



Gainsborough Nursery School and Wyndham Park Nursery School

Health and Safety Policy

(based on LCC's model policy for primary schools)

Statement of Health and Safety Policy

The Governing Body is committed to:

- the provision of safe and healthy conditions for pupils, staff, visitors and contractors;
- compliance with all relevant health and safety legislation;
- seeking the co-operation of staff, pupils, parents/carers and contractors to achieve these objectives in order to minimise injuries and work related ill health.

The risk control arrangements are set out in the risk assessments which are recorded separately.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

This health and safety policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.



Organisation and Responsibilities

Overall and final responsibility for health and safety is that of the Governing Body.

Day to day responsibility for health and safety is delegated to the Executive Headteacher who may then delegate this to the Deputy Heads at each site.

Responsibilities of the Governing Body

The Governing Body is specifically responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored;
- actions are prioritised where resources are required;
- health and safety is a standing agenda item at full Governors' meetings;
- a Governor is given specific responsibility for health and safety;
- the Governor with specific health and safety responsibilities and the Head Teacher receive health and safety management training;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- the Director of Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

Responsibilities of the Head Teacher/Deputy Heads

The Head teacher is responsible to the Governing Body for ensuring that:

- the health and safety policy is implemented on a day to day basis;
- risk assessments are carried out and measures are implemented to control the significant risks and comply with health and safety legislation;
- the significant findings of the risk assessments are recorded and any appropriate action is taken and shared with staff and governors;
- health and safety standards are monitored informally on a day to day basis and formally monitored once a year, keeping records of the findings and any actions required;
- staff are aware of what is expected of them and that they are capable of dealing with the health



and safety requirements of their work;

- any problems with implementing and maintaining appropriate health and safety standards are reported to the Governing Body along with details of significant injuries to staff, pupils and visitors;
- specialist help and assistance are obtained where necessary.

Responsibilities of all staff

All staff are responsible for:

- taking reasonable care for their own health and safety and that of others who are affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy and the measures detailed in the risk assessments;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Head teacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements;
- Carry out ongoing risk assessment of activities in the nursery e.g. placing outdoor play equipment appropriately.

Pupils

Pupils are:

- taught and encouraged to take personal responsibility for their own health and safety and that of others;



- taught the importance of using equipment safely both indoors and outdoors;
- taught the rules of the nursery and that they must listen to the instructions of staff;
- provided with opportunities to practice fire safety evacuation.

Health and Safety Assistance

Lincolnshire County Council's Corporate Health and Safety Team is available to provide health and safety assistance.

Your first and immediate contact for schools health and safety matters, queries, questions, advice or help is the LCC Corporate Health & Safety team who can be contacted by email corporatehealth&safety@lincolnshire.gov.uk or 01522 553514 or in an emergency by telephone 01522 554917 or 07584 339673 or 01522 553514. There is also H&S information available to all schools on the [LCC Children's Microsite http://microsites.lincolnshire.gov.uk/children/performance-assurance/health-and-safety](http://microsites.lincolnshire.gov.uk/children/performance-assurance/health-and-safety)

to try and encourage schools to self-help with low level H&S questions and queries. Health and safety bulletins are also available at: <http://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/health-and-safety-bulletins/>

Corporate Health and Safety Advisor

Fraser Shooter
01522 553675
Mobile: 07768102433

Arrangements

The arrangements for controlling risks from school activities are set out in the risk assessments which are recorded separately. Other arrangements are below.

First Aid Arrangements

It is the policy of the school to train as many staff as possible in paediatric first aid so that there is always cover for the most likely times that injuries occur and for absences/school visits etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with a recommended list of contents are throughout the schools. First aid boxes are checked at the beginning of each big term and replenished accordingly. If the last item is used, the person who used it should replace it immediately. A small stock of first aid items is kept in school.

All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.



Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the accident form of any non-significant head bumps which show no signs or only slight reddening.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Health Protection Agency poster 'Guidance on infection control in schools and other childcare settings' should be followed to prevent the spread of infection. This poster is displayed in the PPA room. Guidance is also followed for recommended absences and procedures from this HPA information poster.

Staff should use the disposable gloves provided when dealing with an open wound or when changing soiled or wet children. The gloves are available in all bathrooms, the spillage kit and a stock is kept in the Caretaker's cupboard.

The spillage kit is available for use.

Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid on Scholarpack. Accident forms are sent via email or printed out and handed to parents. Head injury guidance notes with information from NHS Choices are kept and will be issued to parents when necessary. If a head injury note is to be issued, this must be written on the accident form on Scholarpack at the time of completing the accident form so the parent is signing also to say they have received the guidance note.

All employee injuries and significant injuries to pupils will be recorded on evosafe. All evosafe forms must now be completed and submitted using the new on-line system. Access to the system is via:

<https://professionals.lincolnshire.gov.uk/downloads/file/730/evosafe-employee-user-guidance->

The link to the RIDDOR process can be found here:

<https://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/accident-reporting/g4-reporting-of-work-related-injuries/incidents-and-cases-of-ill-health/47623.article?tab=downloads>



Further information and guidance on accident/incident reporting can be found on the [G4 – Reporting of Work Related Injuries, Incidents and Cases of Ill Health](http://www.lincolnshire.gov.uk/searchResults.aspx?qsearch=1&keywords=G4+reporting&x=0&y=0) webpage .
<http://www.lincolnshire.gov.uk/searchResults.aspx?qsearch=1&keywords=G4+reporting&x=0&y=0>

Minor staff/student/visitor etc. injuries will be recorded on Scholarpack.

The Head Teacher is responsible for telephoning the Incident Contact Centre (ICC) 0845 300 9923 in the event of 'Fatal', 'Major' or 'Over 7 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Read guidelines here:

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 7 day' absence are injuries to staff; do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

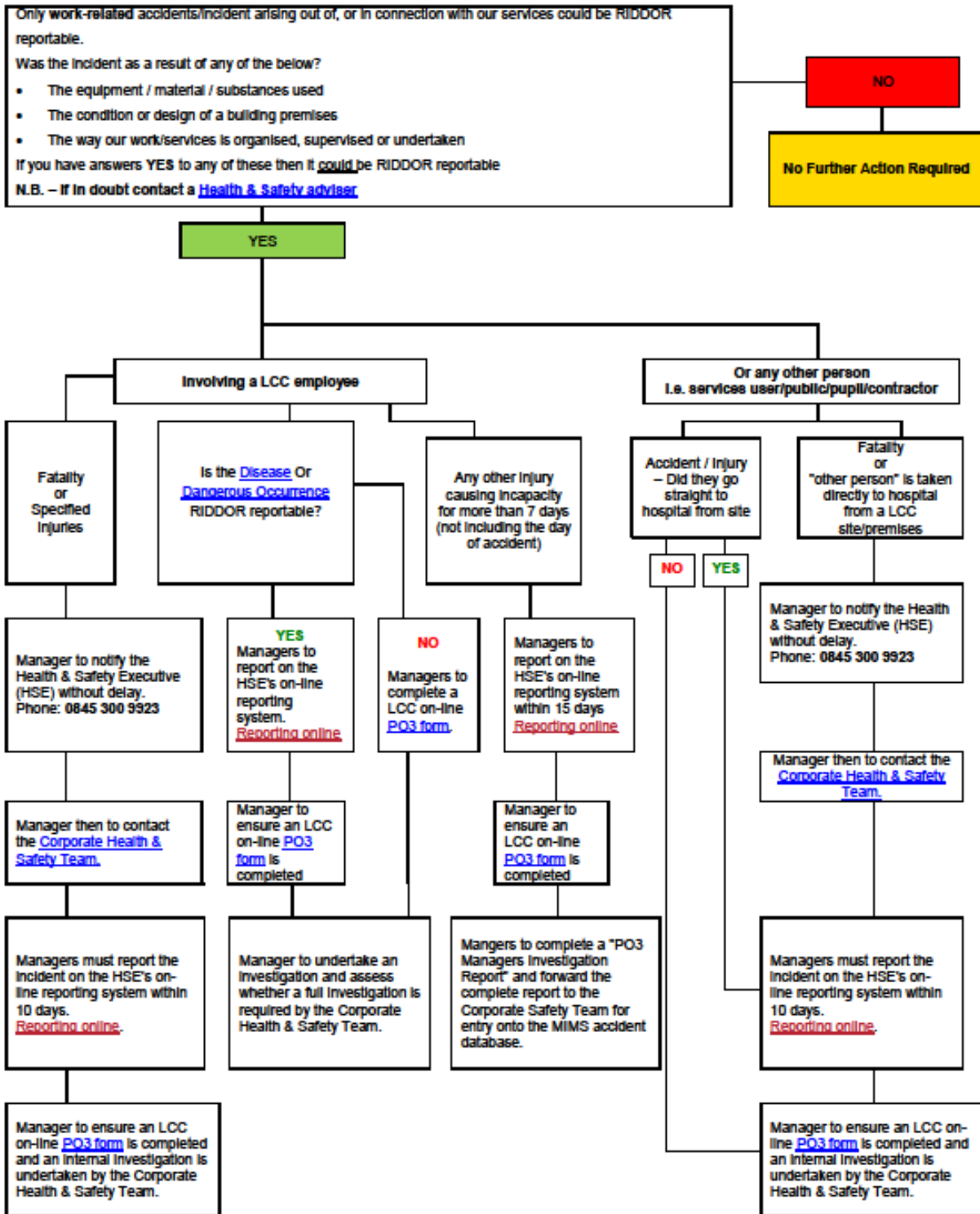
'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus, Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team (01522 553514) shall be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self-employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits, which disrupt activities for more than 24 hours.

The Health and Safety Team (01522 553514) shall be contacted if in doubt about reporting procedures.

Is the Accident / Incident RIDDOR Reportable or Not?



[Example of reportable and non-reportable accidents & incidents](#)



Scholarpack should also be used for the recording of incidents involving children e.g. biting etc.

Statutory Notices

The following statutory notice is displayed in the schools:

'Health and Safety Law' poster

The following statutory notice is displayed in the entrance hall:

Public and Employers Liability Insurance Certificate

The Lincolnshire County Council Health and Safety policy poster is also displayed.

Health and Safety Representatives and Consultation

Laura Cook has been appointed as the employee health and safety representative and will be consulted during the preparation and review of the school's health and safety procedures. Facilities and time off from normal duties will be provided so that Laura can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations.

Health and safety is a standing item on the agenda of all staff and full Governors' meetings.

Employee Induction Procedures

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

Risk Assessment Procedures

Risk assessments shall be recorded on the attached form.

RISK ASSESSMENTS WILL BE REVIEWED EVERY YEAR OR WHEN CIRCUMSTANCES CHANGE.



Wyndham Park Nursery School Evaluation of Risk

$RISK (R) = LIKELIHOOD (L) \times CONSEQUENCE (C)$

Risk Rating	Likelihood of Occurrence x Severity of Harm
Likelihood of Occurrence (L)	<p>1 Low – It is unlikely the event will happen</p> <p>2 Medium – It is fairly likely that the event may happen</p> <p>3 High – It is likely that the event will happen</p>
Consequence of injury (C)	<p>1 Low – Minor injuries requiring First Aid (grazes or minor cuts)</p> <p>2 Medium – An injury requiring further medical assistance (cuts requiring stitches, broken bones)</p> <p>3 High – Major Injuries (Amputation, dislocation of bones or death)</p>

INCREASING CONSEQUENCE ▮	3	6	9	<p>6-9 STOP Take Immediate Action</p> <p>3-4 ACTION Look to improve</p> <p>1-2 NO ACTION No further action, but ensure controls are maintained and reviewed</p>
	2	4	6	
	1	2	3	



Lockdown Policy and Procedures

What is lockdown?

Lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and to preventing or frustrate the attackers accessing a site (or part of).

Rationale

As part of our Health and Safety policies and procedures the nursery has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the nursery so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the nursery grounds or outside the nursery in the near vicinity.

A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Short bursts of air horns will notify staff that lockdown procedures must take place immediately. The internal phone system, and email system will also be used by office staff who will inform adults by stating 'ATTENTION LOCKDOWN'.

Procedures:

1. These signals will activate a process of children being ushered into the nursery building if outside as quickly as possible and the locking of the nursery office doors, classroom doors and all outside doors where it is possible to remain safe whilst doing so.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed and locked and blinds closed where possible (if blinds are not available and it is safe to do so then adults should screen any remaining windows e.g. with large sheets of paper) and children are positioned away from possible sightlines from external windows/doors. Lights and Smart boards to be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. staff using toilets when siren/agreed signal is activated.
4. If practical, staff should notify the front office by phone that they have entered lock down and if any children are not accounted for.

NO ONE SHOULD MOVE ABOUT THE NURSERY

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Headteacher, Senior Teacher or Administrator, Chair of Governors, or possibly the Police, in person that there is an all clear.
7. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any children not accounted for.

Staff Roles:

1. Office staff ensure that their offices are locked, blinds if available are closed and police called if necessary (use the external panic alarm if necessary WPNS).
2. Head or office staff member locks the nursery's front doors.
3. If on site caretaker/cleaner to go to Office.
4. Individual teachers/TAs lock all classroom doors and windows. Close all blinds and if possible cover any other windows.
5. Staff in meeting room/staffroom that are unable to return to the office or classroom to lock down in this room.



INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via the nursery's established communication network – text via Scholarpack and email.

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from the nursery as it may put them and their child at risk.

Children will not be released to parents during a lock down.

Parents will be asked not to call the nursery as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made. **Lockdown drills will be formally recorded and details kept on file with the Emergency Fire and Evacuation Plan and H+S Policy, health and safety documentation.**

Review

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and H+S Policy

All staff to read and sign as understanding this document and Appendices 1, 2, 3

APPENDIX 1

How to achieve dynamic lockdown

In your planning you should identify all access and exit points in both public and private areas of the nursery premises. Remember, access points may be more than just doors and gates.

Identify how to quickly and physically secure access/egress points

Identify how your site can be sectorised to allow specific areas to be locked down

Staff roles and responsibilities should be included in the plans.

Staff must be trained to act effectively and made aware of their responsibilities

Stopping people leaving or entering the site – direct people away from danger

Ability to disable lifts without returning them to the ground floor should be considered

Processes need to be flexible enough to cope with and compliment invacuation and evacuation

How to let people know what's happening Various options exist depending on the nature and occupancy of the site, these include;

Public Address (PA) system. Existing internal messaging systems; text, email, staff phones etc. "Pop up" on employee's computers / internal messaging systems, Dedicated "Lockdown" alarm tone, Word of mouth.

For multi occupancy sites, methods of communication between all areas need to be considered. Likewise, if appropriate, working with surrounding businesses will not only benefit situational awareness but build effective lines of communication.

Note: Use of fire alarms should be avoided to reduce incorrect response to an incident.

Training your staff due to the fast moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively.

Train all staff using principles of "Stay Safe" (Appendix 2)



Ensure people know what is expected of them, their roles and responsibilities
Check staff understanding
Regularly test and exercise plans with staff
Regularly refresh training

APPENDIX 2

Stay Safe

Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack.

Full guidance is contained on the NaCTSO website
<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

Run

Escape if you can.
Consider the safest options.
Is there a safe route? RUN if not HIDE.
Can you get there without exposing yourself to greater danger?
Insist others leave with you.
Leave belongings behind.

Hide

If you can't RUN, HIDE.
Find cover from gunfire.
If you can see the attacker, they may be able to see you.
Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
Be aware of your exits.
Try not to get trapped.
Be quiet, silence your phone.
Lock / barricade yourself in.
Move away from the door.

Tell

Call 999 - What do the police need to know?

Location - Where are the suspects?

Direction - Where did you last see the suspects?

Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.

Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.

Stop other people entering the building if it is safe to do so.

Armed Police Response

Follow officers' instructions.

Remain calm.
Can you move to a safer area?
Avoid sudden movements that may be considered a threat.
Keep your hands in view.

Officers may

Point guns at you.
Treat you firmly.



Question you.

Be unable to distinguish you from the attacker.

Officers will evacuate you when it is safe to do so.

You must STAY SAFE

What are your plans if there were an incident?

What are the local plans? e.g. personal emergency evacuation plan.

Appendix 3

Lockdown Procedure Notice to be displayed in Nursery Offices, Classrooms and key locations.

Wyndham Park Nursery School Lockdown Procedure

In the event of the Lockdown Signal Alert (signalled by an air horn) stay indoors in the room/classroom that you are in.

If you are outside make your way to the nearest classroom.

An email will be sent to 'all staff' giving instructions as to what to do – please ensure this is checked and not on the screen for children to read.

It is therefore important that a computer is always logged on and iPads are with staff during teaching sessions.

Internal phones may also be used for communication.

If you are with children it is important to:

- Remain Calm
- Reassure
- Ask children to be quiet and to follow your instructions

Additional information

For further advice and guidance please visit the NaCTSO website: www.nactso.gov.uk

Guidance on receipt of a bomb threat <http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

Bomb threat checklist <http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threatchecklist.pdf?epslanguage=en-gb>

Emergency procedures

www.hse.gov.uk

www.hse.gov.uk/toolbox/managing/emergency.htm

NaCTSO (National Counter Terrorism Security Office) ****Guidance****

In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

Bomb threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a "bomb threat" - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.



INCIDENT REPORT FORM – ABUSIVE OR THREATENING BEHAVIOUR

Relevant incidents include trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intention damage to property.

Where possible, the form should be completed before any discussion between witnesses is possible, as this might lead to allegations of collusion. This form should be completed as fully as possible, using a continuation sheet if necessary.

For any incident involving or witnessed by a pupil or parent/carer/visitor, a member of staff should complete the form on their behalf. The completed form should be passed to the Headteacher for appropriate action and recording.

Date of Incident:	Time of Incident:
Name of Person reporting the incident:	
Date incident reported:	
Member of staff recording incident:	
Date incident recorded:	
Name(s) of person(s) causing incident: <i>(where name(s) are unknown, provide other details which may allow their identification)</i>	
Status of person(s) causing incident: (Parents/carers/visitors/trespassers)	
Full description of incident: <i>(e.g. names of persons involved, location, nature of any injuries, attendance of emergency services)</i>	
Names of any witnesses:	Status of witness:
Initial action/outcome: <i>(e.g. informal conciliation, police intervention, warning or banning letter issued)</i>	
Summary of subsequent actions taken by the school, including risk assessments:	
Linked incidents (if any):	