



---

**Annemount**

---

Nursery and Pre-preparatory School

---

## **Health and Safety Policy**

This policy applies to the whole school including EYFS

**At Annemount we aim to make children, parents and staff aware of health and safety issues and to minimize the hazards and risks to enable the children to thrive in a healthy and safe environment.**

The member of staff responsible for Health and Safety is Geraldine Maidment. The management of Health and Safety is the responsibility of Aiden Griffin.

It is the policy of Annemount School:

- To create a safe environment and to encourage ways of working which will ensure the safety of children, employees and all other persons who come onto its premises and grounds.
- That all staff are responsible for the children under their care. They also have a responsibility to work in a way that will ensure the health and safety of themselves and all other persons with whom they come into contact.
- That all matters concerning health and safety should be brought to the attention of Geraldine Maidment or Aiden Griffin immediately.
- That staff are to familiarise themselves with the points below and be aware of them on a day-to-day basis.

This policy has been reviewed with due regard to *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies* (2014). It should be read alongside the Risk Assessment Policy, Fire Safety Policy, First Aid Policy.

### **Risk Assessment**

Our risk assessment process includes:

- A termly risk assessment checking for potential hazards and risks indoors and outside.
- Deciding which areas need attention; and
- Developing an action plan that specifies the action required, the timescales for action and the person responsible for the action.
- Staff are encouraged to take responsibility for their classrooms and school grounds in risk assessing and being diligent and raising awareness where necessary.
- We maintain a checklist of Health and Safety issues which are checked regularly. Our assessment covers adults and children.

### **Insurance Cover**

Annemount School has public insurance and employers' liability insurance.

- Awareness Raising**
- Our induction training for staff and volunteers includes a clear explanation of Health and Safety issues. The induction training covers matters of employee well-being.
  - Health and Safety training is offered to staff where necessary, and Health and Safety is discussed at staff meetings.
  - We have a no smoking policy.
  - Children are made aware of Health and Safety issues through discussions, planned activities and routines.
- Children's Safety**
- We ensure all staff have been checked for criminal records by an enhanced disclosure from the DBS. (See Safer Recruitment Policy)
  - Whenever children are on the premises at least two adults are present.
- Security**
- Systems are in place for the safe arrival and departure of children.
  - Our systems prevent unauthorised access to our premises.
  - Our systems prevent children from leaving our premises unnoticed.
- Mobile Phones**
- Staff are required to leave their mobile phones in the school office during hours when the children are present. In the event that the office is unattended, a senior member of staff will keep a mobile phone on them for emergencies.
- Structural Safety**
- Windows**
- Low-level windows are made from materials that prevent accidental breakage.
- Doors**
- We take precautions to prevent children's fingers from being trapped in doors.
- Floors**
- All surfaces are checked on an on-going basis to ensure they are clean and not uneven or damaged.
- Kitchen**
- Children do not have access to the office kitchen.
  - All surfaces are clean and non-porous.
  - Cleaning materials and other dangerous materials are stored out of the children's reach.
- Electrical/ Equipment**
- Gas**
- All electrical/gas equipment conforms to safety requirements and is checked regularly.
  - Our boiler, fuse boxes and meter cupboard are not accessible to the children.
  - Heaters, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them.
  - There are sufficient sockets to prevent overloading.
  - Safety covers protect all sockets accessible to the children when they are not in use.
  - The temperature of hot water is controlled to prevent scalds. Valves have been set below 43 degrees for water children have access to.
  - Lighting and ventilation is adequate in all areas, including storage areas.
- Storage**
- All resources and materials from which children select are stored safely.

**Indoor Area**

- All equipment and resources are stored or stacked safely to prevent them from accidentally falling or collapsing.
- The equipment in the school must be clean and in good order.
- The rooms for children should be arranged with no sharp corners.
- The staff must undertake a constant risk assessment. Any broken or damaged equipment must be removed, reported immediately to the Head Teacher and log the assessment in the Health and Safety folder. Staff must be vigilant in looking out for health and safety breaches which can lead to slips and trips.
- Doorways must not be obstructed.

**Manual Handling**

The Manual Handling Regulations of 1992 are followed. Staff are advised to:

- Avoid hazardous manual handling operations so far as reasonably practicable.
- Assess any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury so far as reasonably practicable by asking for assistance.
- In cases where it is deemed an operation is too hazardous for the employees, outside contractors are engaged.
- Adult sized chairs may be placed in the classroom at a staff member's request.

**Management of Asbestos**

- The Control of Asbestos Regulations 2012 places specific duties on those who manage non-domestic premises to identify the presence of asbestos-containing materials, and manage the risks they present. Annemount follows these regulations carefully.

**Control of Hazardous Substances**

- Hazardous substances are kept in containers in secure, designated cupboards.

**Selecting and Managing Contractors**

- Whenever possible all contracted work will take place outside of school hours or term time when there are no pupils on site. If working on the premises when the children are present is unavoidable, then all care must be taken for the pupils' safety and adjustments will be made to the daily routine to keep them away from the place of work.
- Whilst the contractor is working in the School, the Head Teacher will ensure that s/he is carrying out all operations with sufficient regard to Health and Safety and Safeguarding. In particular:
  - Storage and disposal of paints and chemicals
  - Use of ladders
  - Limitation of noise
  - Care of electrical and other installations
  - Disposal of builders waste
  - Maintaining the security of the building

**Maintenance of Plant and Equipment**

- It is the duty of the Head Teacher to ensure all maintenance of plant and equipment is up-to-date on a rolling programme. This is managed in conjunction with the Health and Safety Officer.
- All maintenance certification and records are kept filed in the School Office.
- Portable Appliance Testing is undertaken on an annual basis.

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Indoor Safety Rules** The following rules should be told to all new children and reinforced regularly to help them remember.
- Scissors and sharp objects must be handled with care. They must be carried with the pointed end in the palm of the hand and the handle pointed away from the body. They must always be put away after use.
  - Sharp objects, small objects, rocks, sticks and toys should be kept out of the mouth.
  - Only toys such as balls and beanbags may be thrown. Sticks, sand, rocks and toys etc. must never be thrown.
  - Children are to walk quietly in the corridors and not run.
  - Any child under three years old needs a specific teacher allocated to their outside supervision.
  - Children should be encouraged to go to the toilets before they go outside. If a child needs assistance going to the toilet, staff may only take them if there is adequate supervision for the other children. If there is not, then a structured activity has to take place so that Health and Safety can be assured (e.g. circle time)
  - Staff should position themselves in strategic positions throughout the playground to ensure that all areas can be supervised sufficiently.
  - The boundaries of our outdoor area are secure.
  - Our outdoor area is checked for safety before it is used.
  - Where water can form a pool on equipment, it is emptied before children start playing outside.
  - Our outdoor sand tray is covered when not in use and is cleaned regularly.
- Outdoor Supervision and Safety**
- All outdoor activities are supervised at all times.
- Outdoor Safety Rules** The following rules should be told to all new children and constantly reinforced to help them remember. All children should know the Playground Rules.
- Balls must be shared and used carefully. If a ball goes out of the school play area, an adult must be informed.
  - Sand is not to be thrown or eaten.
- Equipment Resources and**
- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
  - The layout of play equipment allows adults and children to move safely and freely between activities.
  - All materials (including paint and glue) are non-toxic.
  - Sand is clean and suitable for children's play.
  - Physical play is constantly supervised.
  - Children are taught to handle and store equipment and tools safely.
  - Children learn about health, safety and personal hygiene through activities we provide and the routines we follow.
- Hygiene**
- Our daily routines encourage learning about personal hygiene.
  - We have a daily cleaning routine for the setting, which includes classrooms, play rooms, office and toilets.
  - Teachers are responsible for cleaning resources and equipment, dressing-up clothes and furnishings where necessary.

## **Cookery**

- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- The children wash their hands before eating, after visiting the toilet, after messy play and after playing with or touching animals.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - checking toilets regularly;
  - wearing protective clothing (such as disposable gloves and aprons) as appropriate;
  - making sure children have clean sets of clothing; and
  - providing tissues and wipes.
- When children take part in cooking activities, they:
  - are supervised at all times;
  - are kept away from hot surfaces and hot water; and
  - do not have unsupervised access to electrical equipment.
- All staff members have a list of any allergies, dietary or religious rules pertaining to the children.
- The children are required to wear a protective apron for any cookery activities.
- Our strict no nut policy is adhered to during any cooking activities.

## **Food and Drink**

- We endeavour to include a wide variety of foods representing different cultures and festivals during any cooking activities.
- Children take home food prepared during cooking sessions.
- Staff who prepare and handle food receive appropriate training and understand, and comply with, food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Fresh drinking water is available to children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic. We have a strict no-nut policy.
- We reinforce children's understanding of the importance of healthy eating during snack and lunchtimes.
- The children are required to bring in fruit daily for their snack, which is eaten together at morning break.
- We have a strict healthy eating policy for the children's lunch boxes. The parents are asked to ensure that food is healthy, varied and nutritious. Crisps, chocolates and biscuits are not allowed as part of their lunch box.

## **Outings and Visits**

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent on registration for their children to be taken off from school premises for outings and school trips. This consent is re-granted each year. No further individual or specific permission will be sought for these outings.
- We advise parents of the trip giving full details of the following:
  - date and title of outing;
  - venue and mode of transport;
  - length of visit and time of return;
  - any activities planned;
  - guidance on suitable clothing; and

- whether a packed lunch is required.
  - A risk assessment is carried out before an outing takes place using the school's risk assessment template. We ensure that we have read the venue's own risk assessment if available.
  - Named children are assigned to individual adults to ensure each child is individually supervised and to ensure no child gets lost.
  - All children are to wear labels stating Annemount School, the telephone number of the school and the mobile number of an appointed staff member.
  - Staff will take a mobile phone on outings, a class list, supplies of tissues, wipes, and a First Aid pack. They also take a copy of the emergency contact list. The amount of equipment will vary and be consistent with the number of children and the length of their outing.
  - Our adult to child ratio is either appropriate to the venue and age-group or higher.
- Off Site First Aid Kit**
- This is to be carried by a staff member, who is travelling by coach for offsite trips, together with emergency records and a mobile phone.

- Designated Drivers**
- There are no on-site vehicle movements on the school premises.
  - Records of designated drivers driver's licence, vehicle registration, MOT and insurance are to be checked.
  - Any change in records is to be reported to the school immediately for updating.
  - Designated drivers are to carry a first aid kit, mobile phone and emergency records.
  - Prior to any trip, seat belts must be checked and interior of vehicle checked for safety i.e. no plastic bags or sharp objects and that the first aid kit is fully stocked and up to date.
  - Any child transported by a designated driver must have parental consent.
  - Children must get in and out of the vehicle on the pavement side where possible.
  - At no time should children be left unattended in the vehicle.

**Missing Child**

If a child goes missing from the school grounds:

- The Head Teacher is informed immediately and together with the teacher will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The Head Teacher talks to the staff to establish what happened.
- If the child is not found within 15 minutes of searching or sooner if deemed necessary, the missing child is reported to the police and the parent is contacted.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the school ensures that there is a procedure that is followed:

- As soon as it is noticed that a child is missing, staff on the outing ask the children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.

### **The Investigation of Missing Child Incident**

- One staff member searches the immediate vicinity.
- The staff member contacts the police using the mobile phone and report the child as missing within 15 minutes of searching or sooner if deemed necessary.
- In an indoor venue, the staff member contacts the venue's security who will handle the search and contact the police if the child is not found.
- The Head Teacher is informed and if she is not on the outing, will also be the point of contact for the police as well as support staff.
- Staff members take the remaining children back to the setting.
- The Head Teacher contacts the child's parent who makes their way to the setting or outing venue as agreed.
- The Head Teacher carries out a full investigation, taking written statements from all the staff present at the time.
- The key staff member writes an incident report detailing:
  - the date and time of report;
  - names of staff/children who were on the outing;
  - when the missing child was last seen on the outing;
  - what immediate action was taken;
  - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing of staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded. The local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

### **Animals**

- We have a dog who visits Annemount regularly. Tibor is a Welsh Terrier born in 2010.
- He is free from disease and has appropriate health checks.
- The dog is kept secure or in the office during school hours and is supervised by adults. Tibor is on a lead at all times and leaves the premises for walks.
- Tibor does not eat on the premises but has a bowl of fresh water, which is not handled by the children.
- Tibor is prevented from fouling any areas used by the children.
- Children always wash their hands after contact with the dog or his equipment.
- Consideration is made for religious beliefs, allergies and anxiety.
- Parents are informed of the presence of any animals on the premises
- Animals visiting Annemount are free from disease and safe to be with children, and do not pose a health risk
- Outdoor footwear worn to visit farms is cleaned of mud and debris and is not worn indoors.

**Incidents  
Accidents**

- and**
- We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:
    - any accident requiring hospital; and
    - any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
  - Accidents to staff requiring hospitalisation for 24 hours or more, and any accident to any member of the public requiring treatment will be reported to RIDDOR.
  - Accidents resulting in an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days will be reported to RIDDOR within 15 days of the accident.
  - Any dangerous occurrence is recorded on our Incident or Accident forms and filed.

**Critical  
Plan**

**Incident**

- A critical incident is likely to involve death or serious injury to one or more members of the school community and, or, their families either at school, journeying to or from school, participating in a school related activity, at home or in some other context.
- Examples of critical incidents may include;
  - Death or injury;
  - Fire, flood, explosion, gas leak or electrical failure;
  - Terrorist attack or threat of one
  - Break-in, burglary, theft of personal or the setting's property;
  - Attack on a member of staff or parent on the premises or nearby;
  - Any racist incident involving a staff or family on the premises.
- In the event the school building needs to be evacuated everybody will be led to the Designated Assembly Point (*under the oak tree in the garden*). Registers will be taken against the children, staff and visitors present. The Head Teacher will inform the Emergency Services of any missing person.
- If the Head Teacher or Emergency Services feel that the assembly point should be moved off site, the children will be led to the alternative point as referenced in the Fire Evacuation Procedures: identified as the green located at the junction of Kingsley Way and Neville Drive. Parents will be contacted to collect their children at this point if deemed safe to do so.
- In the event of a security threat, the school will follow a lock-down procedure (Appendix i).
- In the unlikely event of a death on the premises, the emergency services are called and the appropriate advice is followed.

**Recording of  
Critical Incident**

- a**
- We record serious Health and Safety incidents including those that are reportable to the Health and Safety Executive as above.
  - We record the date and time of the incident, nature of the event, who was affected, what was done about it, if it was reported to



<b>Serious Accident or Sudden Illness</b>		the police, and if so, a crime number. Any follow up, or insurance claim made, should also be recorded.
		<ul style="list-style-type: none"> <li>• Any incident regarding issues of concern involving a child is recorded in the child's own file.</li> <li>• The child's parent or carer is contacted at home or on the emergency numbers. If there is no reply, telephone the child's general practitioner.</li> <li>• Emergency numbers for every child are kept in the school office as well as in each class's register.</li> <li>• If a child needs to be taken to hospital, a member of staff must accompany them unless the parent is present.</li> <li>• If the Head Teacher, Geraldine Maidment, is not in the building, she must be contacted on her mobile number 07957 364154</li> <li>• The incident must be written up on an Accident form and/or Incident sheet.</li> <li>• The Head Teacher will notify Local Safeguarding Children Board (LSCB) of any serious accident, injury to or death of any child while in our care and will act on the advice of the LSCB.</li> </ul>
<b>Definition of Accidents and Incidents</b>		<ul style="list-style-type: none"> <li>• An accident is when a child, staff member or visitor is physically hurt through nobody's fault.</li> <li>• An incident is when a child, staff member or visitor is physically or emotionally hurt by another person.</li> </ul>
<b>Non Serious and Incidents</b>		<p>There may be incidents where a child is hurt but not seriously enough to warrant calling a parent or doctor.</p> <ul style="list-style-type: none"> <li>• The child's teacher needs to prepare a note for the parent to explain the situation – an incident form or accident form may be used. This is to be signed by the parent or carer at collection time.</li> <li>• The 'Going Home Book' needs to be checked to see if the child will be collected by anyone other than their usual parent or carer. If this is the case, the parent should be called.</li> <li>• If there is any doubt about the level of seriousness, the parent is to be called, especially if the child is feeling very shocked or upset.</li> <li>• An evaluation of the accident is made to assess the risk and is noted as necessary.</li> </ul>
<b>Safety of Adults</b>		<ul style="list-style-type: none"> <li>• Adults are guided about the safe storage, movement, lifting and erection of large equipment if necessary.</li> <li>• The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.</li> </ul>
<b>Occupational Health Services and Work Related Stress</b>		<p>In order to minimise the risk of work related stress, the Head Teacher will:</p> <ul style="list-style-type: none"> <li>• Foster a supportive work environment.</li> <li>• Recognise the value of good management practice with systems in place to effectively manage staff.</li> <li>• Pay attention to any indication of changes in performance or behaviour in staff.</li> <li>• Encourage sympathetic alertness to members of staff who develop signs of not coping.</li> <li>• Make reasonable adjustments to their working environment or work load for a member of staff who develops signs of not coping in order to minimize stress.</li> </ul> <p>Should these steps not alleviate the situation, the following should</p>

be considered:

- Remind staff of the availability of 'Educare' health advisory service should they wish to seek advice on their mental or physical health.
- Recommend staff seek advice from their own G.P.
- Refer staff to Occupational Health Service at Chase Farm Hospital, when there are concerns or absence due to work-related stress and other mental health problems ([http://www.bcf.nhs.uk/about\\_us/occupational-health/index](http://www.bcf.nhs.uk/about_us/occupational-health/index))
- Address: The Ridgeway, Enfield EN2 8JL Tel: 020 8375 1821, Email: BCF-TR.OHEALTH@nhs.net
- Should a member of staff be absent through ill health or injury, the Head Teacher should keep in touch with them; this should start after two weeks absence and be maintained at fortnightly intervals thereafter.
- Be supportive in any return to work process.
- Behaviour of the pupils is covered in the Behaviour and Anti-Bullying Policy
- Given the age range of the pupils (3-7 years) violence to staff is not anticipated to be an issue.

**Violence Against Staff**

**Record Keeping**

At Annemount, we keep records of:

**Adults**

- Names, and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- Names and addresses of the owner (Geraldine Maidment, Head Teacher)
- All records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.
- Visitors are asked to sign in and out upon arrival.

**Children**

- Names, addresses and telephone numbers of parents and adults authorised to collect children from Annemount;
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accidents;
- The allergies, dietary requirements and illnesses of individual children;
- The times of attendance of children
- Accidents and medicine administration records;
- Consents for outings, administration of medication or emergency treatment; and
- Details of any incidents.

**Related Policies**

The following policies which relate to this document are also available at Annemount School:

- Risk Assessment Policy
- Behaviour and Anti-Bullying
- First Aid Policy
- Fire Safety Policy

## **Appendix (i)**

### **Lock-Down**

In the event of a severe security threat to the school, the following will be actioned:

- Verbal signals to announce immediate lockdown to all classrooms will be sequenced
- Doors to the outside of the building to be locked
- Windows to be closed
- Blinds to be pulled down
- Lights to be turned off
- Pre-Reception pupils and adults to be led upstairs to the Library, doors barricaded where possible
- Reception pupils and adults to be led upstairs to the office, doors barricaded where possible
- Year One and Two to remain in their classrooms, doors barricaded where possible
- Pupils lie low under desks with all windows closed and doors barricaded
- Emergency services are called during or after this process
- Nobody to leave or enter the building until advised by emergency services
- Parents are contacted when the time is deemed to be appropriate but are discouraged from coming to the school until the all-clear is signalled by emergency services

Date: July 2018

Review: July 2019