



Longwood
School and Nursery

“Longwoodese – A Language We All Speak”

Promoting

- Enthusiasm
- Experience
- Expertise
- Emotional Intelligence and Wellbeing
- Environment

Health and Safety Policy

Agreed: May 2019

Last Review: Sept 2021 by Malcolm Livesey

Next Review Due: Sept 2022

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1. MISSION STATEMENT

The employer and all employees of Longwood School and Nursery share an objective to keep themselves, children, parents, volunteers and visitors safe by:

- establishing and maintaining an environment where everyone is kept healthy and safe;
- taking action to ensure that everyone is kept healthy and safe;
- identifying and reporting concerns or hazards relating to health and safety;
- developing practices, procedures and policies that promote optimum health and safety;

2. STATUTORY FRAMEWORK

In order to protect the health and safety of everyone at Longwood School and Nursery, the employer and all employees will act in accordance with the following legislation and guidance:

- Health and Safety at Work Act 1974

Staff are to read and take note of the Health and Safety Executive Health and Safety Law poster displayed in the staff room

- Management of Health and Safety at Work Regulations 1999

Assessments are to be carried out to determine risks to health and safety. The significant findings of these assessments and actions to be taken to minimise risk are recorded in this policy.

- Control of Substances Hazardous to Health Regulations 2002

Staff are to read and take note of the Hertfordshire County Council Generic COSHH Assessment Sheets:

1. Classroom COSHH Assessment Sheet - displayed in each classroom or nursery group;
2. Kitchen COSHH Assessment Sheet – displayed in the kitchen;
3. Cleaning COSHH Assessment Sheet – displayed on the laundry room door, and boiler room doors.

- Manual Handling Operations Regulations 1992

Enclosed records of risks associated with the manual handling of bodily fluids and nappies.

- Electricity at Work Regulations 1989

Electrical equipment is inspected and tested annually.

- Workplace (Health, Safety and Welfare) Regulations 1992

Staff are to ensure that lighting, cleanliness, temperature, conditions of floors, traffic routes, sanitary conveniences, rest and eating areas, and windows are safe.

- Personal Protective Equipment at Work Regulations 1992

Assessment and provision of protective equipment are carried out to ensure safety.

- Provision of Work Equipment Regulations 1998

All equipment including ladders and computers are inspected by all staff to ensure that they can be used safely and for a suitable intended purpose before being used. The Headteacher or Supervisor must inspect work equipment when installed, moved, following an accident, if not used for a long time or if used in a harsh environment.

- Health and Safety (Display Screen Equipment) Regulations 1992

All staff must take appropriate measures to reduce the risk of upper limb disorders, visual fatigue and mental stress.

- Food Safety (General Food Hygiene) Regulations 1995

All food handlers must be trained in food hygiene or supervised by such staff.

- Health and Safety (First Aid) Regulations 1981

The Supervisor is in charge of First Aid and an assessment has been carried out to determine First Aid Requirements.

- Regulatory Reform (Fire Safety) Order 2005

A fire risk assessment has been carried out and is reviewed annually. This forms part of the Fire Procedure. Fire alarm is tested weekly and emergency lighting monthly.

- Health and Safety (Signs and Signals) Regulations 1996

Fire Information and procedures are displayed in each nursery group room and classroom. Exit signs include pictograms and some are illuminated as recommended by electrician / Fire Officer. Internal back-up lighting is available in case of a power failure.

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Systems are in place for the recording of accidents and reporting of injuries, diseases and dangerous occurrences. These include recording details of witnesses and witness statements. Accident records are audited by the Supervisor.

- Control of Asbestos at Work Regulations 2002

Areas of the roof cavity and materials, boiler rooms, lagging, wall cavities and materials have been checked by GRF Contractors. No Asbestos material has been found to be present. Cherry ceiling was sent to specialist testers and not present.

3. RESPONSIBILITIES OF STAFF

Daily Responsibilities

The Health and Safety Officer is Marietta Gilbert.

The class teacher, nursery group leader or person in charge of an area are to check the classroom, hall or nursery group room for hazards or risks, and any existing safety measures before children have free access to those areas.

The class teacher, nursery group leader or person in charge of an area are to check outside areas for hazards or risks, and any existing safety measures before children have free access to that area.

A school or nursery health and safety assessment sheet is completed and signed each morning by the class teacher, nursery group leader or person in charge of an area. These are attached to registers and stored in the office.

Any hazards or risks are to be made safe or reported to the Headteacher or Supervisor before children have free access to that area. The Headteacher or Supervisor must take necessary action to ensure that the hazard is removed or controls are put in place to minimise the risk of any accident or injury.

Risk assessments have been undertaken for practices, procedures and all areas of the building by staff. The main findings and actions of these assessments to minimise hazards and risk are detailed under the relevant section of this policy. Staff must take note of these actions and act on them. Risk assessments are reviewed annually or as necessary in a change of circumstance. An annual staff meeting is held for staff training and discussion relating to health and safety. This will be held before the end of June 2019. All staff will sign a declaration that they have read, understood and will act on this Policy.

The Headteacher, the Supervisor, class teachers and group leaders are to monitor practices and procedures to take account of any change in circumstances that present a hazard or risk. If there is a hazard or risk, then a risk assessment must be undertaken by the Headteacher or Supervisor. Necessary actions must be put in place to minimise the hazard or risk.

4. SAFEGUARDING CHILDREN

- Longwood School and Nursery has a Safeguarding Policy, which must be read and acted upon by all staff.
- All staff are to read and act on the Anti-Bullying Policy.
- The Headteacher or Group Leaders are to ensure that all new staff read and act on the Safeguarding Policy and Anti-Bullying Policy.
- Safeguarding Training is given to all staff at an annual staff meeting.

5. REPORTING AND RECORDING OF ACCIDENTS

Accident Book

All accidents must be investigated and recorded in an accident book. School book is located in the office. Nursery books are located in group rooms.

All head injuries, however minor, must be written up in the accident book and parents must be phoned immediately by the first aider.

Incidents and potentially dangerous occurrences need to be investigated and recorded in the incident book in the office by all staff.

One member of staff must write a summary of an accident including the people involved, injuries sustained with a diagram as necessary, treatment administered, date and time, location and details of witnesses. The member of staff must sign the record. A person with a qualification NVQ level 2 in childcare and education or equivalent must counter sign the record if the member of staff is not qualified. A copy of the accident is given to the parent. The parent signs the original and copy when receiving the original.

The Headteacher or Supervisor is to undertake a review of accidents, incidents or dangerous occurrences every three months in order to take corrective action where necessary to minimise hazards or risks.

RIDDOR – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) - Malcolm Livesey will follow RIDDOR in reporting work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near miss accidents) to the Health and Safety Executive.

PE lessons – RIDDOR - accidents only require reporting if:

- the pupil is killed or taken to hospital for treatment to an injury (i.e. not as a precautionary measure); and
- the accident arose out of or in connection with the work of the school, rather than as a consequence of the normal risks associated with participation in physical activities. For example, if the accident was caused by faulty equipment or inadequate supervision.
- All head injuries are to be reported.

6. FIRE PREVENTION AND SAFETY

All staff are to read and act on the Fire Procedure. A local fire procedure summary relevant to the area is displayed in all nursery group rooms, school classes and the hall. Group Leaders are to ensure that all new staff read, understand and act on the Fire Procedure at their induction.

A copy of the Fire Procedure is available on the school website.

Fire safety training for all staff is given at an annual staff meeting. A training summary is kept in the Fire Folder in the filing cabinet in the office. Staff sign a document showing that they have undertaken the annual training.

Fire drills are undertaken at least each School term at different times of the day, as staff work at different times. Records of the drills and action taken are logged in the fire safety book. Fire sirens have been installed around the nursery.

Fire escape routes are to be kept clear of obstacles and must be unobstructed at all times.

The fire alarm system is checked weekly by the caretaker and fire lighting checked monthly. These checks are logged in the fire safety book. These are checked by a qualified electrician 6-monthly and certified.

Fire extinguishers and emergency exit lighting are checked and certified annually. The certificate is displayed on each extinguisher. Appropriate fire extinguishers are suitably positioned, near electrical equipment, in the boiler rooms and kitchen, as well as near fire exit doors.

Electrical equipment – checked and P.A.T. tested annually.

Smoke detectors are installed and integrated in the burglar alarm system. This is monitored by an alarm company.

Gas boilers - serviced by a Gas Safe plumber and a landlord's certificate is given annually. Boiler rooms are to be checked each month for any combustibles. No combustibles are to be stored in the boiler rooms. Boiler room fire doors are to remain closed and locked when not in use.

Fuse boxes and electrical circuits are checked each 5 years and certified by a qualified electrician. Certificates are placed on each fuse box.

Any flammable material is to be kept in the DIY store.

Fire doors must not be propped open. The laundry room, DIY store and kitchen doors must be kept closed when not in use.

Combustible waste materials are to be stored in bins away from the buildings. This area is locked at night and weekends. Waste material is collected at least weekly.

7. SECURITY AND SAFETY

Physical Security

The boundary of the premises is clearly defined by fencing and gates. The site is totally enclosed.

The boundary fence is checked daily by staff in their risk assessment of the outside area. The fence is maintained by the caretaker.

Gates are kept locked when Longwood is closed. The food store and playground gates are kept bolted and locked when not in use (with a padlock with a passcode known to all staff) to allow for immediate escape in case of fire or other emergency.

Closed circuit television is recorded of the car park and main entrance door.

External automatic security lighting covers all areas of the outside.

Two monitored alarm systems are installed to protect all areas of the buildings. These are to be set when the building is unoccupied.

Ladders are locked in the boiler room or are kept inside the main building. No access is to be left available to the flat roof.

All tools are locked in the office or in the DIY store.

'Theft attractive' goods are to be locked away where possible, including all laptop computers.

Visitor Control

All visitors must only enter by the front main door at reception. This is clearly visible as the only place of entry.

Visitors must report to the secretary and record their visit in the visitors' book. CCTV signs, Hertfordshire County Council sign and fencing is in place to deter unauthorised visitors.

Visitors are asked for means of personal identification if they are unknown to the secretary.

All staff are to challenge strangers on the premises.

Visitors must wear visitor badges.

Visitors working with the children or leading assemblies are vetted by the headteacher, monitored and not left unsupervised. This is for child protection, safeguarding, and PREVENT duty.

Key Security / Locking Up

The supervisory staff, management, key staff and the caretaker are the only people to have alarm and keys for entry.

The supervisory staff on duty at the end of the day or the caretaker are responsible for locking up and setting the alarm.

8. KITCHEN AND FOOD SAFETY

Staff must be aware of and use good food hygiene practice. Safe food storage and preparation is essential. Food must be used before its expiry date.

Staff that cook or prepare food must attend a relevant Food Safety / Hygiene Course. These staff include the cook and kitchen assistants.

No children are allowed in the kitchen or food store.

The cook is to check the food store, kitchen worktops and sinks, equipment, fridges and freezers each day for cleanliness.

Food

The management and staff will observe current legislation regarding food hygiene, registration and training;

Every employee must act on the following, as appropriate:

- always wash hands with soap and running water before handling food and after using the toilet;
- children must wash their hands prior to eating;
- not be involved with the preparation of food if suffering from any infectious / contagious illness or skin problem;
- never smoke on the premises and wash hands if returning from a break;
- never cough or sneeze over food;
- use different tea towels and cloths for the kitchen and other areas of the building;
- use separate relevant equipment in the raw food and clean areas of the kitchen as required by Hertsmere Environmental Health;
- store and prepare raw and cooked food away from each other and on appropriate colour-coded chopping boards to prevent cross contamination;
- keep food covered and food that needs temperature control for safety must be either refrigerated below 8 deg C or kept piping hot – held above 63 deg C;
- take temperature of cooked meat joints must be taken using a catering thermometer;
- ensure that waste is disposed of properly in sealed bin liners, in the bins outside. Ensure that the outside bin lid is closed and hands are washed;
- fruit and vegetables must be washed before use;
- date of frozen food delivery must be logged;
- fridge temperatures must be taken daily and recorded;
- food that requires heating will be heated prior to serving and not left standing;
- food must be stored appropriately and away from chemicals. All chemicals are stored on the right hand side of the food store;
- staff must not use the kitchen electrical equipment (chopping, mixing or dishwasher) without being shown how to correctly use the equipment by the kitchen staff or supervisor.
- COSHH details must be read before handling or using any chemicals.
- wipe up any spilled liquid to prevent slipping over.
- appropriate protective clothing is to be worn including hats to prevent contamination of food.

Fly screens are to be utilised at all times.

No overcoats are to be brought in to the kitchen.

The cook must ensure a strict rotation of food, and must check expiration dates of food.

Cutlery and crockery must be washed thoroughly after each use and dried, before being stored.

Gloves are available and must be offered to staff using the dishwasher.

If it is confirmed by medical professionals that two or more children have been affected by food poisoning whilst in the care of Longwood, then OFSTED must be notified by the Supervisor as soon as practically possible, but within 14 days.

9. HARMFUL SUBSTANCES

Dishwasher chemicals, cleaning chemicals and other harmful substances must be stored by being locked away in the DIY store, boiler rooms, office or in the laundry room. No children must have access to these areas.

Staff are to read the Hertfordshire County Council Generic COSHH assessments for any harmful substance to be used prior to using it. These assessments are stored in the office.

Generic COSHH assessment posters are displayed in the relevant places (kitchen, food store, DIY store, laundry room). These relate to substances used in the kitchen, classroom or for cleaning. All staff are to take note of these posters.

10. FIRST AID, ALLERGIES, DISEASE AND MEDICINES

FIRST AID POLICY

EMERGENCY

In the case of a medical emergency, an ambulance must be called immediately by dialling 999. Any member of staff can call an ambulance.

The following details and information must be obtained:

- details about the person injured or ill must be obtained from the registration forms stored in the office. These include details of allergies and vaccinations;
- details of the injury and how it was sustained, details of the illness and symptoms;
- whether the person was or is unconscious or not.

The full address of Longwood School and Nursery is:

BUSHEY HALL DRIVE, BUSHEY, HERTS WD23 2QG

If there is any doubt whether there is a medical emergency, you must call an ambulance for the safety of the injured or ill person.

FIRST AIDERS

A list of current first aiders can be found on a list in the office.

A First Aider must be on site at any time that Longwood School and Nursery is open.

Any injured or ill person must be taken to a First Aider and the Medical Room.

A First Aider will accompany an outing. Exceptions must be approved by the Headteacher or a supervisor.

Children that become sick or injured during the day, that do not require hospital treatment, must be given respite care in the medical room. Parents must be contacted to collect their child.

All Head injuries need to be shown to the Manager on duty as priority, or a first aider who must inform the manager once available.

In order to keep a child safe and well, the staff will seek and authorise medical treatment from health professionals.

It is the parents' responsibility to ensure that contact telephone numbers are kept up-to-date.

The duty manager has the final word about any first aid decisions, regarding any child in the school or nursery.

FIRST AID

Records of First Aid Treatment

Staff are to record any treatment administered, details of any incident or accident, names of the person being treated and the person giving the treatment, any injuries sustained, time and date either in the accident book or the incident book.

First Aid Kit

Mrs Kirsty Nakabale is to ensure that sufficient first aid equipment is present in the green First Aid box stored in the medical room. This is to be replenished as soon as possible after use.

COMMUNICABLE DISEASE CONTROL

Staff are to be aware of dealing with communicable disease control. Health Protection Agency information is held in the office.

Children must be excluded for the recommended Health Protection Agency time to prevent disease spreading.

Mrs Marietta Gilbert must seek advice from and report any dangerous infections or illnesses to the Health Protection Agency 01707 361284.

MEDICINES

Prescribed medications must be in date and in its original containers before they will be administered.

Staff and Parents are to read the Sickness and Medications Policy, as shown on the website.

Parents must sign a 'Parental Agreement for Administering Medicine' form, which is stored in the office.

Only authorised staff are to administer medicines and the details of the child, the medicine and the dose must be checked by a separate member of staff before the medicine is administered. The initials of this separate person must be written on the medicine form.

Medicines must be stored in the medical room out of reach of the children. An adult must remain in the office area if a child is in the medical room.

Medicines and creams must be stored in the medicine fridge or in the correct plastic tub relating the child's nursery group or school class.

ALLERGIES

Allergic reactions can be very serious and require immediate medical attention.

Anaphylaxis is a rare life-threatening allergic reaction in which the whole body may be affected. The triggers include certain medication, insect stings and ingestion of certain foods. Dial 999 immediately and be prepared to resuscitate.

A child or anyone can have an allergic reaction to many different things – for example:

- nuts
- shellfish
- fruit
- milk
- cheese
- other dairy products
- medicines
- soaps
- washing powders
- insect stings

- plants

An allergic reaction can occur any time in life, not just from birth.

Recognition of an allergic reaction can be by:

- blotchy red skin or rash
- face and neck swelling possibly restricting the airway
- puffiness around the eyes or redness of the eyes
- difficulty in breathing, wheezing, gasping
- vomiting
- severe abdominal pain
- shock, fainting or collapsing

Child Allergies at Longwood

Kitchen staff are to be informed about any child allergies by the Group Leaders or Head teacher. The cook is to keep a record of child allergies, and ensure that food / drinks etc are not provided for children with an allergy to them.

Group Leaders are to ensure that all the staff, including any volunteers or helpers from other groups are aware of any child allergies. Details of allergies must be passed up to the next group or School class staff as the child with an allergy moves up to a new group or school class.

The cook is to read and be aware of the ingredients of food / drink that is prepared for a child with an allergy. Group staff or school staff / after-school staff, that are undertaking a cooking activity must be aware of child allergies.

Some children are allergic to milk and dairy products that can be found in many different processed foods such as the crumbs on the coating of a fish finger – so staff are to **check carefully** about all the ingredients being fed to a child with an allergy. **Some babies are allergic to certain baby foods.**

If a child has been fed a food / drink / medicine etc to which the child may be allergic, then the member of staff must notify their Group Leader and a First Aider and supervisory staff immediately. **DO NOT HESITATE – as children have died in a nursery setting due to staff hesitation and inaction.**

Control Measures from risk assessment include:

1. An identification poster displayed in the medical room - If a child has a severe allergy, then their details, including a photograph of the child, their name, the foods to which they are allergic, the possible symptoms of an allergic reaction and the emergency measures to be implemented if this is suspected eg the administration of epinephrine (adrenaline) and immediate transfer to hospital. Parental consent must be obtained before displaying the poster.
2. Where epinephrine is to be administered, signed parental consent for its use must be stored in the permanent medicine folder.

3. The epinephrine is either to be stored in the medical room, which is known to the First Aiders and is easily accessible, or to be stored in individual classrooms or to be carried by individual children, as agreed with parents, children and staff.
4. Parents must supply an individual Epi-Pen, or other suitable injection device for each identified child, labelled with their personal details and expiry date.
5. First Aiders must have Epi-Pen training as part of their First Aid Course.
6. No food, cutlery or plate sharing between children must occur if a child has an allergy – staff need to be observant and aware of potential hazards.
7. Children must wash hands immediately after eating if there is a child with an allergy, as well as washing their hands before.
8. A stringent cleaning regime must occur in respect of food surfaces to reduce the risk of contamination to an allergic child's food.
9. Staff must ensure that no cross contamination occurs in the preparation or handling of food.
10. No food is to be brought to Longwood by staff, children or their parents, other than when the Supervisor has specifically authorised, having determined the food ingredients.
11. A red plate system is to be used whereby children with a particular food allergy eat off a red plate. Staff are to know the food allergies of children in their group or class, and which food must be handled separately from other foods to avoid cross contamination.

11. SAFETY OF EXTERNAL AREAS

Morning Risk Assessment

The Group Leader or Classteacher is to ensure that the outside area is safe for the children before children are allowed outside. A log of the assessment is to be written on the assessment sheet each day and signed by the member of staff.

Checks should include (as detailed on risk assessment form):

- the integrity of the boundary fence to prevent any children gaining access to the road;
- play equipment should be checked for safety before use;
- sand pits and grass areas should be checked for any faeces;
- grass areas and tree bark checked for poisonous fungi;
- looking for any objects thrown into the garden over the fence;

This checking and logging process is a requirement of OFSTED.

Registers need to be available at all times, and before- after-school care and nursery group staff need to keep their registers up-to-date as children arrive or leave for the day.

Logworld Climbing Frame, Playground Equipment

This is assessed annually in the autumn by Wickstead Leisure. A risk assessment is undertaken by them. Repairs or remedial works are quoted and undertaken by Wickstead Leisure or our maintenance staff. Records of certificates are kept.

The climbing frame and train need to be checked every six months for hazards such as rust, loose nuts or bolts, splinters and the tree bark level for safety. The caretaker is responsible for the maintenance of this equipment.

Bikes and Tikes

These are to be checked by the Class Teachers, Classroom Assistants and Group Leaders for any problems with loose nuts or bolts or other defects. If defective, they must be removed from the play area and the caretaker must be spoken to regarding any repairs.

Cracked Plastic Toys or Chairs

These must be removed by the Class Teachers, Classroom Assistants or Group Leaders and thrown away in the recycle bin.

Glass

The building is situated on made ground. Therefore debris such as pieces of broken glass can very occasionally come to the surface. Staff are to be aware and check any flower beds or grass areas for broken glass and remove and dispose of it safely by wrapping it in paper.

Farm Visits, Rabbit, Hamster, Chickens and Pets

(As and when these pets live at Longwood)

Bacterial Infection

In order to prevent bacterial infection being spread from animal visits, the rabbit, hamster and other pets, the following procedures must be implemented by the Group Leader, or person in charge of the group or school class:

- if a child handles or feeds any animal, or comes into contact with the run, hutch or cage, then the child must wash his / her hands with soap and running water as soon as he / she returns to the building;

- staff are to discuss the importance of hygiene with the children, and talk about not putting hands near their faces if touching a pet;
- staff are to wash their hands with soap and running water if touching, feeding or cleaning any pet or enclosure;
- if a pet leaves any excretion on the ground, then the children must be kept away and the ground / excretion needs to be washed;
- left over pet food needs to be thrown away and not left on the ground to attract rodents;
- no child from Little Acorn, Willow or Apple must touch or come into contact with the pets and their enclosures;
- all pets must remain in their respective enclosure, or in an enclosed area that can be sanitised.

E. Coli and other bacteria is present in faeces. This bacteria can be passed to a child, if the child touches the pets excretion, whether from the pets fur or its enclosure, and then contaminates his / her mouth by putting fingers or hands in his / her mouth. The bacteria can cause diarrhoea, vomiting, kidney failure and death. For this reason younger nursery groups are not to come into contact with the pets.

Allergies and Asthma

Staff are to be aware that pets can cause allergies or asthma to a child or member of staff. Necessary precautions must be taken to ensure that children or staff susceptible to such allergies are kept away from the pets. See the Allergies section under First Aid.

Bouncy Castles and Inflatables

The equipment must only be hired from reputable hire companies, where the equipment is set up by the company staff.

Staff operating the equipment are to ensure that the Health and Safety guidance supplied with such equipment is read and adhered to.

Bouncy Castle guidance can be downloaded from the PIPA Inflatable Play Inspector Scheme web site www.pipa.org.uk. The bouncy castle hire company must comply with this guidance and have a current public liability insurance policy with a limit of indemnity of at least £5m.

There have been over 10,000 serious accidents in the U.K. relating to Bouncy Castles.

Most injuries are caused by children bouncing off the inflatable on to the ground, being hit by other children or falling awkwardly. Many of these accidents could have been avoided if staff were supervising effectively by:

- staff observing all the children on the equipment closely to prevent careless behaviour;
- parents are to be informed by the staff operating the equipment that they are responsible for supervising their own children at the fete and parents are to supervise their own children on the equipment during the fete, and at other times when Longwood is not normally open;
- children should not be allowed to use the bouncy castle in high winds or in wet weather (inflatables can flip over, and slippery surfaces may cause injury)
- ensuring that the inflatable is adequately secured to the ground;
- utilising a rota system for different age or size groups, together with an observance of an age limit of users. It is suggested that children over 10 years of age should not use this type of equipment;
- ensuring that children are not allowed to eat or drink whilst bouncing;
- laying suitable safety mats around any entrance of the equipment and on open sides;
- taking shoes off, hard or sharp objects removed such as jewellery, buckles, pens and similar pocket items before children enter the inflatable;
- only allowing a small number of children at a time on the inflatable, in line with the hire company's written safety instructions;
- talking to the children about being safe and keeping away from each other whilst enjoying the experience;

STAFF SUPERVISION OF OUTSIDE PLAY

Staff are to spread out, stand and observe the children closely, paying attention to all areas. Staff must intervene as necessary taking note of the **Behaviour Management Policy** and the **Anti-Bullying Policy**. Staff must pay particular attention to the following:

- any unpleasantness or fighting;
- ball games and skipping rope activities must be supervised;
- aggressive games and contact games should be discouraged;
- children using any of the outside equipment, including play houses must be supervised;

- groups of children can be taken inside to the toilet, so that the majority of staff remain with the children;
- make sure that children are dressed for the weather conditions and the weather conditions are appropriate for the children to be outside.

The Train

Staff must stop children climbing up and down or jumping up and down on the train to prevent a high trip risk. It has low trip hazards if it is used for imaginative play and discussion only. Children should be encouraged to climb onto the train with care and then sit down with their friends.

Fete

It is illegal to sell new or second hand furniture or furnishings if they are not certificated to show they comply with the Furniture and Furnishings (Fire)(Safety) Regulations 1988.

As well as most furniture and beds, this regulation applies to nursery items such as prams, pushchairs, playpens, cots and carrycots. Cushions and pillows are controlled as well as loose covers for upholstered furniture.

No second hand electrical appliances and must be sold unless inspected and tested by a qualified and experienced electrician. For this reason, along with gas equipment, these items must not be sold.

Toys, including second-hand toys, must comply with the Toys (safety) Regulations 1995. It is an offence to sell a toy that does not carry a CE conformity marking.

No cord ties must be present around the neck area of second hand clothing being sold.

Trip Hazards

Staff are to look for uneven paving slabs, holes in the grassed areas, unequal steps that could prove to be a problem, uneven ground. Any issues must be reported to the Supervisor and arrangements with the caretaker will be made to alleviate any problem.

Sand and Water Play

There is a high risk of children drowning in even a relatively shallow level of water if they trip over and knock themselves out or have a seizure or faint. Staff are to know which children are susceptible to these ailments and supervise the children.

Sand is an abrasive and poses a low risk if not rubbed on the skin.

Poisonous Plants

Many plants and bushes are poisonous if consumed. Medical advice should be sought from a First Aider immediately. Staff are to remove poisonous weeds with plastic gloves immediately. Examples of these are:

- deadly nightshade – this is a spindly relatively small plant that grows each summer with dark pointed green leaves, small purple / mauve bell flowers and dark red small berries. These have been known to grow along the perimeter fence line.
- Irises are bulb plants that grow each summer in one stem and form clusters of flowers along the stem.
- Toadstools and other fungi
- Ivy

School children need to be aware that plants in the garden are not edible. Nursery children need to be supervised. The daily risk assessment undertaken by the Group Leader or person in charge of the group will spot these weeds and they will be removed. Staff are obliged to seek advice from the Headteacher or Supervisory staff if they have any concerns about the safety of plants in the garden. The Headteacher or Supervisory staff will take any necessary action to prevent any poisonous plants or weeds coming into contact with the children.

Playground and Nursery Outdoor Bin

This needs emptying regularly by the caretaker and must only be used for non food items only such as paper, tissues, card and empty sealed drinks containers.

Playground Drains

These have proved to be a risk due to children sticking their fingers in them. Staff are to be aware of this risk and supervise the children.

Sunburn

There is a high risk of children suffering from sunburn during the summer months. Any child, including black or fair skin children could be sensitive to sunburn. The following action:

- parents are asked to apply long lasting sun cream on their children each morning;
- sun hats are to be worn as appropriate;
- younger children must be covered up or only play in shaded areas;
- the time should be limited to 20 minutes of outdoor activity in the sun;
- younger children should remain indoors between 10am and 3pm during the Summer months or ensure that shaded areas are used.

Insects – bites and stings

There is a risk of wasp or bee nests forming around the buildings. Staff are to be observant if they notice many bees or wasps in a certain area and report any nests to the supervisor. The caretaker or Hertsmere County Council will be contacted to remove the nests.

If a child or member of staff is bitten or stung, then **help must be sought from a First Aider**, bearing in mind the high risk associated with allergic reactions and possible anaphylaxis.

Roof

No staff are to try and gain access to the roof. The caretaker is the only person allowed to go on the roof.

12 SAFETY OF INTERNAL AREAS

Morning Risk Assessment

The Group Leader or Classteacher is to ensure that the outside area is safe for the children before children are allowed outside. A log of the assessment is to be written on the assessment sheet each day and signed by the member of staff.

Checks should include:

- the integrity of the boundary fence to prevent any children gaining access to the road;
- play equipment should be checked for safety before use;
- sand pits and grass areas should be checked for any faeces;
- grass areas and tree bark checked for poisonous fungi;
- looking for any objects thrown into the garden over the fence;

Glazing

All low level glazed windows and glazed doors are constructed of safety glass with safety film or Georgian wire glass and film. If these windows crack and the film is intact, they present a low risk and can be replaced over the next few months, but if they bow outwards or break the film forming a sharp crack, then they present a high risk and will need replacing immediately. All staff must report any dangerous windows to the Headteacher or Supervisor immediately. The caretaker will replace the glass.

Trips and spill hazards

All spilt liquids must be cleaned up immediately by the member of staff that finds the spillage. There are mops and buckets in the laundry room or boiler room.

Group Leaders and Classteachers are to undertake a trip hazard assessment of their classroom or nursery group room every six months. Staff are to look for uneven floors, damaged steps or other low barriers that could present a trip hazard. Staff are to inform the Headteacher or Supervisor if there are any hazards.

Shoe laces are to be tied and long laces restricted to prevent a trip.

Jewellery

For their own safety, children should not wear jewellery except if necessary, stud earrings. If jewellery is worn to Longwood we will not be held responsible if lost or damaged. Teething necklaces and religious symbols are discouraged on safety grounds.

Finger Nails

Parents must check their child's fingernails and make sure they are kept short. If a child scratches another child, we need to limit the harm that they can do.

13. EQUIPMENT

Electric Heaters

Oil heaters are only to be used in exceptional cold weather.

- an adult must be present in the room whenever a heater is switched on;
- oil heaters are not to be set on 50% of the maximum setting for safety reasons;
- the class teacher or group leader is to check that all heaters are to be turned off at the end of the day, or when everyone leaves the room

Fish tanks

Staff are to wash out their fish tanks in the laundry room to prevent the risk of bacterial infection. Staff are to wash their hands after cleaning a tank. No children are to clean the tanks.

Chairs

Cracked plastic chairs pose a high risk of cutting a child. These need to be removed and placed in the green recycle bin immediately. Wooden chairs must be checked for rough edges or splinters that could cause a medium risk of injury. The caretaker must be informed of any rough edges or splinters for repair. The caretaker is to be informed about lost or loose screws holding chairs together.

Stacking chairs or equipment

Staff are to be aware that high stacks of chairs or equipment pose a high risk of injuring a child as they could topple over. Staff are to ensure that only a stable stack of chairs or equipment are left unattended.

High Shelves

Heavy equipment must not be stored on high shelves. There is a high risk that such equipment will fall on to the person collecting the equipment or injure the person as they stretch to collect such equipment.

Light bulb changing

The caretaker is in charge of changing light bulbs. Staff are to report these to the caretaker at the end of the day.

Stepladders

Stepladders are only suitable for small jobs of short duration.

No stepladders with defects, or are uneven or twisted, or have an improvised mechanism for preventing the legs from spreading out must be used. These pose a high risk to injury and should not be used.

Stepladders should have an 'A' frame with a small working platform at the top used to hold tools or materials, but must never be used for standing on. There must be a manufacturers mechanism to prevent the legs from spreading out and a safety catch to prevent the joint opening. They must be used on a level surface.

Cleanliness of Equipment

All equipment must be monitored for cleanliness and potential dangers by the Group Leader or Class teacher. In general, concerns about cleanliness should be reported to the caretaker.

Computers

Staff and children should not use computer screens for long periods of time without a break. Staff and children should not look at a computer screen continuously for periods of in excess of one hour without a half hour break.

14. SAFETY OF STAFF, STUDENTS AND VISITORS

Staff are to take note of the following documents:

- Child Protection Policy relating to safe recruitment procedure.
- Security and Safety section of this document relating to visitors.
- All staff including work experience students are to be given an induction relating to all Policies.

15. SAFETY ON OUTINGS AND VISITS

Staff must read and act upon the Outings Policy and risk assessments.

16. RISK ASSESSMENTS

Staff write a risk assessment on sheets obtained from the office. Repairs and other hazards are to be written in the caretaker's book in the office with a date. The safety and welfare of all at Longwood is priority. Work is to be undertaken within a reasonable timescale depending on the risk. This is monitored by Malcolm Livesey. Risk assessment sheets are stored in the Health and Safety File in the office. These are monitored by Malcolm Livesey.