



# Marsh Hill Nursery School Health & Safety Policy & Procedures

Issue 3

2015 - 2016

## **Statement of Local Health and Safety Intent**

### **Marsh Hill Nursery School**

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

As a Nursery School within the children's services directorate of Birmingham City Council, we will adopt a planned and systematic approach to the local implementation of the corporate health and safety management standards through this statement of intent and we will:

- ❖ Plan for health and safety within our Nursery School improvement planning activity
- ❖ Ensure relevant safety actions are included during the staff appraisal process
- ❖ Develop and maintain local arrangements and procedures that interpret and deliver the modular safety management standards (SMS) that apply to this Nursery School.
- ❖ Review with the governing body all progress against our plans and take appropriate action
- ❖ Provide an environment in which Nursery school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all Nursery school staff
- ❖ Monitor accident trends throughout the Nursery School to further inform the health and safety aspects of the Nursery School improvement plan
- ❖ Monitor our performance against plans
- ❖ A copy of this statement will be given to all staff members or placed prominently in an area accessible to all.

**CHAIR OF GOVERNORS**

**HEADTEACHER**

Date:

Date:

## **Marsh Hill Nursery School Health and Safety Policy**

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

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

### **The Aim of the Policy is to:**

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

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

- The safety of plant equipment, buildings and safe systems of work.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Appropriate information, instruction, training and supervision to assist all staff, children and visitors to avoid hazards and to contribute positively to their own health and safety whilst on Nursery School premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.

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

### **Headteacher**

- Policies and procedures with regard to health, safety and welfare matters within the Nursery School are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.
- Any health and safety matters raised, and guidance from the LA, are brought to the attention of the Governing Body.
- Regular reviews of the safe performance of all departments of the Nursery School are undertaken with appropriate action when necessary, and are reported to the Governing Body.
- Accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Also that reports and returns are submitted to the LA and in accordance with the published procedures.
- Adequate first aid provision is made for staff and children and other persons, whilst on Nursery School premises and when working away from the Nursery School, in accordance with LA guidance.
- Training needs are identified and arrangements are made for those needs to be met.

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

### **Governors**

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

### **Staff holding Posts of Responsibility**

Staff holding posts of special responsibility, i.e., Deputy Headteacher, Teachers Nursery Nurse, and Administration Officer, are responsible to the Headteacher for the implementation of the health & safety policy within their area of work. To fulfil their responsibilities they will assist the Headteacher:

- In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and

safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures.

- By informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- By ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed.
- By ensuring that adequate supervision is maintained at all times.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.
- First aid and medication procedures are followed
- Fire arrangements in place

Minster Cleaners will assist the Headteacher to ensure that health and safety implications are considered in connection with the security and cleaning of the building.

### **Nursery Staff**

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

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

### **Educational Visits Coordinator (EVC)**

Follow CYPF Safety Services –Off-Site Visit guidance where full responsibilities are outlined

- Ensure that staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it
- Authorise all off site visits
- Inform the head and governing body of all non-routine visits.

### **Employees General Responsibilities**

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

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

## **Arrangements for Health and Safety (See local arrangements section)**

The attention of staff is drawn to the Guidance and Codes of Practice, and various circulars/memoranda issued by the Local Authority. These should be read in conjunction with the instructions and information contained in this Safety Policy.

### **Document Control**

We will develop and maintain local documentation. Changes including re issues and deletions to local Nursery School documentation will be authorised by the Headteacher.

### **Co-operation**

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

### **Communication**

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

### **Competence**

- The Headteacher and Deputy Headteacher will provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.
- Nursery School staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

## **Planning & Prioritising (Setting Standards)**

### **Nursery School Health & Safety Plans**

- Nursery School health and safety planning will be part of our Nursery School improvement planning process.
- Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

### **Risk assessments**

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

### **Local Arrangements**

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

## **Measuring H&S Performance**

### **Active Monitoring**

Our Nursery School management team will oversee active monitoring to include workplace inspections in accordance with local arrangements.

### **Reactive Monitoring**

The Nursery School management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangement and will nominate someone to report trends etc. to our Governing Body.

### **Reviewing Health & Safety Performance**

- Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.
- The Nursery School health & safety performance will be reviewed by the Nursery School management team quarterly and reported to Nursery School Governors.

### **Auditing/Inspecting Health & Safety Performance**

- Health and safety auditing/inspecting will be carried out on a regular basis by the Governors and senior management.

## Local Arrangements

- Appendix 1 - [Accident Reporting Procedures](#)
- Appendix 2 - [Asbestos](#)
- Appendix 3 - [Contractors](#)
- Appendix 4 - [Display Screen Equipment](#)
- Appendix 5 - [Fire Evacuation and other Emergency Arrangements](#)
- Appendix 6 - [Fire Prevention, Testing of Equipment](#)
- Appendix 7 - [First Aid and Medication](#)
- Appendix 8 - [Flammable and Hazardous Substances](#)
- Appendix 9 - [Food Hygiene](#)
- Appendix 10 - [Health and Safety Information and Training](#)
- Appendix 11 - [Health and Safety Monitoring and Inspections](#)
- Appendix 12 - [Legionella](#)
- Appendix 13 - [Lone Working](#)
- Appendix 14 - [Moving and Handling](#)
- Appendix 15 - [Offsite Visits](#)
- Appendix 16 - [Paddling Pool](#)
- Appendix 17 - [Premises Work Equipment](#)
- Appendix 18 - [Risk Assessments](#)
- Appendix 19 - [Security of Children](#)
- Appendix 20 - [Stress](#)
- Appendix 21 - [Sun Protection](#)
- Appendix 22 - [Vehicles](#)
- Appendix 23 - [Violence](#)
- Appendix 24 - [Volunteers in School](#)
- Appendix 25 - [Work Experience](#)
- Appendix 26 - [Work at Height](#)



## Accident Reporting Procedures

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

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

- A local minor incident form is located in each classroom and is used to record all minor incidents to pupils. The Parents/Guardians would be required to sign the form to acknowledge treatment given. (These forms will be kept for a minimum of 5years) any more significant incidents must also be reported to LA/Governors.
- Where a child has received a head bump a "bumped head" note will be given to the parent/guardian collecting the child.
- The LA accident report forms for more serious incidents will be downloaded from the E-Briefing Site.
- The Nursery will be responsible for deciding if the incident is reportable to CYPF Safety Services.
- Nursery School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher, or Deputy Headteacher, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to CYPF Safety Services who will inform the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

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

[Back to Appendix](#)

### Asbestos

The asbestos survey is held in the school reception office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

Any works required to be carried out on ACM's will go through the clerk of works/architect.

The Nursery School shall ensure:

- The asbestos survey is maintained and that any changes are acted upon.
- All work on the fabric of the building or fixed equipment is not undertaken unless it is sure there is no asbestos containing materials present and those undertaking the work have signed the asbestos survey.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos management plan.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher**

Any damage to materials known or suspected to contain asbestos should be reported to the Headteacher who will contact the safety advisor at CYPF Safety Services.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Headteacher.

[Back to Appendix](#)

### **Contractors**

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

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

The Headteacher/Deputy Headteacher are responsible for monitoring areas where the contractor's work may directly affect staff and children and for keeping records of all contractor work carried out.

### **Nursery School managed projects**

To ensure contractor competency the Nursery School uses CYPF Safety Services registered contractors. These contractors have satisfied the council that they understand and abide by health and safety regulations. Where non registered contractors are used the Headteacher will undertake appropriate competency checks prior to engaging a contractor.

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

Contractors job registration forms will be used when contractors have been sought independently.

[Back to Appendix](#)

**Display Screen Equipment (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

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

[Back to Appendix](#)

## Fire Evacuation & other Emergency Procedures

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

The fire risk assessment is located in the fire folder and reviewed every 2 years by a competent fire officer and reviewed annually by the Headteacher.

### Fire Instructions

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

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

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

## EMERGENCY PROCEDURES

### Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by ADT.

### Fire Drills

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

### Fire Fighting

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

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

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

### Details of service isolation points

**Water:** Outside Nursery

**Electricity:** Main Corridor (between class 1 & 2)

**Gas:** Next to Boiler Room Door

### Details of chemicals and flammable substances on site.

An inventory of chemicals used by Minster Cleaners will be kept by them in the locked cleaning room, for consultation.

Nursery substances used by staff will be held in the risk assessment folder.

## EMERGENCY PROCEDURES

### FIRE EVACUATION

#### IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They will make their way to the nearest evacuation point.

### Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

### **On Hearing the Fire Alarm:**

- All staff, pupils, occupants of building must respond to alarm activations
- The fire alarm is a continuous sound
- The Nursery School will evacuate the building
- The Headteacher or a member of staff will be responsible for informing the emergency services.
- Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to a senior member of staff at the assembly point.

### **Assembly Point**

- Pupils should leave with the nursery staff in charge of the group. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should make their way to the assembly point.

### **A Calm orderly exit is essential**

#### **Walk quickly – DO NOT RUN or stop to collect belongings**

- On arrival at the assembly area children must stand in their groups while staff check their registers. Registers, visitors' book etc. will be taken out to the assembly point by the administration staff
- The result of this check must be reported to the Headteacher/Deputy Headteacher/Fire Marshal as soon as it is completed.
- The Headteacher/Deputy Headteacher/Fire Marshal will liaise with the fire brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the fire brigade/Headteacher/Deputy Headteacher/Fire Marshal.
- If the building cannot be re-entered the staff must escort the children to the designated building which will be the Public House next door to the Nursery where the registers will be called again to ensure all staff and pupils are accounted for.
- The Headteacher will notify the LA as soon as possible of a fire incident.

### **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

#### **Mobility Impairment**

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

#### **Visual Disability**

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

#### **Hearing Disability**

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

[Back to Appendix](#)

## **Inspection/Maintenance of Emergency Equipment**

### **Testing of the fire alarm system**

Fire alarm call points will be tested weekly by the fire marshal supported by the Headteacher/Deputy Headteacher and a record kept in the fire log book. This test will occur once a week.

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

A fire alarm maintenance contract is in place and the system is tested six monthly.

### **Inspection of fire fighting equipment**

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

Weekly checks are carried out by the fire marshal to ensure that all fire fighting equipment is available for use and operational and for any evidence of tampering.

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

### **Emergency Lighting**

These systems will be checked for operation monthly in house by the fire marshal and supported by the Headteacher/Deputy Headteacher and annually by an approved competent contractor.

Test records are located in the site's fire log book.

### **Green Door Release Boxes**

These will be tested regularly and recorded.

### **Emergency Red Pull Cords**

These will be tested regularly and recorded.

### **Means of escape**

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

[Back to Appendix](#)

## **First Aid & Medication**

**First aid boxes are located at the following points:**

**Classrooms, Staff room, Children's toilets**

Bum bags for off-site visits

The nominated first aider will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check list of the first aid provisions is carried out monthly.

### **First Aiders:**

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

A list of first aiders is displayed in the main reception area.

The Headteacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

### **Transport to Hospital:**

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

### **Administration of Medicines**

All medication will be administered to pupils in accordance with the DfE document

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

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

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

Therefore, we would not agree to administer antibiotic medicines or cough medicines to children, but would suggest some alternatives to parents/guardians.

- The child remains at home until the course of treatment is complete
- To administer medicines before or after the nursery session
- In some circumstances a parent/guardian may make special arrangements with us, to enable them to visit the nursery at a specified time, to administer the medicines to their child.

Exemptions will be made for pupils suffering from asthma, epilepsy etc.

Asthma inhalers will be kept in the staff room with name and picture clearly displayed.

Information regarding the pupil's medical needs will be kept with the register in the class information file.

Training is in place for staff who administer/apply medicines.

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

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



## **Health Care Plans**

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

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

These plans are reviewed as and when informed by parents/guardians and written precautions/procedures made available to staff.

[Back to Appendix](#)

## **Flammable & Hazardous Substances**

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

The Headteacher will ensure Minster Cleaning are adhering to their contract by:

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

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

[Back to Appendix](#)

### **Food Hygiene**

The nursery will ensure food hygiene procedures and guidelines are followed and we will ensure the following:

#### **Storage**

- Food should be stored appropriately, either in cupboards or refrigerators according to the labels on the food.
- Food should be wrapped and kept according to the sell-by date.
- Food should not be left out in nursery school unless it is in use of for a display (it must not be allowed to grow mould unless in a closed container).

#### **Preparation**

- Wash hands beforehand.
- Don't lick fingers while preparing food.
- Ensure that equipment is clean and sterilised before use.
- Cooked foods must be kept separate from raw foods.

#### **Cooking/preparing food**

- Staff must ensure all food cooked is cooked thoroughly at all times.
- The correct temperature must be used for cooking.
- Correct health and safety procedures and correct equipment must be used when handling hot food.
- Cool foods quickly unless the recipe says otherwise.
- Low risk food only is cooked/prepared in nursery
- Blue gloves to be worn when preparing/cutting up food (especially if there is cooked and uncooked food present)

#### **Cleaning up**

- Washing up must be carried out safely (no sharp knives to be placed in the sinks)
- All food rubbish must be put in black plastic sacks and tied up.
- Microwave must be cleaned after use.
- Preparation food areas should be sterilised before and after use.
- The toaster must be emptied of crumbs regularly

#### **Eating the food or transporting it elsewhere**

- Food should be put in a clean container with a lid.
- Food should not be left out in nursery school uncovered.
- Parents must inform the teacher if their child/children are intolerant or allergic to certain foods or ingredients.

[Back to Appendix](#)

## **Health & Safety Information & Training Consultation**

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

The Health and Safety Law poster is displayed in the main reception office

Elite Safety in Education and CYPF Safety Services provide competent health and safety advice for Marsh Hill Nursery School.

## **Health and Safety Training**

Health and safety induction training will be provided and documented for all new employees by the Headteacher or the Deputy Headteacher.

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

All employees will be provided with:

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

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

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

[Back to Appendix](#)

## **Health & Safety Monitoring and Inspection**

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Headteacher/Deputy Headteacher and Elite Safety in Education.

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

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

[Back to Appendix](#)

## **Legionella**

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

A legionella water risk assessment of the Nursery School has been completed by IWS Ltd

IWS Ltd will be responsible for ensuring that operational controls are being conducted and recorded in the water risk assessment file.

This will include:

- Conducting necessary monthly water temperature checks
- Disinfecting water tanks or other areas where water droplets are formed
- Servicing of Thermostatic Mixing Valves (TMV's)

[Back to Appendix](#)

## Lone Working

Staff are encouraged not to work alone in the Nursery School. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- When working off site (e.g. when visiting homes) always attend in pairs.
- Home visits are planned in advance, and staff back at the nursery school are aware of their whereabouts and the estimated time of return.
- Staff undertaking home visits to obtain as much background information from the initial induction as possible about the child/family being visited.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt “uncomfortable”.

[Back to Appendix](#)

## **Moving & Handling**

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

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

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

## **Paediatric Moving and Handling**

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

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

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor. (Not including changing beds which will be subject to an annual inspection).

[Back to Appendix](#)



## Off-Site Visits

### Educational Visits

#### Introduction

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

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

#### Aims

The aims of our off-site visits are to:

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

#### How visits may be authorised

The Headteacher will appoint a group leader(s) to be responsible for running the activity. This will normally be the Educational Visits Co-ordinator.

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

S/he will:

- Ensure that risk assessments are completed;
- Support the Headteacher and governing body in their decisions on approval;
- Assign competent staff to lead and help with trips;
- Organise related staff training if required
- Verify all accompanying adults, including private car drivers, have had satisfactory Disclosure and Barring checks, and that the letter from your coach company assures us their drivers too, have had Disclosure and Barring checks; and all fitted with safety belts.
- Make sure that all necessary permissions and medical forms are obtained;
- Keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by CYPF Safety Services. All off-site activities must take place in accordance with the guidance given.

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

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

### **Risk Assessment**

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

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

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

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

An activity should normally have sufficient adults taking part to provide the following minimum ratios: Guidelines only.

The Nursery School will use a ratio of 1- 4 unless the activity warrants closer supervision.

Without special safeguards or control measures, these ratios will **not** be adequate to meet the needs of most residential or more complex visits.

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

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

- **Staffing** requirements – Trained? Experienced? Competent? Ratios?
- **Activity** characteristics – Specialist? Insurance Issues? Licensable?
- **Group** characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **Environmental** conditions – Like Last Time? Impact of Weather? Water Levels?
- **Distance** from support mechanisms in place at the home base – Transport? Residential?

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

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

A copy of the completed risk assessment will be given to the Headteacher/Deputy Headteacher, and all adults supervising the trip.

### **Transport**

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

- Transport;
- Entrance fees;
- Insurance;
- Provision of any special resources or equipment;
- Costs related to adult helpers;
- Any refreshments the Nursery School has opted to pay for.

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

### **Communication with Parents**

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

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

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

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

### **Further health and safety considerations**

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. A designated person will be provided with the school mobile phone.

In an emergency situation the designated person will call the Central Office and inform them of the major incident.

The safety of the party, and especially the children, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure the safety of everyone. This involves taking note of any information provided

by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

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

More detailed guidance on procedures and requirements can be obtained from CYPF (Health & Safety)

### **Group leaders' planning**

Group leaders must read thoroughly the appropriate guidance for off-site activities: [www.oeapeg.info/](http://www.oeapeg.info/)

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

### **Visit Plan**

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

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

[Back to Appendix](#)

## **Paddling Pool**

### **Use of the Paddling pool**

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

The following recommendations must be observed:

#### **Safety**

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

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

#### **Hygiene**

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

#### **The Environment**

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

#### **Medical Considerations**

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

#### **Emergency Procedures**

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

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

[Back to Appendix](#)

## **Premises & Work Equipment**

### **Statutory Inspections**

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

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

### **Gas Safety**

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

### **Electrical Safety**

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

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

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

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

### **Smoking**

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

### **Air Conditioning Units (if applicable)**

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

### **External Play Equipment**

The external play equipment will only be used when supervised. The equipment must be deemed appropriate for the age of the children. Equipment will be checked daily before use for any apparent defects. Elite Safety in Education as Operational Inspectors of Play will conduct a termly formal inspection of the equipment. Outdoor fixed play equipment is subject to an annual inspection by an Annual Registered Inspector of Play. (RP11)

[Back to Appendix](#)

### **General Risk Assessments**

The Nursery School risk assessments (for all activities, premises and one off activities) will be co-ordinated by nursery staff, Elite Safety in Education and approved by the Headteacher/Deputy Headteacher.

These risk assessments are available for all staff to view and are held centrally in the staff room and on the Nursery School's shared drive.

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

### **Individual Risk Assessments**

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

It is the responsibility of the staff to inform the Headteacher of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by nursery staff using the relevant codes of practice and model risk assessments developed by National Bodies.

[Back to Appendix](#)

## **Security/Safety of Children**

### **Security**

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

### **Entry to Nursery School for Visitors/Staff**

The main reception area is clearly marked and directs the visitors to the front entrance of the Nursery School. Visitors have to use the intercom system to gain access into the reception area. Visitors are able to wait in the foyer but prevented from going further into the Nursery School by a swipe system on the door. This door must not be propped open.

Visitors who are admitted into the Nursery School are asked to sign the visitors' book and given a visitors pass. The weekly plan/diary is used to inform the office staff of planned visitors.

### **Nursery School Building Security of External Doors**

The main doors are accessed by a swipe system. The outside door can be released by the nursery office.

### **Security of the Nursery**

Telephones are available throughout the school.

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

### **Supervision of Children**

Children should not arrive before 8:30 am (morning session) and 12:20pm (afternoon session) at which point parents remain responsible for their children until they are handed over to a member of staff at the start of the nursery session.

### **Child Supervision**

The Headteacher/Deputy Headteacher with the class teacher remains on the premises until the last child is collected.

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

### **Alarm System**

The Nursery alarm is always set each day.

### **Care of ICT Equipment**

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

### **Security of Data**

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

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



**Curriculum Networked Computers:**

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

**Office Computers:**

- Accessed only via individual passwords for Headteacher/Deputy Headteacher and office staff
- Accounts/Budget files are accessed by a password
- Access to the Nursery School office is prohibited except for staff requiring access for a specific purpose

**Other Data Protection Issues:**

- Printed material is disposed of by shredding
- Parents are informed of data kept in Nursery and its use through the Fair Processing Notice
- Personal data is not disclosed over the telephone
- Service Birmingham update anti-virus software regularly.

[Back to Appendix](#)

## **Stress/Wellbeing**

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

The Nursery School will use the HSE stress management tool questionnaire and analyse the results.

- The Headteacher/Deputy Headteacher operates an open door policy (work and home life issues)
- Performance Management Reviews are conducted annually
- Regular planning meetings to discuss any issues or concerns are held on a regular basis.
- New members of staff are supported by a range of people
- Staff will be supported through Occupational Health as and when required
- All staff are aware of the employee assistance programme
- Staff well-being is included in the Nursery Schools staff absence policy
- Return to work interviews.

[Back to Appendix](#)

## **Sun Protection**

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

Sunburn in childhood can double the risk of skin cancer.

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

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

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

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

### **Education:**

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

### **Shade:**

- The outdoor play area has large canopies erected outside for continuous shade.
- Trees provide additional shaded areas
- Children have access to water at all times

### **Clothing:**

- The Nursery provide sun hats for the pupils.

### **Sunscreen:**

- Parents are asked to apply sunscreen before Nursery School
- Sunscreen use will be encouraged on Nursery School trips

[Back to Appendix](#)

**Vehicles on Site**

There is no vehicle access to the nursery site.

Staff are permitted to park on the Public House car park from permission of the licensee (this could be withdrawn at any time), although staff have been informed they park at their own risk.

**Deliveries**

Where possible deliveries should be made before nursery starts or during school hours when nursery has commenced.

[Back to Appendix](#)

## **Violence**

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

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

### **Prevention:**

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

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

[Back to Appendix](#)

## Volunteer in School

### Introduction

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

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

### Safeguarding

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

All adults who volunteer for working at Marsh Hill Nursery School will require an Enhanced Disclosure & Barring Check prior to starting their placement in school. This must be confirmed with the Head Teacher and recorded on the central record.

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

There are some exceptions:

Law enforcement officers in certain circumstances;

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

LA Authority

Standards and Framework Act 1998).

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

### Organisation

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

Volunteers will be allocated a supervising member of the school's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems. The deployment of volunteers should not involve any substantial addition to the workload of staff, however, it is hoped that every effort will

be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

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

A Volunteer Registration Form should be completed for, and signed by, all official volunteers in school. It should be noted that volunteers' work in school is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the school.

#### School Information and Regulations

Volunteers will be provided with relevant information. Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the school.

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

#### Expenses

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

#### Induction and Training

Volunteers who work in school will be given an induction process which aims to enable them to become familiar with the school, staff and their roles, how their role fits into this, principles and procedures unique to the school and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day in school, if not before. If the volunteer is undertaking formal training (eg, NVQ or other work-based qualification), the school will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within school, such opportunities should be provided for the volunteer.

#### Complaints and Grievances

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

[Back to Appendix](#)

## **Work Experience**

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

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

[Back to Appendix](#)



## **Work at Height**

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

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

The Nursery Schools nominated person responsible for work at height will be the Headteacher/Deputy Headteacher.

The nominated person(s) shall ensure:

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

Staff will be trained to use the step ladders safely.

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

[Back to Appendix](#)

## **Amendments made to policy: July 2015**

Premises – Added no smoking including electronic cigarettes.

Inspection/Maintenance of Emergency Equipment – Added Green door release boxes and Emergency Red Pull Cords.

First Aid & Medication – Added new link to DFE Document.

Included: Volunteers Policy