



**Birmingham Federation**  
Maintained Nursery Schools

*Allens Croft Nursery School*  
*Jakeman Nursery School*  
*Shenley Fields Nursery School*

*Lillian De Lissa Nursery School*  
*Newtown Nursery School*  
*St Thomas Nursery School*

*Adderley Nursery School*  
*Gracelands Nursery School*  
*Highfield Nursery School*

# **HEALTH AND SAFETY POLICY**

**Cluster:**

**Gracelands Nursery School**  
**Jakeman Nursery School**

Local Committee Approved: 22 October 2024

Full Governing Body Approved: 09 December 2024

Date Policy Adopted: 22 October 2024

Date for next renewal: Autumn Term 2026

Chair of Governors: Sean Delaney

Executive Head Teacher: Samantha Richards

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Regulations for health & safety are continuously being refined to make much more clearly what must be done to ensure the safety of the whole school community. For Aided schools the Governing Body is the employer so they have an absolute responsibility for safety, which in turn will be delegated down to the Head Teacher and other school based staff. Birmingham City Council are not the employer, but under SLA's can offer guidance and standards for safety to school through official circulars/briefs or from Education Safety Services.

This General Statement expresses the current relationship between the parties concerned.

### Statement of general policy

The Governing Body for Birmingham Federation of Maintained Nursery Schools acknowledge and accept their statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the school's premises or carrying out the school's business elsewhere.

This duty also extends to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- All persons employed at the school whilst they are at work
- Persons other than School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Somewhere School whilst they are at work

To effectively achieve this, school will provide, so far as is reasonably practicable:

- Safe premises, plant and systems of work
- Safe methods of using, handling, storing and transporting of articles and substances
- Information, instruction, training and supervision
- A safe working environment
- Safe access to, and egress from, a place of work and procedures for evacuation in an emergency

The Governing Body for Birmingham Federation of Maintained Nursery Schools will adopt best practice safety policies, guidance and advice issued by BCC, and advice from Safety Services. Birmingham Federation of Maintained Nursery Schools will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of health and safety

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

At Jakeman Nursery School and Gracelands Nursery School, we support health and safety in the following ways:

All staff, students and visitors are aware of the Health and Safety procedures in our schools; and understand the importance of managing their own health and safety.

The safety of the children is paramount at all times and underpins all the following procedures.

## Organisation and responsibilities

### **Governing Board**

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the School's Health and Safety at Work Policy. This will be achieved by monitoring the setting's responsibilities and specific arrangements set out within this Safety Policy.

The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a Health & Safety Group. The role of the Group will be to act as a communication link between the Governing Board, Executive Headteacher, Building Services Manager and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief report to the full Governing body each year
- Bring any matter of concern relating to health & safety, that cannot be resolved through the schools management structures or by the Head teacher, to the immediate attention of the Chair of the scrutiny committee or the Chair of the Governing Board if it is a serious concern.

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

Members of the Group shall include the following cluster membership:

Executive Headteacher/Governor

Building Services Manager

Named Governor

School Business Managers

Deputy Head Teachers

Cluster SENDCO

Each Group member will be confirmed annually by their representative bodies as appropriate and endorsed by the Governing Board. The Group will meet each school year and more often at the request of one Group member, the Executive Headteacher or the Governing Board.

### **Executive Headteacher—Appointed Person for School Health and Safety**

The Governors charge the Executive Head teacher, Samantha Richards, with the day-to-day responsibility of managing and enforcing the School Health and Safety at Work Policy. Where necessary, the Executive Headteacher will initiate, support and assist her staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this policy.

Responsibility to assist the Executive Head teacher with the management of the nursery safety may be delegated to the Deputy Head teacher. This person will deputise in the absence of and/or on behalf of the Executive Headteacher and may assume the role of the School Health & Safety Co-ordinator.

The Executive Headteacher is also responsible for the day to day implementation of the School's Policy. Her role is to support other members of staff and ensure they are familiar and clear as to their duties and responsibilities under this Health & Safety Policy. She will also be responsible for convening meetings of the Safety Group if appropriate. The Executive Headteacher will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. She will keep up to date safety regulations and through the Safety Group initiate steps to ensure that arrangements for health & safety at School conform to both current regulations and best known practice.

- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief report to the full Governing Board each year
- Bring any matter of concern relating to health & safety, that cannot be resolved through the schools management structures or by the Executive Head teacher, to the immediate attention of the Chair of the scrutiny sub-committee of the Governing Board or the Chair of the Governing Board.

A clear intention is to seek continual improvement through the development of a safety culture

built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

### **Supervisory School Staff**

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of the school health and safety management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

### **Room Staff**

The nature of the settings' activities can be diverse and essential activities and priorities may vary between areas. They will be responsible for undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others.

They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager and/or the appointed Safety Co-ordinator. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings.

In the event of a hazard presenting a significant risk to anyone in the setting, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions—such as restricting access to the hazard before reporting the matter to the Executive Headteacher and/or the Deputy Headteacher. Staff will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the LA or Governing Board or Executive Headteacher.

### **Building Services Manager / Building Services Supervisor**

The Building Services Manager has a key role in managing health and safety. In addition keeps the setting clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Executive Headteacher. The Building Services Manager may also be responsible for the supervision of cleaning staff, materials and any equipment they use. He/she will be responsible for undertaking/assisting in the risk assessment process in matters relating to her work and that of members of staff or others. This will include responsibility as first point of call and active liaison

with contractors who are at the setting premises, ensuring they comply with and are aware of the Health & Safety Policy and arrangements. It is expected that particular work undertaken by the Building Services Manager will identify quickly areas that threaten the safety of themselves, pupils or other members of staff.

The Building Services Manager will inspect their designated areas regularly to identify hazards and will raise any concerns with line manager School Business Manager, the Executive Headteacher or Deputy Headteacher. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measure, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in the setting, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions—such as restricting access to the hazard before reporting the matter to the Executive Headteacher/Deputy Headteacher. The Building Services Manager will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the LA, Governing Board and Executive Head teacher.

### **Support Staff**

The final level of responsibility for implementing School's Health and Safety policy is that of the individual member of staff who has a statutory duty to cooperate with the staff team and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and colleagues.

They will assist in the process of undertaking a suitable assessment of the risk to health and safety arising out of, or in connection with their work.

In the event of a hazard presenting a significant risk to anyone in nursery, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to their line manager.

### **Students**

Staff and students follow the guidelines set by the appropriate college, school, university and the nursery guidelines in the student and staff handbook.

### **Parents/Helpers**

Parents and helpers in school are always supervised and given appropriate and enjoyable activities to work with and are encouraged to take part in their child's education as much as possible. Parents and helpers do not carry out any first aid procedures, help with toileting or changing children's clothing. If parents volunteer on a regular basis, they must undertake an enhanced DBS check and follow the Volunteer Policy guidelines.

## Arrangements

The Governing Board, Executive Headteacher, Deputy Headteacher/HoS/SNM will ensure that those appointed and charged with responsibility for implementing the school's Health and Safety Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities. Where specialist knowledge is required, advice will be sought from Education Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the safety policy and/or Safety Services Safety web site for guidance on specific safety topics.

The specific arrangements for managing health and safety within school, designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

- All accidents to pupils are recorded in the appropriate accident book situated in each unit. Accidents must be reported to parents and they are given a copy of the accident slip.
- All serious accidents to pupils when they have needed hospital treatment are recorded on the School Accident, Incident and Near Miss Form. Accidents to staff are recorded on this form. These, after senior management accident investigation, are emailed to Education Safety Services.
- Any unsafe equipment, material or damage to the buildings or grounds should be reported to: - Samantha Richards– Executive Head Teacher, Deputy Head Teacher/Senior Nursery Manager.
- Action following a risk assessment will be reported to the Governing Board

## Insurance

We have public liability insurance and employers' liability insurance through the Local Authority and the certificates are displayed in the entrance areas to our school/s. We also have insurance through the LA for children attending the setting.

## Key Building Duty Holders

The main building duty holder for the School is the Executive Head Teacher and the following staff are appointed as Support Duty holders for fire, asbestos, legionella and statutory testing: Deputy Head Teachers, School Business Manager and Building Services Manager

Both the Executive Head Teacher, Building Services Manager and School Business Manager have accessed Duty Holder training.

## Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on a various items of plant and equipment at appropriate frequencies.

Failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.



Further information on statutory testing can be obtained from Infrastructure and Development, Asset Management, Education & Skills Infrastructure Tel: 0121 303 3767

This arrangement will be closely monitored by the School Business Manager/ Building Services Supervisor to ensure test results are entered into the Property Log Book. A matrix will also be displayed at the front of the log book regarding the ongoing status of test compliance.

### Electrical/ Gas Equipment

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.16 above), staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of a member of the Safety Improvement Group.

All electrical/gas equipment conforms to safety requirements and is checked regularly. Our boiler/electrical switchgear/meter cupboard is not accessible to the children. Electric sockets, wires and leads are properly guarded and the children are taught not to touch them. There are sufficient sockets to prevent overloading. The temperature of hot water is controlled to prevent scalds. Lighting and ventilation is adequate in all areas including storage areas.

### Storage

All resources and materials which children select are stored safely. All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### Substances Hazardous to Health

All stored cleaning materials **MUST** be kept in the locked cleaners' utility store cupboard. A COSHH sheet must be completed and stored for all chemicals / cleaning materials.

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

Contractors will ensure/All cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002).

NOTE: it is critically important that appropriate staff are formally trained to be aware of and understand the COSHH 2002 risk assessments. Where chemicals other than those listed are used then a supplier data sheet must be obtained and information processed into safe use to comply with COSHH.

### Asbestos

All buildings built pre the year 2000 may contain asbestos, particularly within the walls surrounding the central heating boilers. Staff must not pierce the fabric of the building (walls, floors, ceilings etc.) in any way without the explicit consent of the Executive Head Teacher. This includes the use of staples and/or pins in the walls.

Recognising the absolute duty to manage asbestos containing materials (ACMs) effectively in the premises, there will be strict compliance of the policy issued by Education Safety Services Health & Safety:

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

To reinforce this policy, members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Asbestos Survey, Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and this policy and instructed that any work they undertake has considered the possibility of disturbing asbestos. Where necessary, an Intrusive Survey will be undertaken in areas to be disturbed before any work begins. Contractors that may need to consider disturbing the fabric of the building are to be shown the asbestos management plan for the site concerned and ask to sign to document their understanding of the information there held.

The asbestos management arrangement will be reviewed annually by the Safety Group.

The Duty Holder responsible for strict enforcement of this arrangement is the Executive Headteacher and in her absence the Deputy Head Teacher.

All damage to the fabric of the building must be reported immediately to the Executive Head Teacher or the senior member of staff responsible for the site at the time of the discovery.

### **Fire and Evacuation Procedures**

There are several areas of the nursery that need to be considered in relation to fire safety procedures and these are outlined separately where appropriate (see separate Fire Risk Assessment, Evacuation and Lockdown Policy).

#### **Fire Drill**

See copy of procedures situated within the school buildings.

Information on the fire extinguishers is situated next to each extinguisher.

### **General Fire safety**

The Head Teacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps needed to be taken. In addition, it will be ensured that arrangements for staff training are undertaken and recorded, and procedures to be followed in the event of a fire emergency are set out.

All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in the Building Service Manager's office.

Fire doors are clearly marked, never obstructed and easily opened from inside. Smoke detectors/alarms and fire-fighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.

Our emergency evacuation procedures are: clearly displayed in the premises, explained to new members of staff, volunteers and parents; and practiced regularly at least once a term. Fire drills take place regularly through the year in a planned way.

**Autumn Term** - inform children immediately before (to familiarise them with the bell and process to be followed) then have a full practice evacuation

**Spring Term** - remind children about procedure and then have drill next day

**Summer Term** - no warning before drill

We also endeavor to practice evacuation procedures at different times of the day in order to ensure that all children and staff have experience of the procedure. Records are kept of fire drills. All staff are given training on induction of the evacuation and fire procedures and feedback is sought following drills. We are aware of the need for training of staff on the use of fire-fighting equipment.

### **Procedure for the location of a lost child in the event of emergency evacuation of the building**

If having followed the evacuation procedure the senior member of staff responsible for the site is made aware that there is a child that is unaccounted for, the following procedure will be followed:

- Named senior member of staff will confirm with key worker/other staff where child was last seen in nursery if possible.
- Senior member of staff will then undertake immediate risk assessment of possibility of being able to re-enter the building in order to locate the child.
- If possible then this senior member of staff will re-enter the building informing the next senior member of staff of the areas of the nursery they will search before returning to evacuation point.
- If it is felt that it is unsafe for a member of staff to re-enter building or child is not located then the senior member of staff will report the lost child status immediately to the fire service personnel when they arrive.

### **Risk Assessment**

We will undertake a whole nursery curriculum risk assessment of the learning environment three times a year. This is to include an assessment of all risk assessment activity in the previous term and all issues recorded.

We conduct daily risk assessments across the nursery and outdoor areas. All issues/concerns are to be recorded on the provided format and those that are not possible to immediately and permanently resolve are to be reported.

### **Dynamic Risk Assessment**

All risk assessment processes are to be considered 'dynamic' and should evolve to meet the changing circumstances and needs of the organisation to maintain safety standards.

This concept is for named staff that have been trained and can demonstrate a clear understanding of applying the risk assessment process prior to the commencement of hazardous work task; such as working at height. The Headteacher will act as a 'permit to proceed' with hazardous tasks.

Following consultation with school staff, the Safety Improvement Group will identify and list specific work tasks where a significant risk of harm could arise. The staff consultation process and list of jobs/tasks identified will be reviewed annually.

Staff are instructed not to undertake any of the listed tasks unless it follows a safe system of work and prior approval has been sought.

### **Premises Safety Sweeps**

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by staff teams sweeping a designated safety zone within the school and findings will be recorded on a Safety Sweep checklist every day.

Any issues raised on the Safety Sweep forms will be brought to the attention of the Executive Head Teacher/School Senior Leaders/School Business Manager.

These arrangements will be closely monitored and checklists inspected annually by the Safety Improvement Group. Any failure to comply with these arrangements must be brought to immediate attention of the Executive Head Teacher and Governing Body.

### **Play Area and Grounds Safety Sweeps**

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by staff teams working in their areas. Staff are reminded to report any issues immediately.

### **Checks of equipment and resources**

Where any remedial works are identified and reported to the Executive Head Teacher, Deputy Head Teacher, School Business Manager and Building Services Manager.

### **Activities**

Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the nursery. The layout of play equipment allows adults and children to move safely and freely between activities. All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded. All materials, including paint and glue, are non-toxic. Sand is clean and suitable for children's play. Physical play is constantly supervised. Children are taught to handle and store tools safely. Children who are sleeping are checked regularly. Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### **Outdoor Area**

Our outdoor areas are securely fenced. Our outdoor areas are checked for safety and cleared of hazards before they are used. Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides. Where water can form a pool on equipment, it is emptied before children start playing outside. Where an outdoor sand pit is in situ they are covered when not in use.

All outdoor activities are supervised at all times. Our outdoor climbing equipment may be provided to appropriately challenge our children, however, risk assessments are undertaken and children are supervised at all times. We have a separate Sun Safety Policy.

### **Outdoor play on school site**

- There must always be a member of staff outside with the children (in line with appropriate ratio staff to children for each age group)
- Ensure all gates are shut, the boundary secure and the site safe
- Refer all accidents to a member of staff indoors
- Check equipment is safely erected, situated and maintained via the established morning risk assessment prior to children using the area

### **Safeguarding and Child Protection**

All suspected non-accidental injury must be reported to the Executive Head Teacher or, in her/his absence, the designated teacher (typically Head of School) immediately. Please see specific policy for detailed information.

### **Security**

The school will undertake a review of security annually. This will be undertaken by the Safety Improvement Group. Findings will be recorded and progressed onto action plan of remedial measures. Staff are tasked with bringing any concerns they may have to the immediate attention of the Executive Head Teacher.

All staff and volunteers will have a DBS check when they begin employment in school.

Systems are in place for the safe arrival and departure of children.

The arrival and departure times of adults - staff, volunteers and visitors - are recorded. Our systems prevent unauthorised access to our premises. Our systems prevent children from leaving our premises unnoticed.

- All visitors must sign the visitor's book and wear a visitor's badge carried around the neck with a 'visitor' lanyard (this does not apply to parents / carers registering a child)
- Staff must feel free to challenge anyone they are not familiar with to establish who they are and what is their business
- All known visitors are recorded in the weekly diary

The majority of our doors are fitted with an access control system. Staff are informed at induction to not give their security cards to any unauthorised person. Visitors, Parents / Carers must be escorted after they have signed in at Reception. If the external doors to the Nursery

entrance are open during greeting and leaving times, at least one member of staff will be in attendance.

The personal possessions of staff and volunteers are securely stored during nursery sessions.

### **Contractors and visitors on site**

To report to Reception on arrival, sign the visitor's book and wear a visitor's identity. All visitors to the school must sign in and be supervised by a member of the school staff at all times as appropriate. Contractors must report to the school office who will contact either the Building Services Manager, or School Business Manager or the Executive Headteacher/Deputy Headteacher who will ensure appropriate working or for the Contractor RA to be completed for larger jobs.

### **Drop off and collection of children**

- Parents and carers are asked to make sure that they bring and collect their child from their member of staff, saying 'hello' and 'goodbye' so that we know the child is here or has been collected.
- Staff follow the set procedure. Forms are filled in by parents on admission and kept in group folders in the school office. Any changes to the collection of children are recorded and the relevant paperwork updated.
- Only adults (18 years and over) that we have previously met as a carer of that child and that feature on the collection list for that child will be permitted to take a child home without challenge
- No child will be allowed to leave with an adult who is not on the child's contact list, unless a parent / carer has given specific permission. Any problems or concerns MUST be referred to the Executive Head Teacher or Senior staff member who will phone to confirm and make a decision.
- Children will not be released to anyone under the age of eighteen years of age, unless through exceptional circumstances by prior arrangements
- Where a call is received from an authorised adult to advise us that an unauthorised adult is collecting, a password (randomly generated by the admin team) is to be given and recorded in the main diary. The member of the staff team receiving this call is also to ascertain the relationship between the adult and the child to be collected and a basic physical description.
- If there is any doubt whatsoever as to the identity of an individual making a request for an alternative adult to collect a child the staff member is to hang up and return the call using the telephone number/s recorded on the admission form
- All such alternative collection arrangement (such as the giving of a password) must be reported to a member of the senior leadership team without delay
- Staff must feel free to challenge anyone they are not familiar with to establish who they are and what is their business
- An additional adult stands near the door into school when children arrive and depart from the building.

## **Taxis**

- Children are not released to taxi companies except in the case of special need where an approved taxi organised by social services may be used.

## **Windows, Doors, Floors and Stairs**

Low level windows are made from materials which prevent accidental breakage or are made safe. Windows are protected from accidental breakage or vandalism from people outside the building. Windows above the ground floor are secured so that children cannot climb through them. We take precautions to prevent children's fingers from being trapped in doors. All surfaces are checked daily to ensure they are clean and not uneven or damaged.

## **Kitchens**

Children do not have unsupervised access to kitchens.

All surfaces are clean and non-porous. There are separate facilities for hand-washing and for washing up. Cleaning materials and other dangerous materials are stored out of children's reach. When children take part in cooking activities, they:

- are supervised at all times;
- are kept away from hot surfaces and hot water; and do not have
- unsupervised access to electrical equipment.

## **Vehicle/Pedestrian Traffic**

Jakeman: There is a pathway for pedestrians. Deliveries are through the main reception to school. There is a connecting staff carpark.

Gracelands: There is a marked pathway for pedestrians. Deliveries are through the main reception to school. There is no staff car park or connecting carpark.

## **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 for health and safety. The induction training covers matters of employee well-being, including safe lifting, climbing and the storage of potentially dangerous substances.

Records are to be kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part. Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the nursery.

As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.

We have a separate (no) 'smoking in school' policy.

Children are made aware of health and safety issues through discussions, planned activities and routines.

### Children's Safety

Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure & Barring Service (DBS) and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.

Adults do not normally supervise children on their own. All children are supervised by adults at all times. Whenever children are on the premises at least two adults are present.

### Changing Children

- We deal with children in a sympathetic / sensitive manner
- Protective gloves should be worn
- White protective aprons are to be worn
- Baby wipes are available to clean the child
- Soiled waste should, where possible, be flushed down the toilet or treated as medical waste – sealed in a bag and put in marked bin
- Soiled clothes must be sealed in a plastic bag
- A changing form for each child changed is to be completed as part of our child protection procedures and it must be witnessed
- Children in nappies have an individual changing sheet, which is situated in the changing area
- When changing any child this must be recorded and witnessed
- Completed forms are to be filled and kept for future reference

### Health and Safety as Part of the Curriculum

We encourage the children to adopt a responsible attitude towards their own Health and Safety. This can be done in one-to-one situations, group discussions, story sessions or during curricular activities – using appropriate opportunities to talk about being careful / walking indoors / spillage's / clearing equipment away / washing hands etc.

Health and Safety issues are incorporated into school projects and into specific curriculum area planning.

The issues are cross curricular and are emphasised in the areas of Personal and Social, Emotional Development, Knowledge and Understanding of the World, Physical Development and Creative Development. Assessment of the children's understanding is done through our 'Tapestry' online learning journals which links to the Early Years Foundation Curriculum.

### **Movement around the building**

Pupils are encouraged to walk in school and be aware of possible hazards e.g. toys on the floor.

Pupils are taught how to behave during emergency procedures such as fire drills. They are also encouraged to care for and respect each other.



## **Tools and equipment**

All equipment will be properly stored to ensure no unauthorised or unsupervised use where there is a risk of harm.

As part of the planning process for curriculum activities that involve tools and equipment, teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

## **Safety Guidelines for the welfare of staff and children at School**

Policies can be viewed on the staff common drive.

Information and guidance can also be found at:

[birminghameducationsupportservices.co.uk](http://birminghameducationsupportservices.co.uk)

Safety Services provide support and advice on 0121 303 2420 or email

[schoolsafety@birmingham.gov.uk](mailto:schoolsafety@birmingham.gov.uk)

## **Adult Safety**

All adults on site, including staff, are expected to take reasonable care and act in accordance with rules, policies and procedures. Risk should not be taken. We all have a duty for the safety of ourselves and others. Where a safety concern is identified it must be reported without delay to the named individual on the health and safety poster displayed in the entrance to each school building, in their absence, the senior person with responsibility for the site at the time.

Staff have a duty to read, understand and act upon the requirements of policies and procedures in school. Staff have a duty to ensure that parents / carers and other visitors to school act safely.

## **Working at Height**

Executive Head Teachers/leaders/managers and teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved/recorded and the relevant staff have had ladder training.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

All climbing equipment is to be visually inspected for safety by the user prior to use. Whenever a ladder is used, the base must be held by a colleague for additional security.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

A Line Manager will be informed and will approve a plan for working at height before the task is carried out. Recorded approval/risk assessments will be passed onto a Line Manager for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings.

Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

Authorised staff will be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored by the Safety Improvement Group every 12 months.

### **Climbing**

Only equipment purchased and provided for this purpose should ever be used to climb. Staff should not climb beyond the height of the elephant's foot stools unless trained to do so.

Wherever possible items exceeding 2 kilograms in weight are not to be stored above normal head height or below normal knee height.

Under no circumstances is an employee to climb up to and/or onto the roof of a building without the authority of the Executive Head Teacher. The suitability of visiting contractors that seek to do so needs to be assessed prior to such action being taken.

### **Lifting**

All necessary care should be taken when lifting and/or making the decision to lift items. Do not take risks and report to a member of the Senior Leadership Team (SLT) should you have any concern regarding your ability to perform such a task.

All medical conditions that may impact on your ability to perform lifting tasks normally associated with the role must be reported to a member of the SLT. SLT members are to consider the need to undertake risk assessments and/or referral to occupational health services, as appropriate in such circumstances.

All employees must take note and act upon the safe lifting guidance situated in the main office.

### **Sitting / Computer Usage**

If using a VDU (monitor/backlit screen) continuously, a 5-minute break is to be taken each hour to allow the user's eyes a period of rest and recuperation.

Ensure the chair chosen is fit for purpose, a high back is recommended.

Those using such items of furniture are asked to make themselves aware of the safe sitting/back support guidance situated on the wall in the main offices.

### **Supporting Pupils With Medical Needs**

The Governing Board will ensure that a policy is drafted that complies fully with the Statutory Guidance that is required to be implemented from September 2014. The policy will incorporate arrangements requiring that steps are taken to identify any consequential health and safety risk to staff or pupils in the support provided for pupils with medical needs. Where necessary, in

consultation with relevant staff a specific risk assessment will be undertaken that will also identify relevant training needs.

### **Clothing / Footwear / Jewellery**

All those using our premises are expected to wear clothing and footwear appropriate to the roles they are reasonably expected to undertake. Staff are to ensure they wear flat, grippy, closed toe shoes with appropriate grip and support for their role at all times. All staff must be prepared to work outdoors during a wide variety of weather conditions and ensure they are appropriately equipped (insulated and waterproof clothing for example).

We ask that jewelry / watches etc. of value are not brought to site as we cannot take responsibility for loss or damage. Wearing jewellery can be hazardous and has the potential to cause harm to you and others. The management of the school reserve the right to ask for this to be removed where deemed necessary. Where earrings are worn only studs are acceptable.

### **Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents or other authorised adults if a child becomes ill at school. We also advise parents that we do not administer other medicines such as antibiotics and recommend that if a child needs antibiotics then maybe they are not well enough to be at nursery. Often young children need additional levels of care when unwell that we are not able to give at nursery. Parents also need to be aware of possible side effects/allergic reactions to medication. We follow guidelines issued by the LA and Health Authority for exclusion periods. Ofsted and/or LA is notified of any infectious diseases which a qualified medical person considers notifiable.

### **Hygiene**

We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations. Our daily routines encourage the children to learn about personal hygiene. We have a daily cleaning routine for the nursery which includes play room(s), kitchen, rest area, toilets and nappy changing areas. We have a schedule for cleaning resources, equipment and furnishings. Toilet areas are subject to a high standard of hygiene including hand washing, drying facilities and the disposal of nappies. We implement good hygiene practices by:

- cleaning tables between activities
- checking toilets regularly
- wearing protective clothing - such as aprons and disposable gloves
- providing sets of clean clothes
- providing tissues and wipes
- ensuring sole use of flannels and towels

## Food and Drink

Staff who prepare and handle food receive appropriate training, understand and comply with, food safety and hygiene regulations. All food and drink is stored appropriately. Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children. Snack and meal times are appropriately supervised and children do not walk about with food and drinks. Fresh drinking water is routinely available to the children at all times. We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

## External Educational Visits

At Jakeman Nursery School, Samantha Richards and Janine Maidment have been appointed and trained as Educational Visit Co-ordinators (EVC). At Gracelands Nursery School, Samantha Richards has been appointed and trained as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures. The EVC is supported by the Deputy Headteacher/Head of School and Executive Headteacher.

The Local Authority policy on school visits and the authority guidelines are followed. All relevant forms and paperwork are kept in the office.

Parental consent forms for local trips not using transport are completed by parents when children are admitted to school.

There is also a school visit file in the office.

For visits/trips outside the school premises, a ratio of 1:4 is always observed and a risk assessment form completed. Parents are encouraged to accompany children on trips.

## Outings and Visits

We have agreed procedures for the safe conduct of outings (see separate Educational Visits Policy). A risk assessment is carried out before an outing takes place. Parents always sign consent forms before major outings where they are not to be present.

We follow the LA guidelines which recommends for over 3's an adult ratio of 1 adult to 4 children, for under 2's a ratio of 1:3 and 2 year olds 1:4 but we prefer, where possible, to have a ratio of 1:2 children by involving parents / carers and support staff.

The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children. Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover. For those children remaining at nursery, the adult to child ratio conforms to the requirements of the statutory EYFS framework.

## Records

In accordance with the National Standards for Day Care and LA guidance, we keep records of:

- adults authorised to collect children from school/ pre-school
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident
- the allergies, dietary requirements and illnesses of individual children
- the times of attendance of children, staff, volunteers and visitors
- accidents and incidents

In addition, the following policies and documentation in relation to health and safety are in place.

- Risk assessment
- Record of visitors
- Fire safety procedures (see separate Fire Risk Assessment, Evacuation & Lockdown Policy)
- Fire safety records and certificates
- Operational procedures for outings (see separate Educational visits Policy)
- Administration of medication (see separate Medication Policy)
- Prior parental consent to administer medicine
- Record of the administration of medicines
- Prior parental consent for emergency treatment
- Accident record
- Sick children
- No smoking

### First Aid and Accident Procedures

At least one member of staff with a current pediatric first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time.

*See Medication, Illness and First Aid Policy*

### First Aid

First Aid boxes are located in each of the units and the main office. Any accident and first aid treatment must be recorded in the appropriate accident book. First aid bags must be taken out on trips. All members of staff deal with minor accidents but anything more serious must be referred to a trained first aider.

### First Aid Kits:

- comply with the Health and Safety (First Aid) Regulations 1981
- are regularly checked by a designated member of staff and re-stocked as necessary and are easily accessible to adults; are kept out of the reach of children
- Please note the position of the first aid area and store
- Please use only this equipment for injuries
- Please wear protective clothing / gloves when administering first aid and put waste in marked bin

- A member of the Senior Leadership Team (SLT) must always be informed of any injury
- The school's own accident form must be filled in and signed by the person collecting the child and a slip given to the parent / carer as a record for them
- In the case of injury to the head or severe injury, parents must be contacted by phone
- If an injured person needs to see a doctor as a result of an injury an LA 'yellow' form must be filled in and the Head of School and Executive Head Teacher informed
- Please follow the emergency procedure sheet in the case of calling for the emergency services, these are also displayed by the phone
- At the time of admission to the Setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval

### **Accidents and Emergencies – contact details**

- Staff should follow procedures for reporting accidents/illness. Emergency Aid information can be found in reception and the two school office.
- Police, Fire or Ambulance 999
- Gas Emergency 0800 111 999

### **Accident Book**

Is kept safely and accessibly; all staff and volunteers know where it is kept and how to complete it. It is reviewed at least half termly to identify any potential or actual hazards. Completed accident forms are shared with parents on collection. For more serious accidents, parents are notified as soon as it is deemed appropriate. For children attending our Under 2's provisions OFSTED is notified of any injury requiring treatment at hospital, or the death of a child or adult. For children attending the nursery school LA accident forms are completed and returned.

Any injury requiring hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive. We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive: any accident to a member of staff requiring treatment by a General Practitioner or hospital; and any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

### **Smoking and Consumption of Alcohol**

We follow the LA's policies on smoking and the consumption of alcohol on these premises.

### **Lone Working**

All outer doors and gates are locked and inform both the Executive Head Teacher and the Head of School that you intend to stay late and contact them as soon as you have safely departed the site. Be extra vigilant.

All employees undertaking lone working must comply with our separate Lone Working Policy. Both those undertaking lone work and those responsible for monitoring arrangements must take shared responsibility for safe working practices.

## Unions/Professional Associations

The school strongly advises all staff to belong to an appropriate Union.

## Stress/Well-being

The School will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a strict need to know confidence will be observed at all times.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager who will if necessary seek external advice from Schools Employee Relations Service or Health and Well-being service on 0121 303 3300.

### ***The UN Convention on the Rights of the Child - Article 24 (Health and Health Services)***

*Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.*