Rebecca Cheetham Nursery
and Children's Centre

HEALTH and SAFETY POLICY

Compiled by: RC SLT using LA guidance
Amended: RC Senior Leadership Team
Date: September 2023
Ratified by governors: November 2023
Review date: September 2024

1. PURPOSE

Rebecca Cheetham Nursery School is committed to ensuring the health, safety and welfare of employees and children, as far as is reasonably practicable. We–fully accept our responsibility to all stakeholders who may be affected by our activities and will take steps to ensure that our statutory duties are met at all times in accordance with the relevant Standard Procedures, as issued by the London Borough of Newham.

Each individual has a legal obligation to take reasonable care for his or her own health and safety and for the safety of other people who may be affected by his or her acts or omissions. Every employee must co-operate with us to ensure all statutory duties are complied with. Full details of the organisation and arrangements for health and safety will be set out in the schools Health and safety file on GOOGLE DRIVE and the SMARTLOG management system.

The overall aim of this policy is to:

- establish and maintain as far as is reasonable a safe and healthy environment throughout the school site.
- ensure that everyone who uses the building has safe and appropriate access and exit.
- enable as far as possible , all users of the premises to avoid hazards or to minimise and control those which are unavoidable.

2. SCOPE

This policy will be regularly monitored to ensure that the objectives outlined below are achieved. It will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. The objectives are to

- establish safe working practices and procedures for all staff (including safer recruitment and food hygiene.)
- ensure that storage, use, handling and transport of materials is safe.
- provide proper first aid facilities.
- have appropriate procedures for dealing with and reporting accidents.
- provide adequate welfare facilities.
- ensure that the school's premises, including its grounds and all buildings are well maintained, safe and fit for use.
- ensure all equipment on the school site is well maintained, safe and fit for use.
- ensure all staff, children and visitors are safe on premises and when off site for educational visits.
- Ensure all staff know what to do in the event of evacuation due to fire or other critical incident.
- Ensure that staff receive relevant health and safety training commensurate with their position.

3. RESPONSIBILITIES

ROLES AND RESPONSIBILITIES
On behalf of the Governing Body, the Headteacher and Deputy Headteacher accept overall responsibility for all matters, including health, safety and welfare.

Site Supervisor's Responsibilities

♦ Walking the school daily and noting any hazards, acting on them and reporting them to the Health and Safety co-ordinator.
♦ Minor repairs should be addressed immediately if there is a health and safety priority.
♦ Monitoring of general cleanliness of the school, daily including conducting cleaning duties.
♦ Organising the cleaning staff and managing their training and general safety alongside the Health and Safety co-ordinator/ premises manager
♦ Liaison with and management of contractors, including ensuring all visitors are aware of our Health and Safety procedures alongside the Health and Safety co-ordinator/ premises manager
♦ Testing fire alarms weekly and recording this.
♦ To ensure all cleaners have access to and understand COSHH sheets when handling cleaning chemicals.

Staff Responsibilities

♦ To ensure that the register is taken twice a day at the agreed time.
♦ To leave the area where they have been working in a tidy condition.
♦ To examine electrical equipment for any obvious defects before use and to switch off any electrical equipment after use.
♦ To examine play equipment before use to ensure safety and to make sure that it is used properly.
♦ To report faults and hazards to the site supervisor or Health and Safety co-ordinator directly.
♦ To open and close windows and lock doors as appropriate.
♦ To walk at all times inside the building.
♦ To use initiative in eliminating low level health and safety risks, ie. mopping up a wet floor and placing the appropriate signage in place. To also report any additional hazards by which they are not confident or qualified to deal with to the Health and Safety Co-ordinator or Site Supervisor to be dealt with accordingly.

Staff are to teach, encourage and remind all children:-

♦ To follow instructions.
♦ To be responsible for own actions especially in disputes and to follow the school rules.
♦ To respect equipment and to use it properly.

4. PROCEDURES

The Health and Safety co-ordinator and the Head / Deputy Head teacher will draw up a risk assessment for the school after consultation with staff and a cycle of comprehensive risk

assessment is undertaken. Risk Assessments are kept on file electronically in the Health and Safety file on GOOGLE drive.

The Site Supervisor will regularly report to the Head Teacher / Deputy Head / Health and Safety co-ordinator to discuss health and safety issues.

EQUAL OPPORTUNITY - LBN SP64, SP31, SP48, SP56

The health and safety policy applies to all members of the school community and to all visitors.

♦ The school is fully accessible to wheelchair users.

♦ New and expectant mothers will receive special consideration with regard to rest and exposure of the foetus to chemicals or other hazards.

EDUCATIONAL VISITS - LBN SP14, SP18, SP54, SP66, SP106, SP115

● Parental consent must be sought and children with special educational needs must be catered for.

● Educational off-site visits are covered by Newham Insurance. Staff to check certificate for validity.

● Staff will have visited the location to assess any risks, completed a risk assessment form and met with the EVC to discuss the trip.

● Staff to ensure that adult pupil ratio is safe.

● To instruct all members of the party on safety during the trip and to plan and organise the trip with safety in mind at all times.

● If using coaches ensure that seat belts are provided and that they are used.

● First aid box, correct clothing and mobile to be taken.

ACCIDENTS – LBN SP22,

Minor

♦ Minor cuts and bruises are cared for by first aiders.

♦ The injury is assessed and treated by the first aider and if necessary a senior manager is called.

♦ The child is then resettled back into the room, and observed.

♦ The incident is then recorded on an accident form which is given to the parent to sign on collection

♦ The accident form is handed in to the office where it will be filed

♦ Staff go to the staff room to have minor accidents dealt with.

Major

At all times the staff must wear protective clothing if required/provided

● The first aider present will assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for the parent/main carer to come to accompany the child to hospital. An ambulance will be called.

- If the child needs to go straight to the hospital an ambulance will be called. Then the parent/carer will be contacted and arrangements will be made to meet the parent/main carer at the hospital. A member of staff will accompany the child to the hospital, but will not sign for any treatment to be carried out.

- If the child can wait for the parent/main carer to come, then the parent/ main carer will be contacted and the child will be made as comfortable as possible. A member of staff will stay with the child until the parent/ main carer arrives. It will then be for the parent/main carer to take the child to hospital.

- A report of the accident will be recorded on the accident form.

- If a child needs to go to the hospital and is detained, the accident should be reported to Ofsted, Local Authority and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

- For information relating to a biting incident please refer to Appendix 2.

NOTE: If a child sustains an injury to the head, the parent/main carer is called to make a decision as to whether to pick up the child as even a small bump could underlie something more serious.

FIRST AID - LBN SP22

At least one First Aider is on site all day. All First Aiders can be identified by the first aid symbol on their lanyards. A list of Qualified First Aiders and the level of first aid qualification they hold is held on the Smartlog system . The First Aid training list is reviewed termly by the Health and Safety co-ordinator / premises manager to ensure that staff training in relation to First Aid is up to date.

First Aid Boxes

- First Aid boxes are available in each classroom and office.
- When going out on a trip a first aid kit is taken.
- The Front Office Team are responsible for restocking first aid boxes.
- Boxes are inspected by the Admin Officer – periodically.

Medicines - **LBN SP31, SP153**

- Medicines are only administered for chronic conditions or if prescribed by a doctor with parent/carers instructions.
- Non prescribed medicines are to be given by the parents/carers.
- Where school is to administer long term treatments a Care Plan is drawn up in consultation with the SENCO/Inclusion Manager.
- Medicine must be labelled and stored appropriately (fridge/ locked cupboard) in accessible locations around the site .

Precautions

♦ When administering first aid, where applicable, disposable gloves and aprons are provided and should be used to ensure that body fluids are not transmitted.

♦ Where body fluids are spilt they should be covered by absorbent material before removal and disinfectant after removal.

♦ Soiled clothing should be handled using disposable gloves and placed in a plastic bag for parents to deal with.

♦ Special waste bins are provided throughout the school for any materials with body fluids.

INFECTIOUS DISEASES - LBN , SP50, SP92, SP105, SP121

See appendix 1

♦ In the event of an outbreak of a serious infection other than a normal childhood illness we will consult the Health and Safety advisor and the Health Authority.

♦ In the event of an outbreak of Rubella or chicken pox we will notify any pregnant women known to us and on the advice of the Local Authority put up notices in the centre.

♦ In the event of normal childhood complaints, parents will be informed by the teacher.

♦ It is the nursery policy to encourage and promote good health and hygiene for all the children in our care. This includes monitoring the children for signs and symptoms of communicable diseases such as chickenpox, measles, mumps, rubella, meningitis, hepatitis, diarrhoea, vomiting and fevers of over 101F/38C or over.

ALCOHOL & DRUGS

Details of handling incidents involving suspected alcohol or drug misuse are in the Staff Code of Conduct

FIRE PROCEDURES - LBN SP37, SP93, SP48, SP85

A fire drill to be held once every half term and reported to Governors.

FIRE FIGHTING EQUIPMENT - LBN SP21, SP37

Fire Wardens are members of staff trained in the use of equipment. Fire wardens can be identified by the Fire warden symbol on their lanyards. A list of Fire wardens and the qualifications they hold is held on the Smartlog system and reviewed at least annually by the Health and Safety co-ordinator / premises manager to ensure that staff training in relation to Fire Safety is up to date. Water and non-water based equipment available in offices and corridors are checked annually. They are only to be used to effect an exit or to control a minor problem like a waste paper bin fire or electrical unit problem. Be sure to switch off electrical supply.

All fire fighting equipment is checked annually by a registered contractor.

SMOKING LBN SP113

Rebecca Cheetham Nursery school is a non smoking site – see No smoking Policy

VIOLENCE

● Any acts of violence against children or staff should be dealt with immediately through the school complaints procedure.

● In the case of fights between children, mediation would normally be managed by staff.

- Serious violence between children will be reported to the Head teacher, an investigation will take place and sanctions will be used according to the behaviour policy.

BULLYING

- The school abides by the council's policy for bullying and has a code of conduct, a behaviour policy and a complaints procedure, which deal in part with this issue.

ANIMALS – LBN SP41

- Class teachers are responsible for health and safety issues around class animals. Risk assessments should be in place when animals are used in the Teaching and Learning curriculum. This is reviewed annually and is located in the ‘ All staff’ shared folder on GOOGLE drive.
- In the event of a bite from an animal , refer to appendix 2
- Dogs are not allowed on the school site unless with the express permission of the Head teacher for educational purposes.
- Guide dogs for the blind are allowed on the premises.

BUILDING MAINTENANCE AND CLEANING LBN SP21

- The school must be kept clean and free from litter.
- All building work and decoration is to take place during holidays unless the Head teacher decides safe working practices can be managed satisfactorily.

GLAZING- LBN SP107

- All new windows are glazed to comply with safety regulations.
- All new doors are provided with vision panels for safety reasons.
- Anti glare coatings or curtains to be provided where necessary.

LIGHTING - LBN SP21

- It is the duty of all staff to report to the site supervisor any problems with lighting.
- Lights are provided for areas around the school grounds to discourage intruders and to assist safe movement around the site after dark.
- Curtains or blinds are provided where there is a glare.

SECURITY – LBN SP58

- During learning time all gates except the main gate are locked and a security camera oversees all who enter and leave the site.
- All outside gates except the main gate, and all outer doors are locked.
- Only authorised staff and Governors should possess the entry code to gain entrance to the main school building.
- All staff have access to a locker where they should put all valuables. The school cannot be held responsible for valuables lost when not put in lockers.

CONTRACTORS AND VISITORS - LBN SP12

- Contractors and visitors should report their presence to the office. Their details are entered in the Visitors Book. A badge must be worn for identification.

Exceptions to this are:

Responsible persons collecting or delivering children in their care.
Regular users of the service road, such as refuse collectors or food delivery drivers.

Contractors working on site have the dual responsibility to follow the safety requirements of their employer and of the school. They are required to take all precautions necessary to ensure that they do not endanger the health and safety of anyone on site or in the surrounding areas.

If children are present when contractors and/or their equipment are on site, the contractors must comply with any additional safety requirements requested by the Head teacher, failing which the contractors may be requested to cease work and advice will be sought from the Safety Liaison Officer (Local Authority).

HAZARDOUS SUBSTANCES

- Hazardous Substances are kept in the Site Supervisor's cupboards that meet fire regulations.
- Material safety data sheets (MSDS) and/or manufacturer's guidance is kept in the Site services officers office.
- It is the responsibility of the Head teacher to ensure that current MSDS and risk assessments for substances subject to the Control of Substances Hazardous to Health (COSHH) Regulations are kept on file in the Red Health and Safety Records file and that the persons using these substances are made aware of this information.

SAFE WORKING PRACTISES - LBN SP47, SP46, SP56, SP80

- All staff to be trained in the use of equipment.
- All staff to check equipment before use and breakages reported to the Office Team and recorded
- Equipment to be repaired by reputable contractors.
- All staff to be aware of safe manual handling.
- All electrical equipment to be PAT tested annually.
- All dangerous substances to be kept in locked cupboards.
- Staff to receive training on manual handling to avoid injury.
- Correct equipment to be provided for the movement of heavy, awkward or bulky objects.

SLIPS, TRIPPING, FALLING - LBN SP47

- Where floors get wet constantly they should be covered in non slip lino or carpet to absorb water.
- Where floors have become wet due to leaks, they should be coned off and dried.
- Where drains are not working properly they should be jetted.
- Where floors are unsafe they should be reported to the site supervisor, Health and Safety Co-ordinator or Headteacher.
- Where staff need to climb they should use suitable equipment provided.
- Corridors and staircases must be free of obstruction.
- During frost, the site supervisor should ensure that there is sufficient salt/grit to deal with hazards and that this is first priority.

HEALTH AND SAFETY REPRESENTATIVE LBN SP40, SP23

We have designated staff who conduct risk assessments and Health and Safety audits. These are reported to the Health and Safety Co-ordinator.

STAFF DEVELOPMENT LBN SP4, SP7

- The Site Supervisor should attend courses on health & safety, manual handling and management of hazardous substances
- At least four members of staff should be fully trained first aiders.
- All staff to be trained in paediatric first aid.
- All staff should have a knowledge of the use of fire equipment.

TEMPERATURE - LBN SP10 , SP28, SP75, SP116

- Minimum temperatures:
- 18 degrees in classrooms
- All areas should have thermometers
- Playgrounds have shaded areas to protect children from the sun.
- Children are not allowed to remove tops and are encouraged to wear hats and cream to avoid the adverse effects of the sun.
- Curtains or blinds are in place where there is a possibility of high temperatures.

STAFF WELFARE - LBN SP58, SP104

We recognise that the mental health and wellbeing of individuals has a direct link to how people feel about themselves and the behaviour they display and how they treat others.
The schools commitment to mental health and wellbeing is illustrated in our vision statement

'At Rebecca Cheetham, we believe that positive emotional wellbeing and good mental health are fundamental to our philosophy and aims.

Wellbeing promotes physical, mental and spiritual health as a sustainable value for the whole school community.

Our school is proactive in its approach and welcomes opportunities to promote emotional health and wellbeing through the formal and informal curriculum. Our ethos of ' everyone's responsible, everyone matters' enables the whole school community to support each other to fulfil their potential.'

We have a change team in place who consider all aspects of the schools practice to ensure that we meet the needs of everyone's mental health and wellbeing.

A rest room is provided for all staff to relax with suitable seating and areas where staff can eat comfortably. Hot drinks can be made and there is a microwave for heating food. Hot drinks are permitted in the vicinity of children as long as they are contained in an insulated non spill cup and stored out of reach when not being used.
This room is cleaned daily. Additional cleaning procedures are in place to reduce the risk of viral infection. (e.g access to disinfectant spray if needed)

RECORD KEEPING LBN SP4, SP23, SP26, SP73

Health and Safety Records are kept electronically in the Health and Safety file on GOOGLE drive, with some paper files kept at the front office / site services office and contain the following records:

♦ Supervisor's Inspections A standard form is used to record the annual inspections, which are carried out by a LBN Health and Safety representative, the Health and Safety co-ordinator and deputy/ site services manager. Termly inspections of the site are also conducted. Room risk assessments are carried by -:

Class Teachers – for their own classrooms
Co-ordinators – resource areas and corridors
Admin team – for admin office areas
Site Supervisors – for grounds and other areas not covered above

♦ Accident Investigations the Head teacher investigates all serious accidents. A report together with recommendations for action, is submitted to the Governing Body .

♦ Fire Drill Log A fire drill is arranged each half term by the Head teacher/ Designated person . The date is recorded in the Fire Drill Log.

♦ Fire Alarm Testing The site services officer tests the fire alarms each week during term time. The date and the call point used are entered in the log.

♦ Fire Appliance Tests All fire appliances are subject to annual inspection by LBN Electrical services and certificates of inspection kept.

♦ Portable Electrical Appliance Tests An electrical appliance register containing details of all portable appliances, the recommended frequency of testing (determined by the amount of use and other factors), and the results of the tests are kept.

♦ Outdoor Play Equipment Checks Outdoor play equipment is checked termly

♦ COSSH Assessments A list of hazardous substances used by the school is kept by the site supervisor . Each of these substances has been subject to a COSSH assessment. New materials which may be of a hazardous nature are assessed before use and the person placing the order will request a Material Safety Data Sheet or other manufacturer's guidance at the time of ordering.

SUCCESS CRITERIA

♦ The school community will have an understanding of how to avoid, prevent and reduce risks to their health and safety.

♦ All members of the school community will take responsibility for their own safety and the safety of others.

♦ When a hazard is noticed, all members of the school community will report the hazard and take steps to ensure that safety is a priority.

MONITORING

♦ Head teacher / Health and Safety Co – ordinator to monitor accident reports looking for trends and investigating how they can be prevented.

♦ Site Supervisor to monitor minutes of staff meetings where complaints are recorded and to check that problems are sorted out.

♦ Site Supervisor to walk the site termly and note problems.

♦ Health and Safety team to walk the site annually and make recommendations.

EVALUATION

♦ The Head Teacher to evaluate the policy annually and report to the Governing Body

♦ The Governors do spot checks of the building to ensure that safety is paramount.
♦ Staff to inform the Headteacher, Health and Safety co- ordinator or the site supervisor immediately a problem is noticed.

5. RELATED DOCUMENTS

- No Smoking Policy
- Educational Visits Policy
- Managing Medicines in School Policy
- Internet Safety Policy
- Equalities Policy
- Whistle Blowing Policy
- Harassment Policy
- Sun Smart Policy
- Staff code of conduct
- Business continuity plan
- Fire / intruder/ Emergency evacuation procedures
- Coronavirus Risk Assessment

6. **RELATED PROCEDURES**

- Health and Safety Standard procedures, London Borough of Newham

7. **GLOSSARY**

- LEA – Local Education authority
- COSHH – Control of Substances Hazardous to Health
- MSDS – Materials Safety Data Sheets
- PE – Physical Education

8. **COPIES**

8.1. **A copy of this policy is kept electronically. All staff sign to indicate they have read its content.**

8.2. **Appendices 1 and 2**

8.2 **Appendix 1**

EXCLUSION PROCEDURE FOR ILLNESS/COMMUNICABLE DISEASE

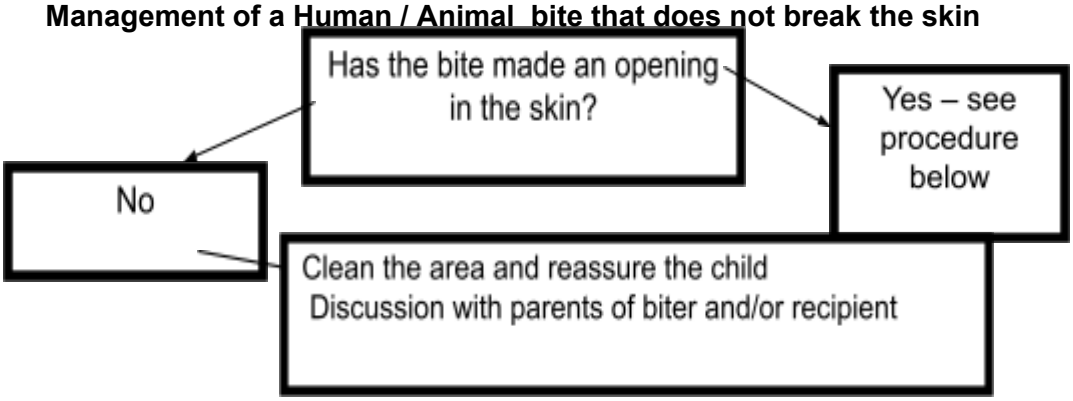
Minimum Periods of Exclusions from Nursery.

Disease/Illness	*Minimal Exclusion of Period*
Flu	Until recovered
Temperature	If sent home ill, child must be off for 24 hours
Vomiting and/or Diarrhoea	48 hours
Conjunctivitis	none
Chickenpox	5 days from appearance of the rash
Gastro-enteritis, food poisoning, salmonellas and dysentery	48 hours or until 2 clear nappies or for notifiable diseases, until advised by the relevant health official
Hepatitis A	7 days from onset of jaundice
Measles	4 days from appearance of the rash
Meningococcal infection	Until recovered from the illness
Mumps	5 days from the onset of swollen glands
Pertussis (whooping cough)	21 days from onset of paroxysmal cough if no antibiotic treatment given – otherwise 5 days
Poliomyelitis	Until declared free from infection by appropriate public health official
Scarlet fever and streptococcal infection of the throat	5 days from the start of antibiotic treatment
Tuberculosis	consult public health official
Typhoid fever	Consult appropriate public health official

Impetigo	Until the lesions are crusted or healed
Pediculosis (lice)	Until appropriate treatment has been given
Planter warts	No exclusion, should be treated and covered
Ringworm	Until treatment is commenced
Scabies	Until first treatment

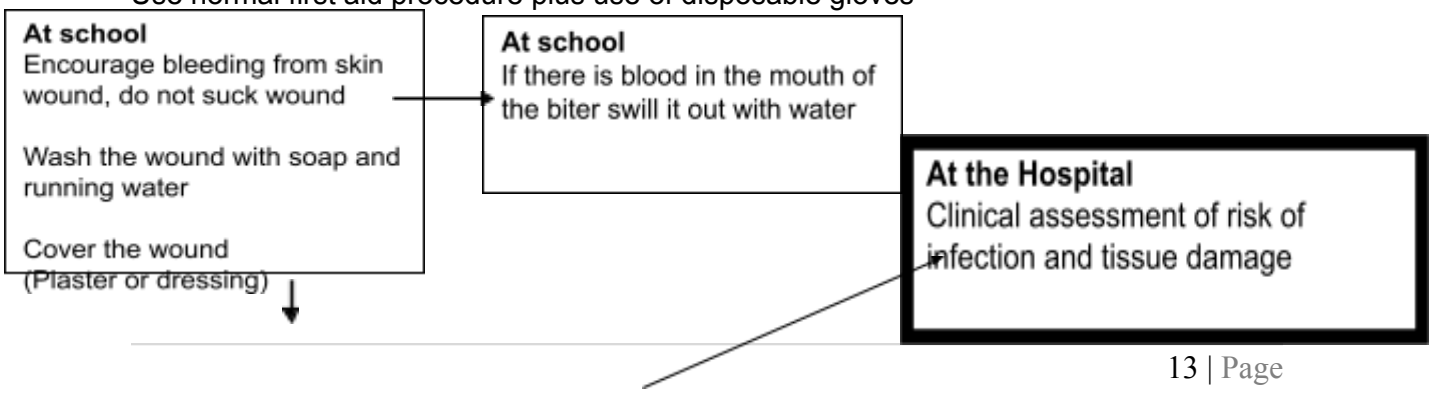
8.2 **Appendix 2**

Management of a Human / Animal bite that does not break the skin



Procedure to follow in the event of a Human / Animal bite wound that breaks the skin.

Use normal first aid procedure plus use of disposable gloves



At school
Phone nearest A&E department and explain incident and action taken so far and seek advice on next steps. Depending on risk assessment getting to A&E within 1 hour may be needed.
Ensure ongoing support for the bitten person and biter as appropriate

At school
Notify
H&S and Occupational health teams
Complete accident/incident report
RIDDOR (Reporting of injuries, diseases and dangerous occurrences regulations 1995)

At the Hospital
Antibiotics may be prescribed to prevent bacterial infections
Possible actions for viral infections:
If Consultant decides there is a risk of HIV infection, they will begin anti-HIV-therapy for 1 month (this is very rare)
Vaccination history will be taken for Hepatitis B. Either an accelerated course or a booster may be given
If there are concerns around hepatitis C, regular testing will take place and treatment against hepatitis C will begin if infected
Follow up – GP and Occupational health
Hospital A&E departments Barking & Dagenham, Redbridge, Havering, Waltham Forest, Newham, Tower Hamlets, Hackney:

Queen's Hospital – 0845 130 4204
King George Hospital – 020 8983 8000
Whipps Cross Hospital – 020 8539 5522
The Royal London Hospital – 020 7377 7000
St. Bartholomew's Hospital – 020 7377 7000
Newham General Hospital – 020 7476 4000
Homerton University Hospital – 020 8510 5555