERAL HEALTH AND SAFETY PRINCIPLES

### 1.1 GUIDELINES FOR THE SAFETY OF CHILDREN

Staff charged with the supervision of children are in ‘loco parentis’ and are legally responsible for the safety of children in their care. The following guidelines should be observed:

- ❖ Children must never be left unsupervised during school hours.
- ❖ Teachers must check School records to ensure they are aware of children with chronic medical conditions.
- ❖ If possible, class teachers should liaise with parents, the nominated First Aider in School or the Head or Deputy Head regarding the exceptional administration of any medication and/or emergency procedure relating to those children, e.g. asthmatics, children with anaphylaxis. See First Aid Policy.
- ❖ Inhalers belonging to children in the EYFS are stored safely in the lockable medicine cupboard accessible only by a member of staff.
- ❖ Class teachers of children in KS1 should keep inhalers in a secure place in their classrooms and ensure they are clearly labelled with the children’s names and that other members of staff know where they are kept.
- ❖ No toxic, inflammable or corrosive liquids should be used near children or by children. These liquids must be stored in a safe place accessible only to the school keeper and designated persons.
- ❖ Use of craft tools, knives, large scissors, etc. must be well supervised and stored out of reach of children.
- ❖ Children must be trained to use toilets correctly and to wash their hands.

### 1.2 SAFETY IN CLASSROOMS AND PLAYGROUNDS

Alarms	All staff must be aware of where fire alarm call points are in the School
Broken glass	Should be wrapped in paper before placing in dustbins.
Displays	Must not cover exits, sockets, heaters, alarms, etc
Entrances/exits	These must be kept clear at all times.
Fire Escape Routes	Must be kept clear of all obstructions at all times
Fire extinguishers	All staff must be aware of where fire extinguishers are in the School and the different types of extinguisher.

Fixatives	Are dangerous if inhaled and must not be used in the presence of children or a poorly ventilated area.
Furniture	Children must not be asked to move heavy furniture
Hand staplers	These must be used under supervision
Out of doors activities	Pupils will be adequately supervised at all times.
Paper cutters	These must be carefully supervised when in use in the classrooms
Smoking	This is prohibited in all areas of the school
Spillages	Must be cleaned up immediately
Staple guns	These must not be used near or by children

## ELECTRICITY

- ❖ All portable electrical equipment used at the School will be required to meet the relevant British Standard and will be inspected and tested annually as required by the Electricity at Work Regulations 1989.
- ❖ A record of the results of the tests will be kept in the School Office and any equipment found to be defective will be removed and retested.
- ❖ Before the beginning of each term, all equipment will be visually inspected by the Principal and any defects rectified. Any defects noted by the staff should be reported to the Principal.
- ❖ Regular fixed wiring tests will be carried out by an approved contractor.

## EQUIPMENT

- ❖ PE equipment will be inspected annually by the Principal.
- ❖ Staff supervising PE activities should carry out a brief inspection each time the equipment is used.
- ❖ Playground equipment will be inspected by the Principal.
- ❖ Defects found in equipment both in and out of school will be reported to the Principal and the equipment will be withdrawn from use until restored to a safe condition or disposed of if necessary.

## PLAYGROUND

- ❖ Teachers and support staff on duty must be in the playground promptly.
- ❖ Staff must oversee pupils exiting the building.
- ❖ Staff on duty must not leave without a substitute taking their place.
- ❖ Staff must observe the largest areas and ‘trouble spots’, e.g. apparatus.
- ❖ During the lunch period, staff must ensure the safety of all children.
- ❖ Minor bumps and grazes should be written up on the “Bump” form by the staff member who witnessed the incident and brought to the attention of the person collecting the child. The form is sent home with the child.
- ❖ Accidents must be reported to the Principal or Deputy Head and report made in the accident book.
- ❖ All staff must report any possible hazards.
- ❖ Staff must inform class teachers of any incidents during break times.

### 1.3 MOVEMENT OF CLASSES / CHILDREN IN SCHOOL

To achieve a quiet, calm and safe atmosphere and to reduce noise level to avoid discipline problems:

- ❖ Running is not allowed in the School buildings, the only exception being during the course of PE/Dance Drama
- ❖ On staircases, children must hold onto the left hand rail going upstairs and right hand rail going down (this is the rail which has been positioned at the appropriate height for the children at the School). Children have been taught to wait and let others go up/down first if they are already on the stairs. See also the Behaviour Management Policy

### 1.4 SLIPS AND TRIPS

#### Hazards

Slips and trips in the hall can be caused by:

- ❖ Running/pushing.
- ❖ Uneven floor surface.
- ❖ Trip hazards eg toy boxes incorrectly stored/positioned.
- ❖ Using inappropriate cleaning materials on the floor.
- ❖ Wet floors.
- ❖ Worn or curling floor mats.
- ❖ Individuals wearing inappropriate footwear.

#### Control Measures

- ❖ Children are not allowed to run in the School Buildings.
- ❖ The school’s preventative maintenance programme includes regular inspection of the floor to check for damage and degradation.
- ❖ Staff must ensure that entrances and exits are free of objects and that toy boxes are correctly stored.

- ❖ Cleaning staff are aware of the correct materials to use when cleaning the hall floor.
- ❖ Spillages on any floor surface should be mopped up immediately.
- ❖ PE mats are regularly inspected for signs of wear or damage (especially curling edges) and where necessary replaced.
- ❖ Depending on the activity, individuals should either wear trainers, plimsolls, or leave their feet bare. Socks must not be worn without shoes.

## 1.5 FOOD SAFETY

All staff working with food will be made aware of the following:

- ❖ Knowledge of the ways and conditions that bacteria grow and multiply.
- ❖ Knowledge of the ways of preventing food poisoning and contamination.
- ❖ Knowledge of cleaning methods.
- ❖ Knowledge of the effect of food poisoning.
- ❖ Knowledge of pest control.

Tables used for snack or cookery and at lunchtimes will be cleaned before use, with an antibacterial spray. Tables used for art/craft activities are thoroughly cleaned after use.

Training will be through approved and certificated food hygiene courses such as those run by the Institute of Environmental Health Officers. An online course run by Educare for Education is available for all members of staff when they join the School. Certificate at basic level will be regarded as the minimum standard.

Staff involved in cookery with the children will ensure:

- ❖ Children are regularly reminded of hygiene issues (washing hands before starting the lesson etc)
- ❖ Food ingredients are within specified 'use by' dates.
- ❖ Appropriate storage of food stuffs to avoid cross-contamination
- ❖ Thorough cleaning of all cookery equipment used for lessons including regular sterilisation of chopping boards
- ❖ Regular defrosting/cleaning of refrigerators used in the school.
- ❖ Personal staff hygiene

## 1.6 FIRST AID POLICY

Please see the First Aid Policy which applies to EYFS and KS1.

## 1.7 USE OF CANDLES IN THE SCHOOL

(Birthdays, in particular)

Please be mindful of the following to ensure safe handling at all times:

- ❖ Always ensure candleholders are stable and non-flammable.
- ❖ Always ensure hot wax is contained in the holder.
- ❖ Always ensure candles are placed away from flammable materials.
- ❖ Never leave any lit candles unattended.
- ❖ Extinguish immediately after use.
- ❖ Do not allow pupils to hold lit candles.
- ❖ Know where the nearest fire extinguisher is to be found.

## SECTION 2 - HEALTH AND SAFETY DURING SPECIFIC ACTIVITIES

### 2.1 SAFETY DURING PHYSICAL EDUCATION

A child's physical well being is of paramount importance. The School recognises the benefits of regular exercise for children of all ages and to this end offers its pupils a varied programme of PE throughout their time at the School. The activities on offer include:

Year Group	Activity	Location	Taught by:
Pre Nursery:	Dance/Drama	School	Dance/Drama teacher
Nursery:	Football	School	Football Coach
	Dance/Drama	School	Dance/Drama teacher
	PE	School	Member of School Staff
Reception	Football	School	Football Coach
	Dance/Drama	School	Dance/Drama teacher
	PE	School	Member of School Staff
	Swimming	Poolside Manor	Specialist staff
Year 1 and 2	Football	School	Football Coach
	Tennis	School	Tennis Coach
	PE	School	Member of School Staff
	Swimming	Poolside Manor	Specialist staff

All school-based activities are held in either the School Hall or, weather permitting, the playground. Dance Drama (held in the Hall) is taken in bare feet. In order to ensure the safety of all children undertaking PE, the following should be observed:

- ❖ Appropriate clothing to be worn: trainers (not football boots) no jewellery (exception – ear studs).
- ❖ Check apparatus for faults.
- ❖ Check apparatus is firmly fixed (if appropriate) before use.
- ❖ Use mats under apparatus if jumping exercises are planned.
- ❖ Support handstands and if necessary work on large apparatus.

- ❖ The class must not be left unsupervised.
- ❖ Any medical condition affecting a child's safety must be known to the teacher.
- ❖ Staff should wear appropriate footwear.

## 2.2 OFFSITE TRIPS

A member of staff with Paediatric first aid training will accompany the children on all trips offsite. This includes the regular offsite visits noted above and any one off trips organised by the School. For the avoidance of doubt this covers both EYFS and KS1

## 2.3 SWIMMING

Swimming lessons are held at Poolside Manor, Finchley and tuition provided by the Pool Staff. All swimming teachers are appropriately qualified to teach the age group. Poolside Manor undertakes to make all necessary Child Protection checks on the instructors, with enhanced DBS Disclosures obtained.

2/3 members of staff accompany the children to Poolside Manor and observe the classes in progress from the poolside. All observers must be in position before the pupils enter the pool and throughout their swimming session.

All teaching staff and pupils must be aware of what to do in an emergency. At the beginning of every term the swimming instructors explain to the children the use of emergency whistles, emergency evacuation procedures and emergency exits to be used if the need arises.

## 2.4 SPORTS INJURIES

### Hazards

Injury may occur as a direct result of P.E. or sporting activities. The main causes of sports injury are impact with other people or the floor, or stress on particular parts of the body. This may result in:

- ❖ Strains and sprains where ligaments are torn
- ❖ Dislocated joints
- ❖ Torn knee cartilage
- ❖ Strained or torn tendons or muscles
- ❖ Tendonitis – inflamed tendons
- ❖ Bruised muscles or bones
- ❖ Cuts or abrasions
- ❖ Fractures
- ❖ Concussion
- ❖ Cramps or stitches
- ❖ Dehydration
- ❖ Heat stress
- ❖ Shock from severe injury

## Control

measures

Individuals should only engage in an activity if it is appropriate for them.

Considerations include:

- Age
- gender, weight and build
- the existence or otherwise of injury, illness or disability
- general strength, suppleness, stamina and skill-related fitness
- training and practice in the particular activity
- whether or not opponents are at an equal standard
- Teachers and responsible adults should make themselves aware of any individual's special needs.
- Good discipline should be maintained during all sports sessions and unruly behaviour stopped promptly.
- Individuals should warm up before any activity with appropriate exercises in a predetermined routine. Afterwards individuals should cool down wearing a tracksuit or similar, moving until the body regains its normal temperature, and finish off by stretching until the body is relaxed.
- Participants should wear the correct clothing and any protective equipment dictated by the activity. Jewellery must be removed and long hair tied back (exception – ear studs).
- A supply of clean drinking water is readily available to avoid dehydration. Individuals should take frequent, small drinks rather than waiting until they are thirsty and taking larger amounts.
- There is always a qualified first-aider on site able to cope with minor sports injuries. He/she should be able to recognise more serious injuries and know how to contact a medical practitioner.
- A first-aid box is available in the First Aid Cupboard and Staff Room, clearly marked and its contents checked and replenished regularly.
- Most injuries may be treated with RICE – rest, ice, compression and elevation. Even if an injury appears minor, the individual should not rejoin the game but rest for at least ten minutes after which the first aider or responsible person should check for pain or swelling.
- Deeper cuts, serious falls, suspected fractures, sprains or concussion, etc. should be dealt with immediately by a first-aider and medical help sought immediately. The individual should be immobilised. See First Aid Policy
- Following any injury the first priority is the individual's safety and health. The continuation of the game or activity must take second place.
- All injuries should be reported in one of the Accident Books which are kept in the office. One is for injuries treated in school and the other for more serious injuries which require hospital treatment.

## 2.6 SEWING

Children start sewing lessons when they enter their Reception Year. This activity has been found to be very beneficial in developing a child's fine motor skills and eye/hand coordination.

### Hazards

- ❖ Injury through inappropriate use of equipment involved – eg scissors, needles and pins.
- ❖ Allergic reactions to fibres shed from materials used

## Control Measures

- ❖ Classes are small.
- ❖ Close supervision, under the guidance of the teacher
- ❖ All equipment and materials are purchased from a school supplier, ensuring that they are suitable for use by this age group.
- ❖ Lessons start with the children using appropriate safety needles (plastic) and ‘Binca’ - a loosely woven material which has preformed holes, no force required to form stitches.
- ❖ As the children gain in ability, they progress onto steel, thick blunt needles and the associated material (again with pre-cut holes for the stitches)

## 2.7 WOODWORK

Children start woodwork lessons when they enter their Reception Year. This activity has been found to be very beneficial in developing a child’s fine motor skills and eye/hand coordination. During the first lesson in the academic year the children are introduced to the Safety Rules and these are reinforced throughout the year.

### Hazards

- ❖ Injury through inappropriate use of equipment involved – eg hammers, saws
- ❖ Allergic reactions to fibres shed from materials used

### Control Measures

- ❖ Classes are small
- ❖ Close supervision, under the guidance of the teacher who will instruct children on the safe use of tools, equipment and materials
- ❖ All equipment is purchased from a school supplier, ensuring that it is suitable for use by this age group
- ❖ Frequent reminders of the safety rules

## 2.8 SCIENCE/DESIGN & TECHNOLOGY / ART ACTIVITIES

Hazards associated with working with a range of materials will be reduced to an acceptable level recognising that many of the tools and materials used by the pupils and staff can be found in many domestic environments.

All Staff will be given relevant medical/emergency information on those pupils who are likely to suffer allergic reaction to any of the materials or processes used in these areas.

Staff will make sure each pupil is physically fit for any activity or experiment they may undertake.

Staff will avoid situations that could result in stress to pupils.

The School will make sure that children know how to use the tools/equipment available to them and that they keep the working areas tidy. Where appropriate, pupils will be required to wear the provided personal protection equipment.

The following tools, materials and processes are considered to have the potential to cause injury. Appropriate risk assessments will determine, in each case, safe working procedures. All activities will be monitored accordingly.

### **Craft**

These will only be used by the teacher in charge.

**knives**

### **Low melt glue and Hot melt glue guns and Super Glue**

These are not used at the School

### **Power hand tools**

These will not be used by pupils.

### **Wood/plastic/metal/clay/modelling materials**

All materials used will be checked for suitability.

Pupils involved in activities which produce excessive quantities of dust/particles/chippings will be required to wear face masks and goggles.

The teacher will exercise extra vigilance when the children are working with rough wood and certain other materials.

### **Dirty Activities**

Whenever pupils are involved in activities where clothing could be soiled or damaged an apron will be worn.

### **Food preparation equipment**

Strictest hygiene procedures will be followed at all times. Sharp knives are kept out of reach of the children. Electrical equipment (mixers etc) are to be used under the strict supervision of the teacher in charge. Pupils will use safety knives designed for use by children (non-harming)

### **Food storage**

Only very small quantities of food will be stored in appropriate sealed containers maintained at the correct temperature. Sell by dates will be monitored.

### **Cookers and microwave ovens**

These will only be used by the teacher in charge and great care will be taken to never leave hot food and baking trays etc within a child's reach.

Cookers and microwave ovens will be sited and maintained as per manufacturer's instructions

### **Hot oil and boiling sugar**

These will not be used by pupils

### **Personal hygiene when working with food**

All pupils will be taught the need for personal hygiene and encouraged to wear clean aprons, wash their hands, cover any cuts and scratches with blue waterproof dressings and tie back long hair. Children also wear chef's hats when cooking. They will be taught to re-wash their hands after breaks or visits to the toilet.

### **Classroom hygiene**

Work surfaces, cookery aprons, utensils and washing-up equipment will be maintained in a clean and hygienic condition. Cups used by the children are sterilised once a week in Milton. All unwanted goods will be disposed of carefully.

### **Heating**

All heating activities will only take place under close adult supervision. The kiln will only be used by adults. The cellar where the kiln is situated is not accessible by the children and must be kept locked at all times.

### **Chemicals**

Before using any chemicals or process involving hazardous substances, staff will refer to the appropriate COSHH data sheets (see materials and hazardous substances). Chemicals will not be stored in any container other than that in which they were supplied. All cleaning materials are kept in a locked cupboard accessible only by school staff and cleaning staff.

### **Mains electricity**

This will **not** be accessed by pupils.

### **Battery power**

Reception and Key Stage 1 pupils will be taught to use batteries correctly and know the differences between mains and battery power. All battery powered equipment used by Nursery children is checked regularly to ensure that the battery covers are secure and cannot be accessed by the children.

### **Caring for animals**

Before any animal is kept in the school, reference will be made to appropriate documentation and the RSPCA. Pupils will be taught how to maintain personal hygiene while handling animals. Any animal bite will be treated by trained staff and then referred to a medical practitioner. Children will always wash their hands after handling animals.

### **Plants, fruits and seeds**

Staff will ensure that any plant, fruit or seed used in an activity is safe.

## **2.9 EDUCATIONAL VISITS**

Please see the School's Educational Visits Policy (applicable to both EYFS and KS1)

## **2.10 DISPLAY SCREEN EQUIPMENT**

It is the policy of the School to comply with the Health & Safety (Display Screen Equipment) Regulations 1992 utilising the guidance given in Booklet L26.

The School will carry out a suitable and sufficient analysis of all workstations to assess the health and safety risks to exposed persons. The School will plan the activities of 'users' to allow periodic breaks or changes of activity.

The School has a separate Display Screen Policy, please also refer to the Policy

## **2.11 MANUAL HANDLING**

It is the policy of the School to comply with the Manual Handling Operations Regulations 1992 utilising the guidance given in L23. Under no circumstances will pupils be allowed to lift or move heavy weights.

In particular, the School will:

- ❖ avoid the need, so far as is reasonably practical for employees to undertake any manual handling operation which involves a risk of injury.

- ❖ where a manual handling operation cannot be avoided, carry out a suitable assessment. The persons responsible for carrying out these assessments is the Principal
- ❖ encourage staff to use their common sense when making a risk assessment and if in doubt to consult the Principal.
- ❖ Train staff in manual handling. – Training held on October 2015, all staff attended

## 2.12 OUTDOOR ACTIVITIES IN THE SUMMER

At the School, we want staff and pupils to enjoy the sun safely. We will work with staff, pupils and parents to achieve this through:

### Education

These measures are in place:

- ❖ We will talk about Sun Protection in Circle Times and Assemblies at the start of and during the Summer Term.
- ❖ Parents and guardians will be reminded about sun protection and how they can help (usually by letter at the end of the Easter or at the beginning of the Summer Term.)

### Protection

- ❖ All pupils must wear their hats when in the playground etc. on hot, sunny days. These hats, which can be purchased in School, are a “legionnaire” design with a visor at the front and material at the back to shade the child’s neck.
- ❖ Pupils will be encouraged to stay in the shaded areas of the playground.
- ❖ Any weather/sunburn warnings will be heeded and any appropriate action taken.
- ❖ Parents are requested to apply sunscreen to their Nursery aged children before they arrive at School. As the Nursery Sessions are no more than 3 hours in duration, further applications of sunscreen at School will not be required.
- ❖ Parents of Reception or KS1 children are requested to apply sunscreen to their children before they arrive at School. If parents require their child to have a further application of sunscreen during the lunch time period, they are asked to provide a named tube for use at School. This is to be kept in their trays in the Reception Classroom or the Classroom (Years 1 & 2)
- ❖ All children are reminded at lunchtimes regarding the reapplication of sunscreen before they go outside after eating. The Reception children will be assisted by School Staff. Year 1 and 2 children will be encouraged to apply their own cream, with assistance if necessary, before they go outside.
- ❖ Parental permission will be necessary if children are provided with their own named sun protection cream at School.

## SECTION 3 - EMERGENCY PROCEDURES

### 3.1 EMERGENCY PROCEDURE SHEET FOR OFFSITE TRIPS

For example, coach/minibus crash, fire at the venue etc

- ❖ Establish the nature and extent of the emergency.
- ❖ Make sure that all other members of the party are accounted for and safe.
- ❖ Get names of any casualties and if there are injuries, establish their extent and give appropriate first-aid if trained and feel capable. Call the Emergency Services.
- ❖ The senior member of staff will contact the Principal.
- ❖ Contact the senior member of staff on call at School and establish who will take charge of the situation and what immediate action will be taken. Give full details of the incident (nature, date, time, location, names of casualties, and details of injuries). Take photographs if necessary.
- ❖ Advise other staff on the School Trip of the incident and actions taken. Decide, if appropriate, responsibilities to be undertaken by each adult member of the group.
- ❖ Ensure that an adult accompanies any casualties to hospital.
- ❖ Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
- ❖ Arrange for one adult to remain at the site of the incident to liaise with emergency services until the incident is over and all the students are accounted for.
- ❖ Control access to telephones
- ❖ No member of staff should discuss matters with the media.
- ❖ The School should notify the parents. Inform parents of any delays that will be necessitated.
- ❖ The Party Leader should make notes of the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.
- ❖ Legal liability should not be discussed.
- ❖ Notify insurers, especially if medical assistance is required.
- ❖ Write down accurately as soon as possible all possible relevant facts, witness details and any other vital evidence.
- ❖ Keep written account of all events, times and contacts after the incident.
- ❖ All parents, on admission to the School, have given prior consent for any medical procedures advised if they cannot be contacted in the event of a medical emergency.

### 3.2 FIRE EVACUATION POLICY

- ❖ School will hold a fire drill every term, the timing of which will be known only to selected staff
- ❖ If the school is not cleared in the minimum time, the drill will be considered inadequate and a further practice held until the satisfactory standard is achieved.
- ❖ A record will be kept of the date and time of every fire drill and the exact time taken to clear the building.
- ❖ The warning, in case of fire, shall be given by a bell which is not used for other purposes and can easily be recognised by staff and pupils and will be heard clearly in all parts of the building.
- ❖ The fire alarm system will be tested regularly as indicated in the Fire Safety Folder. In addition the system will be tested every 6 months by a competent contractor under a maintenance contract. Details will be kept of these tests.
- ❖ Any person discovering a fire should immediately raise the alarm (so that evacuation procedures may commence) and inform the Principal and/or Deputy Head or School Secretary.

- ❖ Teachers are considered to be competent to implement evacuation procedures. All teachers in charge of the class will therefore be responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the defined roll call area, which is the Front of the School/playground. In the event of an actual fire, any subsequent movement will be decided by the Head Teacher/Deputy Head and Bursar.
- ❖ The Principal will ensure that there is an effective system for ensuring that class registers, current to that day, are available for the roll call.
- ❖ The person responsible for informing the Fire Brigade will be the School secretary or whoever discovers the fire.
- ❖ The persons responsible for bringing out the registers will be the class teachers.
- ❖ Teachers call the roll for pupils. The Principal or Head calls the roll for staff.
- ❖ Directions for the evacuation of pupils and others will be displayed in a prominent place in classrooms, the hall, office, gymnasium, dining room and kitchen.
- ❖ Arrangements will be made locally for all appliances using gas and electricity to be switched off.
- ❖ Exit doors leading from school buildings should never, under any circumstances, be locked during school hours. The Head Teacher and Principal should ensure that no unauthorised persons re-enter the School, under any circumstances, during a fire practice or actual fire emergency.
- ❖ No-one re-enters the building until this is approved by the person in charge of the evacuation.

Emergency Procedure Sheet in case of Fire – see Appendix V

\* Should we have to evacuate the building and grounds, our arranged meeting point is outside Number 2 Highgate Avenue N6, on the School ramp

### 3.3 FIRE EXTINGUISHERS

- ❖ All staff will be trained annually in the correct use of extinguishers and are expected to know where the extinguishers are located around the School.
- ❖ Regular, random checks will be carried out on Fire Extinguishers by the Principal/School Secretary and a maintenance contract arranged with a recognised competent contractor.
- ❖ Access to the extinguishers will be kept clear at all times and nothing is to be placed on top of them.

### 3.4 BOMB SCARE PROCEDURES – as per Fire Evacuation

## **SECTION 4 - OUTSIDE CONTRACTORS AND VISITORS**

### **4.1 VISITORS, DELIVERIES ETC**

All visitors, including parent volunteers, are required to sign-in on arrival and on departure and produce proof of identity. The signing list is located by the front door. The identity of each visitor is checked and he/she is given a “Visitors Badge” which is to be worn during their visit.

Deliveries are made to the front hall with a member of staff (usually the School Secretary) in attendance to sign for the delivery, see the delivery man off the premises and securely lock the front door.

The School has a number of regular deliveries (for example, fresh water cylinders for the staff room) where the goods are taken by the delivery man to the location in question.

If thought necessary, visitors will be accompanied around the school.

The School is not hired out to Members of the Public. All activities which take place on School premises relate to School business.

### **4.2 SCHOOL CONTRACTORS**

All building work undertaken at the School takes place during the School Holiday periods when the children are not at School.

## SECTION 5 - REGULATIONS, TRAINING AND REVIEWS

### 5.1 COSHH REGULATIONS

The School is working towards implementing a COSHH database within the School, with the following aspects:

- ❖ The School will establish and keep a COSHH folder in which will be listed the Data Sheets for each substance brought into the School, together with a written assessment, where necessary, of the exposure of all persons who may use or be exposed to those substances.
- ❖ It will be the responsibility of each member of staff to be acquainted with and keep up to date with the information contained in the COSHH folder.

In addition:

- ❖ The School will take the necessary steps to comply with the above Regulations.
- ❖ It is recognised that substances to which the Regulations apply will be used in the offices, maintenance and domestic cleaning
- ❖ All cleaning materials will be kept in a locked cupboard or out of the children's reach. In particular, the disabled toilet on the ground floor and the guest cloakroom by the first floor are to be kept locked at all times during the School day. Children are not allowed to go up to the second floor Staff Room unless accompanied by a staff member.
- ❖ All cleaning staff must to be aware of and follow the correct procedures with regard to all cleaning products used in the School.

### 5.2 ELECTRICITY AT WORK REGULATIONS

- ❖ The School will take the necessary steps to comply with the above Regulations.
- ❖ The School will undertake the appropriate statutory examinations of all electrical equipment that are required by the Regulations. Portable wiring testing takes place every year and fixed wiring testing every 3 years.

### 5.3 CONTROL OF LEGIONELLOSIS

The main objective of the School is to operate all water services at temperatures which do not permit the growth of Legionella and to avoid stagnation. The school will ensure that the system is clean in order to minimise the opportunity for bacterial contamination. A Legionellosis survey of the School will be conducted regularly in accordance with the required schedule (the last survey was undertaken by Quartec Occupational Hygiene Limited in January 2012). All recommendations outlined in the survey report have been implemented.

It is recognised that if a calorifier or substantial part of the system is on stand-by operation, or if it is out of use for a week or longer for maintenance or other purposes, water will be raised to the operating temperature throughout for at least an hour before being brought back into use.

The following regime of routine inspection and maintenance will be established:

- ❖ Water temperatures of taps after one minute running will be checked regularly.
- ❖ Conditions in any tanks for the presence of organic materials, vermin, etc. will be checked annually.
- ❖ The system will be cleaned and disinfected if routine inspection shows it to be necessary.
- ❖ The shower in the first floor bathroom will be run regularly when not in use.
- ❖ All taps in the children's cloakrooms to be run at the beginning of term before the children arrive back at school, to ensure any possible contamination to be cleared.

#### 5.4 ASBESTOS

Quartec Occupational Hygiene Limited undertook an Asbestos Management Survey of the School in January 2012. No asbestos was detected during the Survey.

#### 5.5 SCHOOL PREMISES SAFETY AUDIT

The Principal inspects the School Grounds on a daily basis and deals with any hazards found. All equipment is inspected regularly and if found to be damaged/broken is taken out of use to be either mended or disposed of.

It is the responsibility of all staff to report any concerns regarding Health and Safety to the Principal or Deputy Head for appropriate action to be taken. If necessary, the remedial action required will be timetabled to be undertaken during the School holidays by the School's maintenance contractor.

The following areas will be included in the regular inspections and maintenance regime:

## PLAYGROUND

Ø Playground Surfaces	Ø Leaves/ice/plants
Ø Soft surface around climbing frame	Ø Gates and doors
Ø Climbing equipment in the grassed area	Ø Hooks, handles
Ø Fixed/portable Apparatus/Equipment	Ø Fencing
Ø Drinking Fountain	Ø Windows and roofs
Ø Furniture	Ø Guttering, waste pipes
Ø Stairs and railings	Ø Drains, manholes
Ø Storage	Ø Litter bins

### **Buildings:**

Ø Doors, catches, handles, bolts	Ø Switches and plugs
Ø Windows, catches	Ø Fire alarms and notices
Ø Hooks, locks, lights	Ø Soap dispensers
Ø Floor coverings	Ø Cloakrooms, cisterns
Ø Storage	Ø Towel holders
Ø electrical heaters	Ø Sinks, water heaters
Ø Electric sockets	Ø Mixers
Ø Extinguishers	Ø Toilet brushes
Ø Blinds	Ø Obstructions
Ø Radiators	Ø Apparatus
Ø Dangerous substances	Ø Equipment, furniture

## 5.6 TRAINING AND STAFF CONSULTATION

- ❖ The School will comply with the Health & Safety at Work etc. Act 1974 and Management of Health & Safety at Work Regulations 1992 with respect to training and staff consultation in order to meet regulatory requirements.
- ❖ Before entrusting any task to an employee, the School will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.
- ❖ The School will provide employees and visitors to the school with health and safety training and/or guidelines:-
  - To new members of staff, who will receive induction training on first starting at the School. This induction training will give general health and safety training on the risks associated with the School's undertaking, including arrangements for first-aid, fire and evacuation. It is the responsibility of each member of Staff to familiarise themselves with the School's Policies and Procedures.
  - Staff will be provided with advice and guidance on the arrangements for assessing and evaluating risks, their accountabilities to deal with identified risks and to report any concerns to the Principal in order to ensure appropriate action is taken to ameliorate any perceived risks;
  - at the beginning of a new academic year or their being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology;
  - periodically as refresher training where possible, e.g. First-Aid training every 3 years, Fire Drills, Annual Fire Extinguisher training etc
  - Records will be maintained of all training that has been given. The Principal is responsible for coordination of training on the School's behalf.
  - Visitors to the school will be handed a leaflet at signing-in regarding the school's commitment to good Health and Safety for everyone in the school and expectations with regard to maintaining standards of health and safety and for reporting incidents and concerns.

## 5.7 REVIEW

The Principal will review this policy statement annually and update, modify or amend as it considers necessary to ensure the health, safety and welfare of staff and pupils.

## Appendix 1 – Reporting of Accidents

If a pupil or member of staff is injured whilst at School or on an off-site activity the School is obliged by law to record the injury in the Pupil Accident Book. This is kept in the Nursery Cupboard together with other first aid related paperwork. Parents will be notified of the accident the same day or as soon as reasonably afterwards.

### When to use the Pupil Accident Book

Immediately following the accident. Be sure to include as much information as possible about the accident. Do not complete Section 4 unless the accident requires reporting to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Upon completion, tear out the record and give it to a member of the School Office Staff. All completed records are kept in the School Office, together with additional unused Accident Books which comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

### Reporting of Injuries, Diseases and Dangerous Occurrences Regulations RIDDOR

The law states that certain types of injuries must be reported to the Health and Safety Executive. The reportable major injuries are listed below:

- Fractures (other than to fingers, thumbs or toes)
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- A chemical or hot metal burn to the eye
- Any penetrating injury to the eyes
- Any amputation
- Any injury resulting from electric shock or electrical burn
- Any other injury leading to hypothermia, heat induced illness or unconsciousness
- Any other injury leading to resuscitation, or requiring admission to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
  - Acute illness requiring medical treatment or
  - Loss of consciousness
- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material. **For more information please consult the RIDDOR Regulations.**

## Appendix 2 - Fire Evacuation Plan

- On discovering the fire, operate the nearest break glass call point.
- The School Secretary will dial 999 giving all known information.
- Evacuate the building via the nearest escape route, ensuring all children under your responsibility have left the building.
- Assemble in the playground (evacuation to the rear of the building) or on the ramp (evacuation through the front of the building).
- The Principal, Head or Deputy Head will be responsible for overseeing evacuations.
- Class Teachers are to check all their children against the Class Register and report to the Principal/Head/Deputy that all are present.
- The Head or Deputy Head will liaise with the Fire Service on their arrival.
- Do not re-enter the building until instructed.

**Usual access/egress routes may be affected by and fire and it is therefore essential that all staff are fully aware of all alternative routes from the premises.**

### Appendix 3 - Health & Safety Education Programme

#### NURSERY

##### Hygiene

The children are taught: to wash hands after using the toilet, before eating and when dirty; to flush the toilet after use; to use toilet paper; general cleanliness.

##### Health

The children are taught: about keeping dry, appropriate clothing and changing wet clothes; about foods which are good or bad for you; about eating and drinking sensibly.

##### Safety

The children are taught: only to drink water from the drinking water tap (never from water trays, etc.); safe use of toys and apparatus; never to run in the classroom and why; never to throw sand and what to do if sand gets in your eyes.

##### General

The children are taught: to co-operate with each other in a harmonious atmosphere, to share and take turns.

#### RECEPTION CLASS AND KS1

The children are taught, supervised and encouraged to adopt good health, safety and hygiene habits, e.g. toilet hygiene, washing hands, safe behaviour.

The Science Scheme of Work (following the National Curriculum) provides for Key Stage 1 pupils to learn about their own bodies, senses, growth, care of babies, food, diet, germs, disease and hygiene, pollution and its effects on humans, safety in the home (with particular reference to electrical items).

## **Appendix 4** Evacuation Plans – Offsite Visits

### Poolside Manor

Staff should leave the building immediately they hear a fire alarm following centre staff directions. The teachers should ensure they accompany their classes at all times and take a roll call when they have reached the assembly point.

## Appendix 5 WORK RELATED STRESS - additional information

### Causes of Work Related Stress

There is rarely a single cause of stress and the causes may be interrelated, particularly the home/work interface. Causes of stress are referred to as stressors. Although not an exhaustive list, below are some suggested examples of stressors. It is important to remember it is the individual's' reaction / perception to a stressor that counts not the managers / assessors reaction to the stressor.

- Unrealistic targets and workloads
- Long working hours
- Conflicting priorities
- Poor communication
- Poor delegation
- Insufficient resources
- Rapid change
- Uncertainty or insecurity
- Lack of involvement
- Management style and conflict

A variety of methods can be used to identify these including informal staff talks, focus groups, sickness/absence records, questionnaires and workplace inspections.

### Strategies for reducing stress

- Evaluate that sufficient resources are available to complete work allocated, if not re-evaluate priorities
- Ensure the demands on staff are achievable
- If workload is a problem, look at trying to reduce it.
- Ensure targets are challenging but realistic, listen to the individual; consider flexible working
- Support staff by assisting with prioritisation of work and the establishment of realistic deadlines
- Help people prioritise workloads, provide time management training if required;
- Provide adequate staff training and ensure that their skills and abilities match the demands of the job
- Encourage staff to raise problems in early stages if they cannot cope
- Encourage delegation if it is possible;

- Ensure that proper risk assessments are carried out to control physical hazards
- Ensure that employees concerns about their work environment are considered and addressed
- Ensure that any risk from physical violence, verbal abuse and bullying is identified, controlled or dealt with
- Encourage team cohesion and commitment

### Supporting the School Staff

- Endeavour to provide more control to staff by enabling them to plan their own work, make decisions about how this should be completed and how problems should be tackled
- Only monitor employees output if this is essential
- Ensure regular meetings with staff take place to see how things are going
- Provide a supportive environment
- Provide support and encouragement, even when things go wrong
- Listen to staff and agree actions for tackling problems
- Review employees' performance so that they know how they are doing.
- Encourage feedback from your employees to identify any problem they may be having
- Encourage staff to share their concerns about work-related stress at an early stage
- Encourage staff to discuss their problems with you
- make yourself approachable;
- Take a sympathetic approach to any personal problems the employee may have;
- Ensure that individuals do not feel that they are being discriminated against on the grounds of race, sex, disability and other irrelevant reasons – value diversity
- Encourage achievement of effective work-life balance.

### Relationships

- Ensure there are suitable lines of communication between employees, colleagues, and the senior management team, to discuss work procedures and other work related issues.
- Ensure you are satisfied there are no significant work related problems or concerns within the work area.
- Know your staff and recognise changes in behaviour.
- Ensure all staff are aware of how to report work related problems or concerns within the School.

- Ensure you are approachable and there are opportunities to communicate.
- Ensure there are no significant concerns about bullying or harassment within your area of responsibility.

### Support Services Available

- Occupational Health Unit, tel. 650 8190 Individual staff contact details can be found at: [www.ed.ac.uk/schools-departments/health-safety/occupational-health/about/contact](http://www.ed.ac.uk/schools-departments/health-safety/occupational-health/about/contact)
- Staff Counselling, tel. 650 2513 A confidential answerphone. Leave a message and best contact number and your call will be returned as quickly as possible.

### Sources of Guidance and Advice

- Health and Safety Executive - Work Related Stress <http://www.hse.gov.uk/stress/index.htm>
- Health in Mind <http://www.health-in-mind.co.uk/>
- Mental Welfare Commission for Scotland <http://www.mwscot.org.uk/>
- Mind for better mental health <http://www.mind.org.uk/>

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By Martin Ayres & Mary Fysh

Reviewed annually

