

Park is an inclusive school where we focus on the wellbeing and progress of every child and where all members of our community are of equal worth. We believe that the Equality Act 2010 provides a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people. It also ensures that we continue to tackle issues of disadvantage and underachievement of different groups. We recognise that these duties reflect international human rights' standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

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# Little Park Nursery School

## Health and Safety Policy

<b>1. STATEMENT OF INTENT</b>	<b>3</b>
<b>2. INTRODUCTION</b>	<b>4</b>
<b>3. THE HEADTEACHER</b>	<b>4</b>
<b>4. TEACHING/NON TEACHING STAFF HOLDING POSITIONS OF RESPONSIBILITY</b>	<b>5</b>
<b>5. SCHOOL HEALTH AND SAFETY REPRESENTATIVES</b>	<b>7</b>
<b>6.OBLIGATIONS OF ALL EMPLOYEES</b>	<b>7</b>
<b>7. PUPILS</b>	<b>8</b>
<b>8. PROCEDURES AND ARRANGEMENTS</b>	<b>8</b>

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This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

**The Health and Safety procedures at Little Park Nursery are assumed to be the same as those at Park Primary school unless specifically stated within the body of the text. Nursery specific areas/procedures have been added and items that are primary school specific have been removed. See Appendix 1 for a list of added nursery specific items and deleted primary school items.**

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## STATEMENT OF INTENT

<b>School Name</b>	<b>Little Park Nursery School</b>
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## INTRODUCTION

The Governing Board believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l. Trade Union Safety Representatives play a valuable role and the Governing Board recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date:

(Chair of Governors)

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## **ORGANISATION**

### **INTRODUCTION**

In order to achieve compliance with the Governing Board's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

### **THE GOVERNING BODY**

The Governing Board has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds and resources are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

### **THE HEADTEACHER**

The Head teacher supports the Governing Board by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.

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- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Ensure appropriate health and safety notices displayed as identified.
- h) Emergency procedures are in place.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to monitor premises and performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) A report to the Governing Board on the health and safety performance of the school is completed annually.

**THE SCHOOL HEALTH AND SAFETY CO-ORDINATOR IS** the School Business Manager

He is responsible for:

- a) Co-ordinating and managing the risk assessment process for the school.
- b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process. Reporting any deficiencies/concerns to the Church for rectification where applicable.
- c) Making provision for the inspection and maintenance of work equipment throughout the school.
- d) Keeping records of all health and safety activities.
- e) Advising the Head teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to him/her by the Head teacher or Governing Board.
- h) Unsafe conditions being reported and dealt with to agreed timescales.

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## **TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Deputy and Assistant Head teachers, Curriculum Leaders, Phase Leaders, Office and Finance Managers, and Site Supervisors. They must:

- a) Apply the school's Health and Safety Policy to their own phase/department or area of work and be directly responsible to the Head teacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Head teacher or the School Health and Safety Co-ordinator.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head teacher or School Business Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.
- h) On request contribute information for the health and safety report to governors.

## **SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.

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- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Head teacher or School Business Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to the Head teacher or School Business Manager.

### **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Board and Head teacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Head teacher or Governing Board.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

### **OBLIGATIONS OF ALL EMPLOYEES**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.

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- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Cooperate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Cooperate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re- assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

## **PUPILS**

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

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## **PROCEDURES AND ARRANGEMENTS**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **Accident Reporting, Recording and Investigation**

All staff are required to ensure that all accidents, incidents and near misses are reported to the School Business Manager.

An accident report identifying trends in accidents/incidents is provided to Governors on a termly basis.

### **Asbestos**

The Diocese is responsible for the Asbestos log Book for the church hall.

Staff are not allowed to drill or affix anything to walls, ceilings etc., without first obtaining approval from the Church Warden or School Business Manager.

Staff should report any damage to the fabric of the building to the Church Warden or School Business Manager. If they suspect that such damage involves asbestos they should remove children from the vicinity pending investigation.

### **Audit**

The School Business Manager completes a site survey every term and reports on findings by written report. This is then shared with the site Supervisor who works to complete repairs or, together with the School Business Manager, ensures that appropriate Church officials are contacted.

### **Behaviour Management/Bullying**

The school has both a Behaviour Policy and (anti) Bullying Policy. They are reviewed by staff on a regular basis and concerns are discussed with the designated teacher for Safeguarding or more general concerns at staff meetings at the main school.

### **Caretaking and Cleaning**

A site Supervisor visits the site daily and has a job description to reflect his duties with responsibilities as identified in the Site Supervisor's Manual. Cleaners work on site daily, their duties are overseen by the Site Supervisor.

### **Cooking/food storage**

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The cooking/heating up of food and food storage is to be contained to the kitchen and only managed by the staff team at Little Park.

### **Curriculum Safety (including out of school learning activities)**

Teaching staff complete a risk assessment for out of school visits.

Within school, staff are required to have appropriate training in order to teach all areas of the nursery curriculum.

A number of generic risk assessments for routine school activities are held in the main school office and on the shared area of the Google Drive. Teachers are responsible for considering the risks associated with activities undertaken within school and should complete a written risk assessment for unusual activities or those undertaken for the first time. These should be submitted to the School Business Manager for inclusion in the school's risk assessment file.

### **Display Screen Equipment**

A workstation risk assessment should be completed annually or following an office move or the installation of new equipment.

The school adheres to the Health and Safety manual concerning the use of IT equipment. Staff should take regular breaks from VDU work.

Staff who habitually use DSE as a significant part of their normal day to day work are entitled to an eye test paid for by the school. Staff wishing to have such an eye test should advise the School Business Manager in the first instance.

### **Educational Visits and Journeys**

The Educational Visits and Journeys Co-ordinator is Clare Broadhurst. The school adopts the Educational Visits and Journeys Policy, and requires staff to plan and carry out risk assessments prior to a school visit. Parental permission is required before pupils participate in off-site trips or visits with the exception of permission for short local trips, e.g. walk to the post box, which is obtained once on entry to the school.

During trips medication can only be administered by designated members of school staff as identified in the risk assessment pertinent to that trip.

### **Electrical Equipment (fixed and portable)**

The inspection and testing of portable electrical equipment at Park Primary School is carried out on an annual basis by a qualified person, who provides records of inspection and testing. This

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record is kept in the school office. The School Business Manager will arrange for this testing to be extended to Little Park Nursery during the next scheduled inspection.

Defective equipment should be reported to the Site Supervisor.

Personal electrical equipment should not be used in school.

### **Fire Precautions and Emergency Procedures**

The School Business Manager is the responsible person for making arrangements for undertaking and reviewing the fire risk assessment, emergency plan, frequency and arrangements for test of fire evacuation procedure, emergency lighting, drills, and procedures to be followed.

A fire drill is undertaken every term alongside the children and staff at Park Primary School

### **First Aid**

The Park Primary School Medical and First Aid Policy details arrangements for first aid.

The names of first aiders are displayed around the main school site.

First aid boxes are located in the School Welfare area and in the Nursery kitchen area. The Office Manager is responsible for checking and restocking the boxes at least termly. In an emergency, office staff, or the member of SLT on duty in Little Park will summon an ambulance.

Where a parent is unable to accompany a child to hospital a member of school staff, preferably known to the child, will accompany them.

The list of first aiders is maintained centrally. The office organise training for members of staff as appropriate.

### **Hazardous Substances**

The school complies with Health & Safety Guidance; Manual for Site Supervisors and Caretakers - Section T, for selection and use of substances. The Site Supervisors are responsible for ensuring that hazard data sheets are completed and retained at the main school site. With reference to cleaning products: Site Supervisors should undertake the necessary risk assessments, and ensure that staff are properly trained in the use and storage of hazardous substances and the use of protective equipment.

### **Inclusion**

The school recognises its statutory obligations with regard to inclusion, the school's SEND Policy applies. The SENCOs are responsible for planning and assessment for SEN pupils, and making

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reasonable adjustments in respect of access under DDA, where access is required. The SENCo is responsible for ensuring that staff are suitably informed and trained to be able to support pupils safely and effectively.

### **Late Children**

If a child is late to be collected from Little Park, the SLT member of staff on duty will contact the school office and ask the parent/carer to be contacted. The SLT member of staff on duty at Little Park, or the SLT member of staff on late duty will stay with the child, either at Little Park or the main school, until they are collected.

### **Lone Working**

When working alone in the premises a suitable risk assessment should be carried out for the task being undertaken. This assessment should give particular attention to contact information and how to deal with emergency situations. Suitable arrangements must be made for potentially hazardous tasks.

The Lone Working Policy refers.

### **Managing Medicines & Drugs**

The Supporting Children with Medical Needs and Managing Medicines Policy refers.

School staff are only allowed to administer medication prescribed for a specific child by the child's doctor with parental permission. Parents are required to fill in a form requesting staff to give medication during school time. Staff will be trained as the need arises in cases of long term or unusual medication.

### **Maintenance and Inspection of Equipment**

The Site Supervisor maintain a Preventative Planning and Maintenance schedule

Checks are undertaken by competent contractors – managed under the Contractor Management guidelines.

### **Manual Handling and Lifting**

The School Business Manager will ensure that all staff have a good understanding of the principles of safe manual handling and lifting. Risk assessments should be produced for any manual handling or lifting tasks which are undertaken on a regular basis. Wherever practical, aids should be used to reduce the amount of lifting and carrying undertaken.

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Staff to avoid lifting children unless it is to keep other children from getting hurt or to move a child out of danger. It is acceptable for a staff member to lift a child onto their knee for a short time if the child needs comforting

### **Outdoor and Indoor Play Equipment**

Outdoor play equipment is checked annually along with PE equipment. The Site Supervisor is responsible for undertaking additional regular visual checks. The risk assessment is reviewed annually.

Staff on duty are responsible for ensuring the pupils are properly supervised or for making the decision to 'close' the equipment should there be insufficient supervision.

All staff are responsible for reporting concerns about the equipment, items for repair, or potential hazards to the Site Supervisor or School Business Manager.

The water in the water trays must be changed regularly to ensure it is clean. The children's resources that are used regularly must be cleaned at least once a fortnight by a member of the Little Park Team.

### **Ratio**

For children aged three and over in nursery classes in maintained schools:

- There must be one member of staff for every 13 children
- At least one member of staff must be a qualified teacher
- At least one other member of staff must hold a full and relevant level 3 qualification
- Without a qualified teacher being present (during group work time etc), there must be one member of staff for every 8 children

### **Risk Assessments**

It is the responsibility of the School Business Manager to ensure that whole school risks assessments are carried out and reviewed annually.

Risk Assessments for trips and visits are covered under the school's trips and visits policy.

Class Teachers are responsible for ensuring that the appropriate risk assessments are undertaken for specific or new activities relating to the curriculum and activities inside and outside the classroom while the children are in their care.

Risk Assessments linked to SEND pupils are the responsibility of the SENCo at Park Primary School.

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Risk assessments linked to pupils with Individual Healthcare Plans are the responsibility of the Class Teacher.

Risk assessments for pregnant staff are the responsibility of the employee's line manager.

## **Security**

The nursery school is open to staff from 8am-5pm during term time.

Doors are opened to allow parental access to the site between during drop off and pick up times when the nursery students are on site. On certain days the students are picked up and dropped off from the main primary school site.

Access to the nursery school for children and parents is via the Vaughan Road entrance at the beginning and end of their allocated session only. No access is permitted outside those hours unless they have been organised by the Little Park Team. At all other times visitors should be directed to the main primary school reception so that the nursery can be advised. When opening the door to visitors, the door directly onto the church hall must be closed before opening the outside door to avoid children going outside unsupervised, and to avoid unwanted visitors accessing the church hall.

The Site Supervisor, or person designated keyholder by the Head Teacher is responsible for securing the nursery school site at the end of each school day.

## **Site Maintenance**

The main school Site Supervisor is responsible for ensuring the day to day maintenance of the nursery school building and site.

All school staff are responsible for reporting hazards or maintenance issues to the Site Supervisor and/or the School Business Manager. A log/action book is available for staff to note any minor issues for action in the school office.

Any issues of significant concern/danger should be reported to the Site Supervisor, School Business Manager or other member of SLT immediately.

Safety signage is used on site in line with statutory requirements. All staff have responsibility for reporting any missing signage or any concerns about signage to the Site Supervisor or School Business Manager.

For contractors visiting the site it will be a requirement for a LF test to be taken prior to entry. A temporary outdoor testing site has been established inside the main gate of the main school site. Alternatively, where a visit is known about far enough in advance, visitors to be asked to collect an LTF the day before attendance on site.

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## **Smoking**

Throughout the UK smoking is prohibited by law in virtually all enclosed workplaces and public places, on public transport and in vehicles used for work.

At Little Park Nursery no-smoking is allowed anywhere within the perimeter of the school, this includes all external places.

## **Sun Safety**

- Parents of children that attend for a half day should apply sunscreen to their child at home. For those children that attend for a full day, parents should apply cream to their children before they come to Little Park and staff will assist the child in re-applying it during the day when necessary. In the first instance, staff will encourage children to apply the cream for themselves to build the children's independence.
- Parents are asked to give written permission for sun cream to be applied to their children.
- Parents are required to provide Little Park with the appropriate sun cream for their children
- The sun cream must be in date, and be a minimum factor 30
- Parents are welcome to leave the sun cream at Little Park for the duration of the summer term, but this cream must be clearly labelled with the child's name on it.

## **Use of Nicotine Containing Products**

The term "electronic cigarette" is a generic term, many, but not all, are in the form of thin white tubes that look like cigarettes. Some electronic cigarettes contain nicotine, some do not. Some produce a white odourless vapour, others produce no vapour at all. They do not burn tobacco and do not create smoke (products of combustion).

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Use of products that resemble cigarettes or which could be confused with them, including 'electronic' cigarettes and the licensed medicine called the Nicorette® Inhalator, is not allowed anywhere within the perimeter of the school, this includes all external places.

This applies at all times - in and out of school time.

### **Staff Training & Development**

New staff are inducted in line with the School's Induction Policy which includes information regarding Health and Safety.

Role specific training is provided as required and is identified primarily through:

- the school's appraisal process,
- the creation of Individual Healthcare Plans (Supporting Children with Medical Needs Policy)
- the routine monitoring of health and safety qualifications and certificates, e.g. first aid lists

While it is expected that the School Business Manager will have a good overview of the Health and Safety training needs, all staff have an individual responsibility to identify and report where they might require additional training or support.

Training needs related to Health and Safety should be passed to the School Business Manager for action.

### **Stress**

All employees have the right to expect that their working conditions and relationships will be such that they do not result in unnecessary anxiety or prolonged stress symptoms.

Please see Wellbeing Policy

### **Visitors**

Visitors to school are required to electronically sign in at the main school site on arrival. Visitors will be given a badge which they must wear at all times on the premises.

On a first visit to the school they are given a copy of the school's safeguarding information and made aware of the fire evacuation arrangements. It is the responsibility of the member of staff who is supervising the visitor to ensure that they are aware of any particular health and safety matters related to their visit and to ensure that the visitor receives appropriate supervision, guidance and chaperoning.

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## **Volunteers**

Volunteers are required to sign in at the main school site on arrival. Volunteers will be given a badge which they must wear at all times on the premises.

Volunteers may be, where appropriate, subject to an enhanced DBS check. It is the responsibility of the placement officer to ensure that the School Office is given details of all volunteers in order that this check can be carried out.

Volunteers are inducted in line with the School's Induction Policy.

## **Work Experience**

Work Experience Students are inducted in line with the school's induction policy.

## **Working at Height**

All School Staff should use the appropriate equipment, e.g. kickstools, to affix displays etc. above head height and have due regard for their health and safety and that of others. Staff should never use chairs or tables in place of the appropriate equipment.

Staff undertaking working at height should have undertaken the appropriate training. A risk assessment should be undertaken prior to the work being carried out.

Checks and tests of eye bolts, ladders, tower scaffolds and other equipment for working at height should be undertaken in line with statutory requirements. Arranging for the checking of the equipment, and any remedial works, is the responsibility of the Site Supervisor reporting to the School Business Manager.

Contractors working at height are required to complete the appropriate paperwork and are dealt with under the school's contractor management arrangements.

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## Appendix A

### Additions/deletions to/from Park Primary School Health & Safety policy

#### Page 1

##### Additions (underlined):

Little Park Nursery School

Date of Origin	<u>January 2020</u>
Review Requirements	<u>Annually</u>
Date of Ratification	<u>February 2020</u>

#### Page 2

##### Additions:

The Health and Safety procedures at Little Park Nursery are assumed to be the same as those at Park Primary school unless specifically stated within the body of the text. Nursery specific areas/procedures have been added and items that are primary school specific have been removed. See Appendix 1 for a list of added nursery specific items and deleted primary school items.

School Name	<u>Little Park Nursery School</u>
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#### Page 5

##### Additions:

b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process. Reporting any deficiencies/concerns to the Church for rectification where applicable.

#### Page 8

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Deletions (underlined):

After school clubs and activities

All after school clubs should adhere to the accident reporting and first aid procedures. Accidents should be recorded in the accident book and reported to the School Business Manager on the next working day

**Deletions:**

Asbestos

The School Business Manager is responsible for the Asbestos Log Book, which is held in the school office.

**Addition:**

The Diocese is responsible for the Asbestos log Book for the church hall.

**Deletion:**

Under the arrangements for contractors all contractors working on site are required to sign the asbestos log prior to starting any work on the premises.

**Addition:**

Staff are not allowed to drill or affix anything to walls, ceilings etc., without first obtaining approval from the Church Warden or School Business Manager.

**Page 9**

**Additions:**

Staff should report any damage to the fabric of the building to the Church Warden or School Business Manager. If they suspect that such damage involves asbestos they should remove children from the vicinity pending investigation.

Audit

This is then shared with the site Supervisor who works to complete repairs or, together with the School Business Manager, ensures that appropriate Church officials are contacted.

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## Behaviour Management/Bullying

The school has both a Behaviour Policy and (anti) Bullying Policy. They are reviewed by staff on a regular basis and concerns are discussed with the designated teacher for Safeguarding or more general concerns at staff meetings at the main school.

### **Deletions:**

#### Catering

Healthy school meals are provided for children daily. Responsibility for the maintenance and replacement of kitchen equipment is with LBN. Defects in the equipment should be reported to the School Business Manager so that remedial action can be taken.

School staff should notify the School Business Manager if they notice absent children and suspect food poisoning.

### **Addition:**

#### Caretaking and Cleaning

A site Supervisor visits the site daily and has a job description to reflect his duties with responsibilities as identified in the Site Supervisor's Manual. Cleaners work on site daily, their duties are overseen by the Site Supervisor.

### **Deletion:**

#### Contractors

Contractors are selected following effective procurement and tendering and with due regard to Health and Safety in line with the Health & Safety Manual. The School Business Manager and Site Supervisors are responsible for liaison with contractors to exchange health and safety information, agree safe working practices, and exchange risk assessments.

All contractors should sign in and out using the signing in book and review the contractor hazard information.

Staff must report any concerns to the School Business Manager or Head Teacher immediately.

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It is the responsibility of the School Business Manager to notify the Local Authority of works undertaken at school via SNP forms. HSE CDM Regulations [www.hse.gov.uk/cdm](http://www.hse.gov.uk/cdm) should be followed for notifiable projects.

## **Page 10**

### **Addition**

Within school, staff are required to have appropriate training in order to teach all areas of the nursery curriculum.

The School Business Manager is the responsible person for making arrangements for undertaking and reviewing the fire risk assessment, emergency plan, frequency and arrangements for test of fire evacuation procedure, emergency lighting, drills, and procedures to be followed.

### Hazardous Substances

The school complies with Health & Safety Guidance; Manual for Site Supervisors and Caretakers - Section T, for selection and use of substances. The Site Supervisors are responsible for ensuring that hazard data sheets are completed and retained at the main school site.

### **Deletion:**

Staff teaching PE are guided by the Association of Physical education guidance they are also made aware of the guidance on Physical Education and Good Practice.

### Electrical Equipment (fixed and portable)

The inspection and testing of portable electrical equipment at Park Primary School is carried out on an annual basis by a qualified person, who provides records of inspection and testing. This record is kept in the school office. The School Business Manager will arrange for this testing to be extended to Little Park Nursery during the next scheduled inspection.

## **Page 11**

### **Deletion:**

The fire alarm is tested weekly by the Site Supervisor.

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### **Additions:**

A fire drill is undertaken every term alongside the children and staff at Park Primary School

The names of first aiders are displayed around the main school site.

First aid boxes are located in the School Welfare area and in the Nursery kitchen area. The Office Manager is responsible for checking and restocking the boxes at least termly. In an emergency Office staff will summon an ambulance.

### **Deletions:**

Where a parent is unable to accompany a child to hospital a member of school staff, preferably known to the child, will accompany them. In the case of emergency in the Breakfast Club, the Senior Supervisor is responsible for calling the ambulance and arranging for someone to accompany the child.

The list of first aiders is maintained centrally. The office organise training for members of staff as appropriate.

### Grounds Maintenance

Grounds Maintenance contractors are dealt with under the school's contractor management procedures. A specification for works is shared with the contractor prior to appointment.

## **Page 12**

### **Additions:**

Risk Assessments linked to SEND pupils are the responsibility of the SENCo at Park Primary School.

Security

The nursery school is open to staff from 8am-5pm during term time.

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Access to the nursery school for children and parents is via the Vaughan Road entrance at the beginning and end of the school day only. No access is permitted outside those hours. At all other times visitors should be directed to the main primary school reception so that the nursery can be advised.

The Site Supervisor, or person designated keyholder by the Head Teacher is responsible for securing the nursery school site at the end of each school day.

The main school Site Supervisor is responsible for ensuring the day to day maintenance of the nursery school building and site.

### **Page 13**

#### **Deletions:**

A planned preventative maintenance schedule is in place for both sites. It is the responsibility of the Site Supervisor to ensure that the schedule is adhered to.

#### Lettings/shared use of premises/use of Premises Outside School Hours

The school has an appropriate Lettings Policy and terms and conditions document that details health and safety arrangements and responsibilities, including staffing requirements, first aid provision, fire and emergency arrangements, restrictions on use of equipment, licencing, insurance, and responsibilities.

The PTA works for the benefit of the school and its children and works within the school's agreed framework. The PTA has its own insurance cover and is responsible for the health and safety arrangements for their events as detailed in the lettings agreement.

#### **Deletions:**

##### PE Equipment

PE equipment is checked annually by a competent contractor. It is the responsibility of the PE staff to undertake risk assessments and visual checks and report any concerns to the Site Supervisor or School Business Manager.

Accidents or near misses involving PE equipment should be reported in line with the accident and hazard reporting procedure (detailed above).

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The Breakfast Club is part of the school and the contents of this policy apply. The Breakfast Club should adhere to the accident reporting and first aid procedures. Accidents should be recorded in the accident book and reported to the School Business Manager on the next working day who will advise LBN Corporate Health & Safety.

#### Protective Professional Equipment (PPE)

The Site Supervisors and site staff are provided with suitable protective equipment, e.g. gloves, goggles, ear defenders, and suitable attire for working outside during winter (this list is not exhaustive).

It is the responsibility of the Site Supervisors to ensure that there is suitable protective equipment for site staff and that it is used. It is the responsibility of the School Business Manager to ensure there is suitable PPE for the Site Supervisors.

All staff have responsibility for ensuring that they have and use the appropriate PPE. Any concerns or queries regarding PPE should be drawn to the attention of the School Business Manager.

#### **Deletions:**

A buzzed access magnetic gate is in use at Mathews Park Avenue for visitors to the school.

The Site Supervisor, or person designated keyholder by the Head Teacher is responsible for securing the nursery school site at the end of each school day, after a letting or during the school holidays.

Both sites are alarmed. A third party service is used for call outs out of school hours.

#### **Addition:**

Site Maintenance

The main school Site Supervisor is responsible for ensuring the day to day maintenance of the nursery school building and site.

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**Addition:**

At Little Park Nursery no-smoking is allowed anywhere within the perimeter of the school, this includes all external places

**Deletions:**

This applies at all times - in and out of school time. for PTA events as well as for general lettings.

Swimming

Park Primary makes use of local swimming facilities. Swimming is considered a trip or visit and as such falls under the school's Educational Visits Policy.

**Page 15**

**Addition:**

Visitors to school are required to electronically sign in at the main school site on arrival. Visitors will be given a badge which they must wear at all times on the premises.

Volunteers are required to sign in at the main school site on arrival. Volunteers will be given a badge which they must wear at all times on the premises.