

Bedford Nursery Schools Federation



HEALTH AND SAFETY POLICY

Approved by:	FGB	Date: October 2024
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Last reviewed on:	3/12/25
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Next review due by:	December 2026
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Introduction and Aims

The aim of the safety policy and associated policies / procedures is to

Provide a safe and healthy working environment for employees, pupils and visitors to the school.

Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site.

Have robust procedures in place in case of emergencies.

Ensure that the premises and equipment are maintained safely and are regularly inspected.

In order to create a strong and positive health and safety culture within the school, its safety policy must be more than just a document, it must be an embedded part of the overall management structure and controls. All Governors, staff will play their part in its implementation.

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health.
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#)

Roles & Responsibilities

Overall responsibility for health and safety rests with the school governors. Day to day executive responsibility rests with the Executive Head Teacher or, in her absence, the School Business Manager. A simple organisation chart for the nursery schools is shown in Appendix B

General

In line with Bedford Borough Council's Health and Safety Policy, the governors, Executive Head Teacher and staff at Bedford Nursery Schools Federation accept their responsibility to ensure, so far as it is reasonably practicable, the health, safety and welfare of all children whilst in their charge. On a day-to-day basis the staff will take appropriate steps to meet these responsibilities to the children, for example, being sure there is a safe access to and from the building, making sure equipment is maintained and repaired and reporting damages and faults to the safety representative or the Executive Head Teacher. These obligations must be balanced with enabling children to take on developing levels of responsibility for their own safety.

Governing Body

The Governing Body will ensure, so far as is reasonably practicable, that employees, pupils and others whose health and safety may be affected by the school's undertaking, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others.

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

The school's objectives will be achieved by:

- Providing a safe and healthy working and learning environment.
- Establishing and promoting a robust health and safety management system within the school.
- Preventing accidents and work-related ill health.
- Compliance with statutory requirements as a minimum & new Health & Safety legislation or guidance is recognised and acted on appropriately
- Assessing and controlling risks from curriculum and non-curriculum work activities through the risk assessment process.
- Ensuring safe working methods and providing safe working equipment.
- Ensuring roles and responsibilities are understood and communicated.
- Providing effective information, instruction, and training.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters (both union and non-union).
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

- Sufficient funds are set aside with which to operate safe systems of work.
- The school's health and safety policy and performance are reviewed annually.

This Policy is applicable to Peter Pan & Cherry Trees Nursery Schools and Peter Pan Training Partnership. Each school has a specific **operational guidance for their own building**.

Executive Head Teacher

The Executive Head Teacher will:

- be fully committed to the Governing Body's aims and objectives for Health and Safety and will ensure that a clear written policy is created, and that this policy will be communicated with all relevant persons and complied with.
- Ensure that this policy and the borough policy are complied with at all times.
- Ensure that a Health and Safety Officer is appointed, is provided with appropriate training and undertakes their duties as required.
- Ensures that all accidents, dangerous occurrences, near misses and property damage are reported and that their cause is investigated and that all reasonably practicable steps had been taken to prevent its re-occurrence.
- Ensure that the maintenance and repair of machinery, plant and equipment is carried out as required, by a competent person, in accordance with the Borough Council procedures.
- Ensure that all employees, including new employees, receive adequate health and safety information, instruction and training to enable them to work without undue risk.
- Be available to any member of staff to discuss and attempt to resolve the health and safety issues not resolved through established arrangements.
- Ensure that staff are provided with and use protective clothing and safety equipment where necessary, which must be maintained and reviewed regularly.
- Ensure effective arrangements are in place to facilitate the evacuation of the buildings in case of fire or other emergencies that firefighting equipment is readily available and properly maintained.
- Appropriate information on significant risks is given to visitors and contractors.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Records are kept of all relevant health and safety activities e.g., assessments, inspections, accidents, etc. Risk assessments of the premises and working practices are undertaken.
- Arrangements are in place to monitor premises and performance.
- A report to the Governing Body on the health and safety performance of the school is completed annually.
- Ensure that they keep up to date with new Health & Safety legislation or guidance and attend training where appropriate to enable them to do this.
- Ensure that there are appropriate consultation arrangements for staff and their Trade Union Representatives.

Health and Safety Officer (School Business Manager)-SBM

The Health and Safety Officer has initial responsibility to provide help, guidance and an example of good practice; to commend the good practice of others; to foster the development of existing practice and initiation of new practice and to evaluate policy implementation pending regular review. The Health and Safety Officer will

- Ensure that the health and safety policy is complied with and shall report deficiencies to the Executive Head Teacher

- On receipt of complaints from staff shall investigate the issue and take the appropriate action.
- Following training, undertake risk assessments in accordance with guidelines.
- will on behalf of the Executive Head Teacher maintain a library of health and safety publications for the benefit and use of all staff members.
- Make provision for the inspection and maintenance of work equipment throughout the school.
- Ensure that all fire appliances are properly maintained, checked and kept in the designated locations and that fire procedure notices are properly maintained and correctly displayed.
- Co-ordinating the annual general workplace monitoring inspections and performance monitoring process.
- Advising the Executive Head Teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensuring that staff are adequately instructed in health and safety matters in connection with their specific workplace and the school generally.
- Carrying out any other functions devolved to him/her by the Executive Head Teacher or Governing Body.
- Ensuring that unsafe conditions being reported and dealt with to agreed timescales.
- Keeping up to date with new Health & Safety legislation or guidance and attending training where appropriate to enable them to do this.
- Ensure all accidents are recorded and investigated where necessary.
- Include Health and Safety as a recurring agenda item in the Finance committee meeting.

Caretaker

The Caretaker:

- has a duty of care to check the general conditions of the premise and in particular the non-classroom areas, and for ensuring that health and safety hazards are dealt with or reported to the Business Manager
- Will assess cleaning materials in accordance with the COSHH 99 and management guidelines.

The Business Manager:

- will on behalf of the Executive Head Teacher take primary responsibility for office safety in the school.
- will maintain efficient records of accident/incidents occurring on the school premises or on staff supervised activities off the premises and ensure that the school's statutory reporting responsibilities are met.

Teachers & Educators

All Educators are responsible for ensuring that the property and resources are checked daily to ensure that no health and safety risks are present. Should a practitioner identify hazards then they required to ensure that the risk of injury is eliminated or reduced to an acceptable level. All staff shall comply with the school's health and safety policy.

- Carry out regular health and safety risk assessments of the activities for which they are responsible and file these in the risk assessment/planning folder.
- Ensure that all staff under their management (senior staff only) are familiar with the health and safety procedures for their area of work (including temporary staff).

- Resolve health, safety and welfare problems that members of staff refer to them or refer to the Executive Head Teacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure 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.
- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid, accident/ incident reporting and other emergencies, and to carry them out, applying the same principles to include off-site activities, work-placements and educational visits and journeys.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral health and safety instructions and warnings to pupils as often as necessary.
- Ensure the correct use of personal protective equipment and guards where necessary.
- Make recommendations to their Executive Head Teacher or Head of Department on health and safety equipment and on additions or necessary improvements to safe systems of working, plant, tools, equipment or machinery.
- 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.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report & record all accidents, defects and dangerous occurrences to their Executive Head Teacher/Senior teacher.

Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. In particular employees must:

- Comply with the School's Health and Safety Policy and procedures at all times.
- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- 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.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with local procedures.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the local procedures in respect of fire, first aid and other emergencies.
- Co-operate with appointed Health and Safety Representatives and the Enforcement Officers of the Health and Safety Executive.

- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- Use all work equipment and substances in accordance with instruction, training and information received.
- 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.

Procedures and Arrangements

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

Please see Appendix C for Summary of Specific responsibilities (see below for more detail)

Accident Reporting, Recording and Investigation

Also see BBC Health and Safety Manual – A01 Accident and Incident Reporting and Investigation

- All members of staff are required to ensure that all accidents, incidents and near misses are reported to the nominated person at the school (SBM)
- As much detail as possible will be supplied when reporting an accident
- Location of accident book: School office.
- Accidents must be reported within 24 hrs.
- The name of the person who would undertake any investigation: Business Manager
- All accidents will be overseen by a suitably qualified First Aider, First aider either signs or counter signs the accident book.
- All accidents should be recorded in the accident book and then reported to the child's parents.
- In the case of serious injury or a head injury to a child the Business Manager should be informed to take the appropriate actions, contacting parents and ambulance if required. All head bumps are communicated to parents as soon as possible (by phone).
- Family Support worker will review at least termly the accident book to see if any recurring/patterns of accidents.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years or until the child reaches the age of 25years old, whichever is the longer period. in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

- The SBM will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). This is reported on BBC system. Assessnet and a member of the Health and Safety team at BBC will follow up if needed and confirm if they need to report to RIDDOR on our behalf or to the Health and Safety Executive.
- Name of Assessnet online accident system Administrator: Business Manager

Name of person responsible for entering accidents/incidents onto the online system and completing F2508 form for accidents that come under RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrence Regulations), which is included as part of the online system: School Business Manager with a member of the H&S team at BBC,

The **SBM** report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

➤ Death

➤ Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the **[job title of relevant member of staff]** will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include, but are not limited to:
- Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer

- Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity
- An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment

An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

18.3 Notifying parents/carers

The [job title of relevant staff member] will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.4 Reporting to child protection agencies

The Head teacher will notify the local child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

Asbestos

- Also see BBC Health and Safety Manual – A02 Asbestos Health & Safety Procedure, Bedford Borough Council's Asbestos Management Plan, BBC Manual for Site Agents and Caretakers
- The site-specific Asbestos Management Plan clearly sets out who has responsibilities for Asbestos management, is found in schools offices of the sites with asbestos.
- Training attended with regard to asbestos management (Caretaker) is found in personnel file.
- Location of Site Asbestos Logbook: School Office
- Location of site-specific asbestos management plan: School Office in Asbestos folder

- Person responsible for ensuring contractors have sight of and complete the Asbestos Logbook for the site prior to starting any work near asbestos on the premises: Caretaker/Business Manager.
- Person responsible for briefing staff re rules on drilling, affixing anything to walls and, ceilings etc.: Caretaker/Business Manager.
- Procedure for reporting damage to asbestos materials: Caretaker/Business Manager
- (Currently no asbestos at Peter Pan Children Centre, nothing at Peter Pan Nursrey School, asbestos in old part of building at Cherry Trees, if fire break in corridor and debris in rafter in boiler room).

Audit

- Monitoring and frequency of inspections of site, plant and equipment, recording, and reporting to the Governing Body and LA (also see section D Arrangements for Monitoring and Evaluating the Policy): See Business Manager for Planned preventative maintenance schedule and Minutes of finance Committee meeting.
- Person responsible for monitoring, inspections and audit: Business Manager

Behaviour Management/Bullying

- See separate policy on Behaviour Management which has been renamed "Wellbeing Policy".

Bringing and Collecting Children

- Staff need to be vigilant to ensure that children are brought into the nursery by a parent or responsible adult. Further vigilance is required at the end of the session to ensure that children are collected by the correct person – this is an agreed person over the age of 18. A password system is in place.
- It is the responsibility of the office staff to ensure that all children who arrive late or who are collected early from school are signed in and out of the building.

Caretaking and Cleaning

- Refer to BBC Manual for Site Agents and Caretakers, www.bedford.gov.uk/educationandlearning/secureareaforschools. See also Hazardous Substances section of this document for information on Control of Substances Hazardous to Health (COSHH).
- Arrangements in place for caretaking; Caretaker, All year round
- Arrangements in place for cleaning – Use cleaning Contractors (Wixted) for all sites.
- Procedures for how cleaning is undertaken: PPNS- after school 4pm to 6.30pm, CTNS- afterschool 4pm to 6pm (x2), PPTS- 7.30am to 9am, Term time only. Deep cleanse summer holidays.
- Staff responsibilities: cleaner reports to Business Manager. Business Manager also manages contract with cleaning company.
- Training records: In personnel file
- PPE issue and maintenance: Business Manager has timetable servicing and arranges quotes where necessary. Maintenance issues raised by Caretaker to Business Manager who will deploy contractors.
- Procurement of materials process (to ensure same brand/ products purchased consistently to match COSHH risk assessments): Order via same company (ICP Hygiene, same product Jangro) for Peter Pan Training Partnership. Contract Cleaners order consistent products in themselves and provide the relevant COSSH risk assessments.

Cleaning Specifics

- Staff are aware of the requirement to use different cleaning clothes/mops and buckets for the different types of spillages e.g., bodily fluids /food

- The nappy waste bins are emptied on a regular basis by an outside contractor
- The sanitary waste bins are emptied on a regular basis by an outside contractor

Contractors

- See BBC Health & Safety Manual – C02 Managing Contractors.
- Detail process used to select contractors: Choose contractors based on value for money. When changing contractors, look at recommendations from other schools or contractors used by Bedford Borough. Ensure contractors have public liability insurance and quotations received.
- Name of person responsible for induction of contractors to exchange health and safety information and agree safe working practices while on site: Caretaker/Business Manager
- Name of person responsible for checking contractor risk assessments: Business Manager
- Name of person responsible for monitoring contractors working methods: Caretaker/Business Manager
- Detail procedure for staff to report health & safety concerns: Business Manager/Caretaker/Headteacher- via Caretaker workbooks or directly by speaking to staff.
- Name of person responsible for liaising with Contractor re: - health and safety matters: Caretaker/Business Manager.
- Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Curriculum Safety (including out of school learning activities)

All risk assessments for all schoolwork activities including those off site are located in School office

- Cleapss Guidance for science and food technology if applicable.
- DATA (Design & Technology Association) for Design & Technology and British Standard 4163 if applicable.
- BBC guidance and Safe Practice in Physical Education and School Sport (Association for Physical Education – www.afPE.org.uk used if applicable).

Display Screen Equipment (DSE)

- See BBC Health & Safety Manual –D01 Display Screen Equipment, DSE01 Self-assessment form
- Person responsible for ensuring DSE self-assessments are completed by users and reviewed: Business Manager
- Location of DSE self-assessment form: Health and safety folder Cherry Trees office
- Provision of guidance information for DSE users: [e.g., all users provided with HSE guide Working with VDU's/ available on intranet etc. or at www.hse.gov.uk]
- Arrangements for eyesight testing: If staff ask and they meet criteria can claim for sight tests.
- How to report health concerns associated with DSE and to whom: Business Manager

Educational Visits and Journeys

- The EVC checks the current BBC Educational Visits and Journeys Policy annually.
- Educational visits and journeys co-ordinator: Teacher (TF)
- Location of guidance information for staff to follow when organising any off-site trips: School Office
- Risk assessments will be completed where off-site visits and activities require them

- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least 1 first aider with a current paediatric first aid certificate

Electrical Equipment (fixed and portable including curriculum-based equipment)

- See BBC Health & Safety Manual – E01 Electrical Safety.
- Competent person(s)/ company responsible for inspection and testing of portable electrical equipment: **Janus Safety Solutions**
- Frequency of user checks: annually
- Person responsible for maintaining records of inspection and testing: Business Manager
- Detail any limitations on bringing personal electrical items to school: Mobile phones kept in staff room/office
- Competent person(s)/ company who undertake examination of fixed electrical installation: **SDG**
- Name of competent person responsible for checking lighting e.g., stage lighting, general lighting: **New Thorlux Lighting which Self tests.**
- How to report defective electrical equipment: report Staff report to Caretaker (workbook at each site) or Business Manager.

Equipment (other, including curriculum-based equipment)

- Name of competent person(s)/ company responsible for inspection and testing of [Inventory of equipment]: SDG (boilers/vents/water heaters etc.)
- Frequency of user checks, inspection and testing by competent person: annually

Specialist equipment

- Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.
- RA would be completed if specialist equipment brought onto site.

Fire Precautions and Emergency Procedures

- See BBC Health & Safety Manual – FR01 Fire Risk Assessment Template, F02 Fire Risk assessment guidance, PP01 Emergency Evacuation of persons with mobility impairment guidance, PP01A Personal Emergency Evacuation Plan template.
- See separate Fire evacuation policy and Fire Risk Assessments

First Aid

- See BBC Health & Safety Manual – F03 First Aid.
- Names and locations of trained first aid staff: List at each site on first aid cabinet and in staff rooms and school office.
- Location of first aid boxes: School office and in classrooms/toilet areas
- Person responsible for checking and restocking first aid boxes: can vary each site- office staff will know.
- Who summons an ambulance: school administrators/Business Manager/SLT/AHT.
- Who accompanies children to hospital: Can vary- two members of staff (at least one first aider).
- Arrangements for first aid outside school hours: Same staff as in core hours.

- Arrangements for first aid for offsite activities: Risk assessment done by teacher; 1st aid pack taken on all trips.
- Arrangements for the provision of first aid cover in the event of the temporary absence of the appointed first aider. A high proportion of staff are 1st aid trained
- Name of person responsible for organizing training and retraining of first aiders/ training records: Business Manager
- Please see the First Aid Policy and risk assessment for further information.

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances (boilers and hot water heaters) and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation.
- SDG mechanical & electrical services are our main contractor in terms of servicing and installations of gas and electrical services.

Grounds Maintenance

- See also Contractors & Hazardous Substances sections of this document for information on Managing Contractors and the Control of Substances Hazardous to Health (COSHH).
- Name of person(s)/ company responsible: Warners
- Name of person(s) responsible for managing Grounds Maintenance Contractor(s): Business Manager
- Arrangements and procedures contractor has in place for health and safety e.g., accident reporting, first aid etc. See Business Manager
- Name of person responsible for record keeping: Business Manager

Hazardous Substances (Control of Substances Hazardous to Health Regulations (COSHH))

- See BBC Health & Safety Manual – C03 COSHH Guidance, CA01 COSHH Assessment Template.

Schools are required to control hazardous substances, which can take many forms, including but not limited to:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapour
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease
- Arrangements for the procurement and use of hazardous substances: Caretaker will choose products from ICP Hygiene with Data Safety sheets, but Cleaning Contractors (Wixted) will bring in their own products and provide their own COSHH risk assessments.
- Location(s) of hazard data sheets/ COSHH assessments/ emergency procedures for spillages: cleaning store cupboards all sites.

- Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Cleaning products are stored in locked cleaning cupboards out of reach of children. Some anti viral sprays may be in the main nursery unit but out of reach from the children (high shelves). This is needed for easy access.
- Any hazardous products are disposed of in accordance with specific disposal procedures.
- Person(s) responsible for undertaking COSHH risk assessments: Caretaker/SBM where relevant
- Detail any staff training: In personnel files
- Detail any Personal Protective Equipment (PPE) provided: Staff have disposable gloves and aprons for nappy changing or dealing with bodily fluids from children or animals.
- Person (s) responsible for selection, issue, maintenance and storage of PPE: Caretaker/SBM
- Note: For curriculum Science and Design and Technology CLEAPSS guidance will be applicable to COSHH assessments.

Hot Drinks Procedure

- Hot drinks are a potential hazard and should be carried in a suitable container (travel mug) into the unit and left out of reach from the children, and not in an area which can fall onto the children.
- Staff should be aware of drinking hot drinks when children are present, taking extra care to avoid accidents.

Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- See BBC Health and Safety Manual – Work Instruction SWI01 PPE.
- Responsible for assessing requirements for PPE: Caretaker/Business Manager- Use gloves and aprons for hygiene reasons- changing soiled nappies and clearing the garden of waste.
- Masks and face shields are available at each nursery for staff who want them.
- Person(s) responsible for training in use of PPE. - staff induction on nappy changing etc.

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

- Clean the environment frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

15.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned. Once a day main clean by contractors and after morning sessions by staff.

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance. A copy of which is the school office.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

In addition to general cleaning guidance, we will:

- Ensure all toys carry a BS, BSI or CE mark and where possible buy toys and equipment that can be easily cleaned
- Store toys in a clean container
- Not let children take toys into toilet areas
- Store reusable equipment that has been cleaned but is not in use separately from used equipment and away from where equipment cleaning takes place

Where nappies are used:

- Have a designated changing area away from the play facilities, and any area where food or drink is prepared or consumed
- Staff take the appropriate measures to wash and dry their hands after every nappy change
- Wrap soiled nappies in a plastic bag before disposing in the clinical waste bins
- Clean the children with a disposable wipe, and do not share nappy creams and lotions amongst the children

- Clean the changing mats with soapy water or a detergent wipe after each use and at the end of the day

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

Inclusion

- Please see separate inclusion policy.

Legionella

- Name of person responsible for legionella management on site: Caretaker
- Arrangements e.g., risk assessment, implementation of actions: Business Manager
- Currently use BBC to help with legionella Management and use UL to carry out risk assessment which is reviewed 2 yearly.
- Frequency of temperature checks: See legionella logbook
- Record Keeping: See legionella's logbook
- Training: Business Manager
- See separate legionella policy

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

- See separate lettings policy and SLA with ECP.
- This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

Lone Working

- See BBC Health & Safety Manual – L02 Lone Working Policy and Guidance, (Work Instruction) SWI06 Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

- Detail Safe working practices/rules for staff who work alone: See Risk assessment
- Detail contact arrangements for lone workers: Cleaners – Caretaker, Caretaker- Business Manager/Business Manager
- Name of person responsible for risk assessment of lone working activities: Business Manager

Managing Medicines & Drugs

- Refer to BBC Guidance on Managing Medicines in Schools and Early Years Settings, and DFES guidance, Managing Medicines in Schools and Early Years Settings 2005.
- See Supporting Children with Medical Needs Policy.

Manual Handling and Lifting

- See BBC Health & Safety Manual – M01 Manual Handling, MA01 Template Manual Handling Risk Assessment, Work Instruction SWI02 Manual Handling.
- Person(s) responsible for completing manual handling risk assessment(s): Business Manager
- Risk assessments to identify precautions to minimise manual handling tasks
- The procedures related to manual handling apply to activities where there is a foreseeable risk of injury.
- It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must seek further assistance.
- We will ensure that a risk assessment is undertaken to identify the nature of manual handling in the school, and that those who may be involved in manual handling activities are required to read it. We will make sure proper mechanical aids and lifting equipment are available in the school, and that staff are trained in how to use them safely.
- Staff are expected to use the following basic manual handling procedure:
- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear

- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
- Staff training in manual handling: training records kept in personnel folder- Caretaker.
- Guidelines for specific tasks: Staff to inform Business Manager if specific tasks involve manual handling and need risk assessing.

Occupational Health and Stress

- Bedford Borough Council Occupational Health Service is used for staff who may need support in the workplace and if they decide that they would like to have this completed.
- We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.
- Systems are in place within the school for responding to individual concerns and monitoring staff workloads. Refer to BBC Stress Management Policy, chapter 3, section 17 of Personnel Handbook for Schools.
- Please refer to Wellbeing Policy which covers both pupils and staff.
- The school buys the Care first package and updates are emailed to staff weekly and a poster is kept in the staffroom.
- Each school has a mental health first aider.

Outdoor Play Equipment

- Arrangements and procedures for use:
- Risk Assessments for use of equipment, (including setting up, moving and packing away): See risk assessment files at each school.
- Approved contractor who conducts inspections/ regularity: **Sports Safe annually**, organised by Business Manager.
- How to report hazards: In Caretaker's workbook
- Repair and maintenance procedures: - In Caretaker's workbook or directly to Business Manager/Business Manager. Business Manager will arrange for specialist contractor to fix play equipment.
- Person responsible for keeping records: Business Manager
- Instruction and training for staff/pupils provided: Within Staff induction and daily health and safety checklists, staff check equipment every day.

Specific checks completed in outside play area daily

- The playground and grass area should be checked each morning for hazardous items e.g., glass or animal faeces. **See daily checklist.**
- The play equipment should be checked each morning for damage e.g., splintered wood, frayed netting etc.
- In the cold weather the playground should be checked for ice and the caretaker informed so that it can be cleared.
- The garden should be checked for animal faeces or other hazards.

Risk Assessments - General

- See BBC Health and Safety Manual – R01 Risk Assessment Guidance, RA01 Risk Assessment Template, PA01 New and Expectant Mothers Assessment Template, D01 Display Screen Equipment Guidance, DSE01 DSE Assessment Template, C03 COSHH Guidance, CA03 COSHH Assessment Template, FR01 Fire Risk Assessment Template, F02 Fire Risk assessment guidance, PP01 Emergency Evacuation of persons with mobility impairment guidance, PP01A Personal Emergency Evacuation Plan template M01 Manual Handling Guidance, MA01 Manual Handling Risk Assessment Template.
- Identify who is responsible for ensuring that risk assessments are undertaken: Business Manager for non-educational risk assessments, senior teachers, assistant Executive Head Teachers for educational risk assessments.
- Arrangements for undertaking specific risk assessments (i.e., staff who are pregnant or who have health problems): Business Manager completes risk assessments for personnel.
- Arrangements for undertaking specific pupil risk assessment where appropriate e.g., SEN): Risk assessments would be completed by SENCO Co-ordinator and senior teacher on site.
- Arrangements for the retention and periodic review of risk assessments: review annually.

School Transport

- No school vehicles therefore no responsible person.
- All staff who drive for business purposes should have business insurance.

Security

- Arrangements in place for securing school site: All sites alarmed with South East Security
- Staff responsible for securing school site: Headteacher/Business Manager (PPTS), cleaning contractors (PPNS/CTNS). They ensure all windows, doors and gates are locked and alarm set for each building every day the school is open.
- Emergency contacts: Arena Security are the keyholders for the sites and are called automatically if the security alarm sounds. Business Manager is named contact for Arena
- School opening times: 8am to 5pm (site opened by 7.30am)
- Risk assessment for site security (subject to change if any incidents occur)

Site Maintenance

- See also BBC Manual for Site Agents and Caretakers (available at www.bedford.gov.uk/education-and-learning/secure-area-for-schools).
- Arrangements and responsibilities in place for upkeep and maintenance of school buildings and site: Business Manager
- Process for reporting of hazards: Caretaker will escalate to Business Manager if needed, staff report to SLT or caretaker.
- Responsibility for safety signage: Business Manager/Caretaker

Slips, Trips and Falls

- As part of daily checklist staff check all floors and tidy away any obstructions, staff may discuss any issues at end of day briefing.
- RA in place for this.

Smoking

- Smoking (including vapes) is not permitted anywhere on the school premises including the outside areas.

Staff Training & Development

- Arrangement to brief new staff/ temporary staff about health and safety arrangements: new staff induction covers health and safety
- Person responsible: Business Manager
- Arrangements to identify training needs: Part of annual performance management review
- Detail specific training for certain roles: **Caretaker**- COSHH/Legionella/asbestos/manual handling, **Business Manager**- COSHH, Health and safety/fire risk assessment/first aid **Business Manager/admin assistant**, first aid (Adult), fire warden, **all key staff working with children**- Paediatric first aid
- Person responsible for keeping general staff training records: Business Manager

Vehicle Movements on site

- Risks are reduced by staff parking in separate car park. Regular reminders in newsletters are sent to parents about parking in marked bays and to take care extra precautions including their speed when entering all car parks.
- Where possible all contractors when arranging to meet on the nursery sites are strongly encouraged to avoid the busiest times of the day (drop off and pick up time) to minimise number of vehicles arriving and leaving at the same time. If contractors are using large Lorries would check access possible.
- Please also see the School Traffic Management Plan.

Violence (also see lone working)

- We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.
- All staff will report any incidents of aggression or violence (or near misses) directed at themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.
- See BBC Health and Safety Manual VO1, Violence at Work, Work Instruction SW107 Violence at Work for guidance.
- See Wellbeing policy for detailed arrangements in place for reporting of pupil violence. e.g. on accident/ incident report, behaviour log etc.
- See managing abusive/aggressive parents/visitor's policy.

Visitors

- When all visitors arrive, they are provided with a lanyard with basic information on fire safety and safeguarding (Key Information sheet)
- Visitors have to sign in and out of all buildings. Where visits are pre-arranged, this is recorded on the school calendar.

Work Experience

- See BBC Health and Safety Manual YO1 Young Persons, YO1A Employment of temporary staff and young person's safety record.
- Induction and training: Deputy Head Teacher/Executive Head Teacher on site.
- Monitoring and supervision: Senior Teacher/assistant Executive Head Teacher on site
- Information provided: Staff Handbook and key policies.

Working at Height

- Refer to BBC Health & Safety Manual, SWI05 Working at Height, refer to BBC Manual for Site Agents and Caretakers

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

We will ensure that there is a suitable and sufficient working at height risk assessment in place and that any person working at height follows the control measures identified in the risk assessment to minimise the risk of harm from the work activity.

In addition:

- The caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height and do roof repairs
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as a roof, is only permitted by trained and competent persons
- Business Manager will undertake any risk assessments if needed for staff. (Displays RA and caretaker working at height RA- lights/gutters etc)
- Business Manager/Business Manager would organise appropriate training and equipment for working at height if necessary.
- Caretaker has taken Ladder Safety Training.

Please see Appendix A which covers general Health and safety procedures within the nurseries

Appendix A

Bedford Nursery Schools

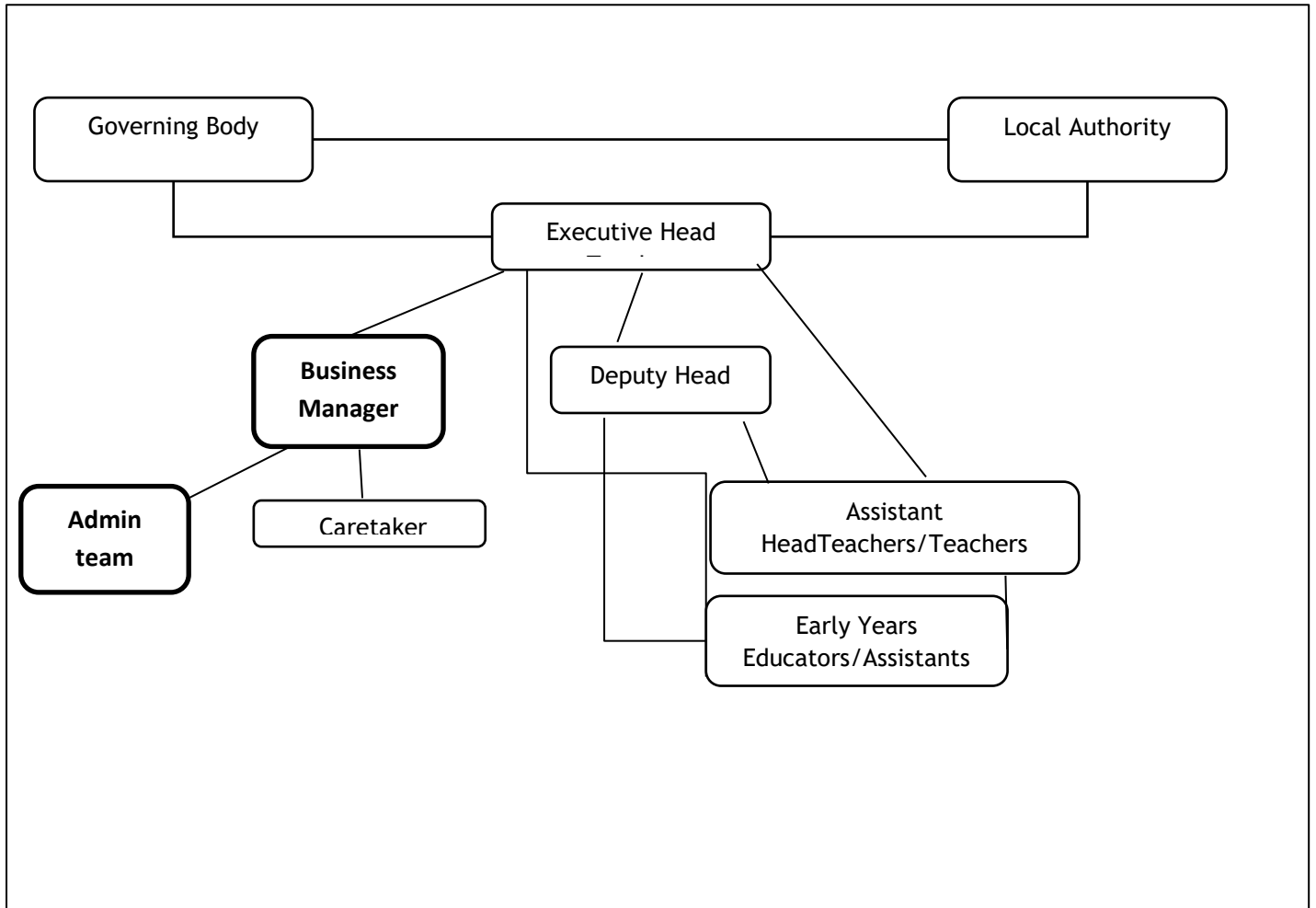
General Health & Safety

In general terms:

- Each room should be well ventilated, providing a healthy fresh atmosphere for children and adults to work and play in
- Wall plugs must have safety covers in, unless in use. Portable electrical appliances must be checked annually.
- Daily Checklists at opening and closing completed.
- Adults should ensure that faulty furniture is put out of use until made safe.
- When stacking chairs, they should be no more than 2 high and with the seat facing the wall so that they cannot fall or be pulled on top of a child.
- Tables should be stacked no more than two high.
- Floors in each area should be kept clear of obstructions and trip hazards.
- Children should be encouraged to use scissors in a safe and sensible way, e.g., carrying scissors blades closed. Staplers are available for the children to use, but they should be used with supervision, and it is the responsibility of the adult in the area to monitor this.
- Children should be encouraged to move around the school in a calm and sensible and controlled manner – allowance for role play must be made.
- All equipment should be put away clean, for example dressing up clothes should be washed regularly, utensils in the home corner washed regularly and water toys washed after use.
- When lifting, adults should make sure that they take the weight by first bending their knees, then straightening legs to avoid back strains.
- Children should remove shoes and not take role play resources onto the JABADAO mats.
- Children should be closely supervised when using knives and other utensils when cooking or preparing snack.

Appendix B

Organisation Chart (Bedford Nursery Schools)



Appendix C

Specific Responsibilities

Fire Safety	Business Manager (Fire wardens- Business Manager, Assistant Headteachers, Administrative Assistants, Headteacher and Deputy Headteacher)
First Aid (Emergency)	Business Manager and Admi team and Family Support Worker
First Aid (Paediatric)	various staff – see Business Manager for most up to date list
Supporting Children with Medical Needs	Business Manager/Administrative Assistants/Headteacher/Deputy Headteacher
COSHH	Business Manager/Caretaker where relevant (Cleaning contractors responsible for own COSHH)
Electrical Safety	Caretaker/Business Manager- contractors for work
Legionella	Caretaker/Business Manager
Health & Safety Officer	Business Manager with Executive Headteacher
EVC	Teacher (TF) and Headteacher