



Waterton Pre-Schools

Health and Safety Policy

Wrenthorpe Pre-School

HEALTH AND SAFETY POLICY

Wrenthorpe Pre- School

Statement of Intent

This policy document includes our Statement of Intent, our organisational structure relating to Health & Safety roles and responsibilities and the methodology by which we will achieve a safe working environment for staff, pupils, visitors and other users of our site.

Statement of Principles

Wrenthorpe Pre-school, Early Birds, Night Owls and Holiday Club wishes all children and adults involved with them, to be safe and enjoy good health.

Our Aims:

- To provide a safe, secure environment and minimise the risk of accidents.
- To make everyone in the setting aware of health and safety issues.
- To promote good health and avoid the spread of disease.
- To comply with Health and Safety law and other legal requirements
- To ensure that the setting is considered as a safe and healthy place in which to work.
- To provide plant, equipment and systems of work that are safe and minimise the risk to health as far as reasonably practical
- To raise awareness among all users of the setting as to their responsibility for managing the health & safety of themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work
- To ensure the dissemination of all relevant information from relevant bodies and organisations to the correct users.
- To regularly monitor and review safety procedures throughout the setting
- To create, maintain and update a central repository of relevant health and safety information.
- We expect all staff, parents and volunteers, to take reasonable care of themselves, and others, while in the setting, or doing pre-school activities.
- We ensure the staff member is competent to carry out these responsibilities, that she/he has undertaken health and safety training, and regularly updates her/his knowledge and understanding.
- We display the **Health and Safety Law poster** on the cloakroom notice board and staff are kept up-to-date with safety issues.
- We have **Public Liability and Employer's Liability Insurance**. The **Certificate for Employer's Liability Insurance** is displayed on the cloakroom notice board as legally required.
- We ensure all staff employed with us have an enhanced check done by the Disclosure and Barring service. Until this is received, the member of staff must not work.

Our Practice:

Quite clearly these educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within our school. Health and safety at this setting is an area where the staff, safety representatives and parents share common objectives. It is vital that we all

understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in our setting can be achieved.

Key Responsibilities

1. Overall responsibility for the management of health and safety in the setting is that of the duty holders who are:

Vickey Bruce & Joanne Crossland

2. Responsibility for the day to day health & safety in the following areas is that of:

- Risk Assessment
- Policies
- Supervisor
- Security
- Food and Drink
- Cooking
- Hygiene
- Adult Safety
- First Aid
- Sickness
- Medication
- Accidents
- Outings and Walks
- Fire

General Responsibilities

The Trust and Committee will:

- Ensure that adequate funding is provided from the budget to enable the setting to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of another party (e.g. the landlord), the committee, through the Manager will ensure the problem is highlighted and assess the hazard in order to render the problem area safe.
- Deal with any health and safety problems brought to them by the Manager, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the School Health and Safety Policy is brought to the attention of all staff and is implemented in school.
- Help prepare and implement a "site-specific" health and safety policy
- Confirm compliance with statutory policies and procedures
- Ensure that appropriate risk assessments have been carried out
- Ensure that all members of staff receive appropriate training.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way:

The Managers will:

- Ensure that health and safety is incorporated into the planning and organisation of all setting functions.

- Ensure that adequate communication takes place between managers and employees to allow everyone to contribute to safe working. This consultation and communication will take place through:
 - Staff Meetings
 - Updated Policies
 - Inductions
 - Trust H & S Briefings
 - Risk Assessments
 - Training
- Carry out and or ensure that other appropriate staff (with delegated authority to) carry out suitable and sufficient assessments of hazards and risks within their areas of responsibility, to staff members, pupils and visitors/other users of the school. Ensuring the findings are recorded and acted upon in order to reduce risk.
- Attend health and safety training courses as appropriate.
- Ensure the provision of adequate training, instruction and supervision for all members of staff.
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their roles and responsibilities.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the governors.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way

All Staff & Authorised Volunteers Will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the schools policies, procedures and risk assessments and follow any information, instructions or guidance documents made available to them.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, as part of extended provision and or on educational visits.
- Attend health and safety training courses/events as appropriate.
- Undertake suitable and sufficient risk assessments within their areas of responsibility/ for activities to be undertaken as directed by the head teacher
- Bring to the attention of the Manager any accidents, near misses, dangerous equipment, defects or situations which may occur whilst in school or on educational visits.
- Report to Manager any problems that they feel they cannot deal with themselves.
- Have the responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with their managers.
- We expect all staff, parents and volunteers, to take reasonable care of themselves, and others, while in the setting, or doing pre-school activities.
- We have two named staff members who are responsible for health and safety issues and also a committee member who liaises between the staff and the committee. The names of these people are displayed on the notice board in the cloakroom.
- We ensure the staff member is competent to carry out these responsibilities, that she/he has undertaken health and safety training, and regularly updates her/his knowledge and understanding.

- We display the Health and Safety Law poster on the cloakroom notice board and staff are kept up-to-date with safety issues.
- We have Public Liability and Employer's Liability Insurance. The Certificate for Employer's Liability Insurance is displayed on the cloakroom notice board as legally required.
- We ensure all staff employed with us have an enhanced check done by the Disclosure and Barring service. Until this is received, the member of staff must always work with a staff member who has already been checked

Risk Assessment

Our school acknowledges that risk assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

We will record our risk assessments, in part this will be through using curriculum lesson planning/schemes of work documentation, as well as by using generic risk assessment templates downloaded from the Health & Safety Advice Portal, these will be adapted to our schools specific requirements. In addition we will also undertake activity, person or situation specific risk assessments and where appropriate document Safe Systems of Working (SSOW) as and when required. We will ensure that risk assessments are easily accessible to those who require them and that risk assessments are reviewed periodically (depending on the significance of the risks involved), following an accident, on the introduction of any new process/equipment/substance or other significant change in circumstances.

All Educational visits undertaken by any of our schools will also be subject to a written risk assessment. Mounted on a portal called EVOLVE e.g trips out.and managed by the local authority.

Our risk assessment process includes:

- checking for hazards and risks in our activities and procedures on an on-going basis. This applies both indoors and outdoors.
- considering risks to both adults and children.
- completing the checklist provided for the setting by the Pre-school Learning Alliance at the time of annual insurance renewal.
- reviewing the risk assessment.
 - a) when there are new activities or procedures.
 - b) when there is a physical change to the premises.
 - c) when an outing or special event is to take place.
 - d) if an employee becomes pregnant.
 - e) if a young person between the age of 16-18 years is employed.
 - f) after an accident or near miss incident.

Any measures required by the risk assessments are acted upon as soon as possible. If major change is required then an action plan is put in place with, if necessary, temporary measures to alleviate the immediate risk.

Outings and walks

- For all outings and trips, safety will be of paramount importance. For major outings where the whole group spends the session away from the school premises, a written risk assessment will be carried out and the **Outings Policy** complied with.
- The ratio for Pre-school outings is one adult per two children whether walking locally or going on a coach.
- For breakfast, after school and holiday club the ratio on outings will be at least one adult to six children.

- If small groups of children and adults go for walks etc. on school premises e.g. to the playground or wildlife area, then the deputy manager will decide on a suitable safe ratio.
- A mobile phone/walkie talkie must always be taken if small groups of children and adults go for a walk on school premises or to the shops etc.
- Staff walking to drop off or pick up children from Jerry Clay Academy will carry a mobile phone in case of emergency and a first aid kit.
- Ratios for school pick up /drop off walks will normally be: a minimum of two adults to twelve, as children may be up to 11 years old.
- Transport used for outings will be legal and fully insured and have appropriate safety equipment fitted.
- Parental permission will be obtained for all major outings.

Awareness Raising

- Induction for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.
- Health and safety issues are explained to the parents/carers of new children in the welcome booklet and policies are available for parents and carers to read.
- Health and safety is included in staff training and discussed at the playleaders and committee meetings.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Safety Checks

- Checks are carried out according to a list at the start of each session and before outdoor activities commence. If during the course of sessions any safety issues are identified then the staff will assess them and take action as necessary.

Equipment and Activities

- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- Before purchase or loan or when they are donated, resources are checked to ensure that they are safe for the ages and stages of children currently attending Pre-school, Early Birds and Night Owls.
- Electrical equipment conforms to safety requirements and is tested annually by the School Caretaker. Any second-hand equipment will be tested before being used.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- Large climbing equipment is supervised as necessary to ensure children use it appropriately.
- Staff must ensure that children use equipment that is safe for their size and abilities.
- Children are taught to handle and store tools safely and to use equipment appropriately.
- Materials used are non-toxic and natural materials are kept clean and suitable for children's play.
- Children who are sleeping are kept safe and checked regularly in accordance with the sleep policy.

Storage

- All resources and materials are stored safely and to prevent them from falling or collapsing. Heavier materials are stored on lower shelves.
- All cleaning and any other hazardous materials are stored in the kitchen cupboard or the locked cupboard by the changing unit. The kitchen door must be kept closed unless there is an adult in the kitchen.

Registers

To ensure we have a record of everyone on the premises at all times:-

- Registers must be completed at the beginning and end of each session and children marked in or out as they arrive or leave.
- All staff on the premises must put their full names in the signing in book on arrival and sign out when they leave.
- Names of all others on the premises e.g. visitors, parents, extra children not on the register, must be put in the visitor's book and signed out on leaving.

Supervision of children

- No child will be left alone at any time. Overall staff ratios are at least in line with the EYFS regulations:
1 adult: 8 children aged 3-8yrs and 1 adult: 4 children aged 2-3 years.
- Staff should work together to ensure all areas are adequately supervised. Playleaders should inform other staff if they need to leave the play area for example, they need to go inside, outside, into the office, to the toilets or to the kitchen etc.
- A deputy manager will be in charge at each session.
- Unregistered helpers, e.g. parents on rota, students will not be put in sole charge of children other than their own. They will not be asked to take a child or group of children on their own into another room or to the toilet.
- Children will not be allowed in any area where large equipment is being put up or dismantled.
- Children are not allowed in the kitchen unless under close supervision.

Food and Drink

- Food served to children is healthy and nutritious and children are encouraged to appreciate the benefits of healthy eating.
- Staff who prepare and serve food or supervise the preparation of food, follow the **Procedure for Serving and Preparing Food**.
- A checklist of children's allergies is displayed in the kitchen and is listed in the register and must be checked before serving food.
- Adults must only carry hot drinks through the play area if it cannot be avoided. Great caution must be exercised when doing so.
- Adults in the classroom must drink hot drinks by, or in the kitchen. Adults do not place hot drinks within the reach of children.
- Children must wash their hands before coming to the table to eat and are supervised while eating. The children do not walk about with food and drink.
- A jug of fresh drinking water is available at all times.

Cooking

When children take part in cooking activities they:

- are supervised at all time
- are warned of all dangers of hot ovens, foods, trays etc.
- are kept away from hot surfaces and hot water.

Hygiene

- Advice will be regularly sought from the local Environmental Health Department, to ensure we comply with the latest recommendations.
- Our daily routines encourage the children to learn about and put into practice good personal hygiene.
- The classrooms and other areas are cleaned and bins emptied daily.
- We have regular cleaning days to clean and sort equipment and resources.

Adult Safety

- On induction, staff are advised to use safe lifting and handling practices.
- Adults must seek help when moving heavy items.
- Suitable steps are provided for staff to use when reaching to high shelves etc.
- Adults are given guidance about the safe storage, movement and erection of large pieces of equipment.
- Provision will be made to ensure staff in the office has healthy working conditions.
- Adults do not remain in the building on their own or leave on their own after dark.
- If it is a notifiable disease the appropriate authorities will be informed. Ofsted will be informed as soon as possible of any food poisoning affecting two or more children.

Smoking/Vaping

- In line with current legislation, there is a no smoking policy within the setting. Smoking is not allowed in any area including the outside play area.

Animals

- Generally, pets are not kept at the group. Before any pets or animals are brought into the setting, a risk assessment will be carried out, including checking for people's allergies, and considering their fears.

Fire

An outbreak of fire in a school can be extremely serious. Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each building to have an up to date fire risk assessment (WPA includes WPS). This will identify all sources of heat with the potential to cause fire along with considerations relating to the use and storage of combustible materials.

The Waterton Trust is responsible for ensuring that **a suitable and sufficient Fire Risk Assessment has been carried out**, that the findings have been appropriately communicated and that any significant hazards identified have been addressed, in addition that there is a process in place for reviewing/updating this on a regular basis.

Fire drills in our school are carried out **once per term** and are recorded in the School Fire Precautions Log Book. Wrenthorpe Primary Academy

The Managers are responsible for ensuring that fire drills are carried out, and that the findings are recorded and acted upon. Wrenthorpe Pre School are part of which.

The Caretaker is responsible for ensuring that the Fire Precautions Logbook is readily accessible and is kept up to date. A secondary record is kept in the Pre-school office.

The Fire Precautions Log Book and a copy of our Fire Risk Assessment is kept **Enter Log Book Location The Office, Wrenthorpe Primary Academy**

In addition we will ensure that when the setting requires painting, only paints providing a flame retardant surface will be used in high risk areas, this will include assembly halls, drama/stage areas, means of escape routes, staircases, and any other areas where there is an added fire risk.

We will monitor on an ongoing basis our use and storage of combustible materials (liquids, solids or gases) to ensure they do not come into contact with sources of heat.

We will ensure that internal fire doors (that are not fitted with automatic volumetric closing devices) are kept closed to stop fire spreading. Fire doors will be regularly checked to ensure both the door and any closing devices operate correctly.

Fire exits and extinguishers should be accessible and clear at all times.

- The **Fire Procedure** is clearly displayed in the main room and the cloakroom.
- Specific arrangements will be made for children with disabilities regarding **Fire Procedures**, according to their needs.
- Fire drills will be carried out at half term intervals and will be recorded with any relevant comments.
- Staff should familiarise themselves with the position and use of the fire blanket.
- In the event of a fire everyone will leave the building, in accordance with the **Fire Procedure**, assembling in the main school playground.
- If it is not possible to return to the premises within a reasonable time then the **Contingency plan for Emergency Evacuation** will be followed.

Permission to Work (Including Hot Working)

The school operates Permission to Work (including Hot Working) permit process.

Intrusive Work

Our permission to work process must be followed for any work that is intrusive to the structure of the building.

The Trust is responsible for ensuring that the process is implemented in accordance with our Trust Guidelines.

Non-Intrusive Work

The Trust is responsible for ensuring that all non-intrusive work is risk assessed and a log kept on the **Every System**.

Asbestos

Asbestos is a naturally occurring mineral that has previously been used in the construction of buildings and other products (especially before the year 2000). It was mainly used because of its fire proofing and insulation qualities.

We take the management of asbestos seriously in our setting, **we maintain an Asbestos Register on site**, which is readily available to all who need to consult it and sign it. .

This is kept **The Office, Wrenthorpe Primary Academy**

Staff are briefed once per year on areas containing Asbestos

The Head Teacher along with the Trust, as the duty holder under the **Control of Asbestos Regulations 2006**, has responsibility for the management of asbestos on site, although some

functions and day-to-day issues may be delegated to other competent and trained members of staff.

The Trust is responsible for ensuring that the asbestos register and the information within it is brought to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work. All contractors must report to reception

(Examples may include site staff, surveyors, contractors, computer technicians, alarm/CCTV installers, visitors, helpers etc.)

Asbestos survey information in the form of Asbestos Management Reports and localised survey reports are kept in the asbestos register. Our school also operates a permission to work process for any work that is intrusive to the structure of the building.

Where invasive building works are to be carried out on the school premises (E.g. refurbishment, demolition, additional electrical wiring, installation of whiteboards and projectors etc.) a more in depth, asbestos survey will be carried out at the planning stage and certainly before work commences. **This survey must cover the full scope of works.**

The Trust are responsible for ensuring that asbestos is fully considered as part of the planning stages of any invasive works in school.

The Trust/Pre School Manager/Senior Admin/Caretaker is responsible for liaison with the landlord/contractors etc. to ensure

- the condition of asbestos materials are reviewed.
- any asbestos hazard risk assessments reviewed.
- any floor plan changes are recorded and updated.

Our school acknowledges that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale these fibres.

Asbestos Hazard Management

This section deals with how specific asbestos hazard items are managed in our school. (This may be as simple as where pupils are and aren't allowed to congregate to more complicated arrangements where key holding may be required for restricted access).

The Trust/ Caretaker is responsible for ensuring that any asbestos hazards identified in appropriate reports that require specific management instructions are logged in this section. Also this person is responsible for making sure this information is understood by anyone who will need to know it.

Legionella Risk Management

Our school acknowledges that Legionnaires' disease is a type of pneumonia. It is an uncommon but serious disease. Legionnaires disease does not spread from person to person. The germ which causes Legionnaires 'disease is a bacterium called Legionella pneumophila. People catch Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium. However, most people who are exposed to Legionella do not become ill.

Outbreaks occur from purpose-built water systems where temperatures are warm enough to encourage growth of the bacteria, e.g. in cooling towers, evaporative condensers from water used for domestic purposes in buildings such as hotels and schools.

A Legionella Survey has been carried out at our school.

The Legionella Survey Report is located on **Every**

A Legionella Maintenance Program to prevent the occurrence of legionella bacteria is in place in our school, the Legionella Maintenance Program is located on Every which accompanies the Legionella Survey Report. Additional information on Legionella is also contained within our school risk assessment, Legionella.

The Trust is responsible for ensuring

- that the recommendations of the report are carried out.
- that appropriate members of staff are trained to understand the reports and carry out or arrange for work required in the maintenance program.

The Trust is responsible for ensuring that a competent person reviews the information in the Legionella Survey Report at least every 12 months or when changes occur to any systems affected.

The Trust is responsible ensuring the activities in the maintenance program are up to date and carried out on time.

Redbrick Contracts are responsible for carrying out or arranging the maintenance program and documenting the activities in the Log Book which accompanies the Legionella Survey Report.

Accidents

Even in a safety conscious school, accidents may still occur. This is how we deal with them in our settings

All accidents to our staff or pupils will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

The Manager via the Trust will ensure that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive, are reported as appropriate to the HSE, your insurer and where appropriate to the Schools health & Safety Consultant, our health & safety consultant will where appropriate provide advice and or investigate significant accidents on our behalf.

All staff have a responsibility to report and record accidents in line with our schools policies and procedures **The Manager** will ensure staff are aware of the requirement and the location of accident report records. Our accident book/forms are kept in the office and classroom.

Vikki Collins, the Chief Operations Officer will review any accident reports to identify any patterns or trends. In addition referring relevant reports to the head teacher/other senior manager to decide if and how investigations should be undertaken in line with school policy.

Vikki Collins, the Chief Operations Officer will carry out any accident investigations to see what lessons can be learnt and how similar incidents can be avoided. Risk assessments will also be reviewed in light of any lessons learnt.

Recording Accidents and Incidents

- Any injury occurring to a child while at Pre-school or breakfast or after school club or on a walk will be recorded on the Waterton Accident Form

- Any injury occurring to an adult whilst at Pre-school or breakfast or after school club or on a walk or Pre-school business will be recorded in the Waterton Accident Form
- Any dangerous occurrences, incidents or near misses which do not necessarily cause injury but have potential to cause injury, upset or harm will be recorded in the using the Waterton Near Miss Form e.g. fire, personal attack, theft, lost child.
- Any serious illness suffered by anyone who has been on Pre-school premises will also be recorded on the Waterton Accident Form. Any incident where a child has been left unsupervised must be reported to Ofsted.
- These forms will be stored according to GDPR and data retention policy. Upon completion are forwarded to the Trust via the **Every System**.
- Any serious injury or dangerous occurrences will be reported to the Health and Safety Executive and Ofsted via the Trust
- The above summary information will be reviewed termly by the staff member responsible for Health and Safety. Any issues highlighted will be discussed with the manager and if necessary an action plan agreed in liaison with the management committee.

Existing Injury Form

- If a child comes into the setting with an existing injury this must be recorded on our Existing Injury Form immediately.
- Sections 1, 2, 3, 4 must be completed by parent.
- Section 5 to be completed by the staff member who deals with the existing injury.
- Section 6 to be completed by another person that is giving information on the injury.
- Section 7 is completed if the child comments on what has happened.
- Completed forms must be stored in the medical file once all staff have seen the form.

First Aid

Our school recognises that under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. This should include arrangements for first aid based on a risk assessment of the school.

The following people hold a relevant first aid qualification. This information should be reproduced and displayed in prominent locations around school (e.g. school office, staff room, first aid room, staff handbook etc.)

Name	
<ul style="list-style-type: none"> • Debbie Price • Gemma Miles • Haley Hurdus • Joanne Crossland • Juana Gutierrez • Julie Daughtery • Lindsey Snowden 	<ul style="list-style-type: none"> • Lisa Cartwright • Marcia Osbourne • Rachel Barker • Richard Turner • Sophie Ambler • Vickey Bruce

First Aid

- There will be at least one member of staff at the pre-school, breakfast and after school club, lunch, on the walk and or on an outing session who holds a current paediatric first aid certificate. Generally, all staff who supervise children will have up to date First Aid training.

- Our first aid kit and those in the walk bags are regularly checked by a designated member of staff and re-stocked as necessary,
- The first aid kit is easily accessible to adults and is kept out of the reach of children
- Parent's written permission is obtained for medical advice or treatment to be sought for their child in case of emergency. The parent signs and dates their approval on the application form.
- The **Emergency Procedure** will be followed in the event of a child or adult being seriously ill or hurt. In the case of a child, the child's parent/carer will be contacted; in the case of an adult the emergency contact person will be contacted. Medical treatment will be sought if necessary.
- If the child bumps their head, then parents/carers will be given a note with the accident report asking them to be vigilant and detailing signs for which to watch.
- Any spills of blood, vomit, excrement or other bodily fluids must be cleaned up in accordance with the **Procedure for Cleaning up Bodily Fluids and/or Faeces**.

The Manager keeps records of qualifications on site and there is a procedure in place for revalidating first aid certificates before they expire. These records are kept **the main office**

Medication

- To enable children who have short and long term medical needs to attend the group, we administer appropriate medication if required. A procedure for the safe handling, storage and administration of medication is in place.

Sickness

- Any adult or child who is unwell should not be in Pre-school, in line with the **Sick Children Policy**. In the case of infectious diseases, children and adults will be excluded for the appropriate time. In the case of sickness and diarrhoea, this will be 48 hours.

Electricity

Our school acknowledges that electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair work. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained. Maintenance and repair of electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least **every five years** by a competent electrician – lead by Wrenthorpe Primary Academy Compliance SLA

Portable electrical equipment will be inspected, tested and maintained in accordance with current Health & Safety Executive and the Institute of Electrical Engineers Guidance, further information is available in Risk Advice Note RAN12.

Where personal electrical equipment brought in by staff is permitted by their senior manager it will be classed as school equipment and should not be used until it has been PAT tested.

The Estate Manager is responsible for arranging the testing and maintenance of portable electrical appliances in school (including that brought in from home by staff).

The test certificates and recommendation documentation is kept on the **Every System**

The fixed electrical installation testing in our school is undertaken by: **Redbrick Contracts** and the portable appliance testing (PAT) are undertaken by **Redbrick Contracts** all documentation to confirm these tests have been undertaken is retained.

Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe Register formally CORGI registered) Contractor on an annual basis.

Redbrick Contracts is responsible for arranging the testing and maintenance the gas appliances. Gas servicing certificates and recommendation documentation is kept on the **Every System** Gas appliance inspection and testing in our school is undertaken by: **Redbrick Contracts** all documentation to confirm these tests have been undertaken is retained.

In case of heating failure or breakdown, there may be a need to bring in supplementary heating to ensure an appropriate working temperature is maintained (usually Calor gas heaters).

Substances

Our setting recognises that the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health. The COSHH regulations do not solely apply to cleaning products. Consideration will also be given to cleaning, decoration, maintenance works, janitorial supplies, science, design and technology, art and other relevant curriculum substances.

Our setting has an inventory on site of all hazardous substances

The Manager is responsible for ensuring that appropriate staff are informed and suitably trained regarding hazardous substances.

The Cleaner/Manager is/are responsible for keeping the inventories up to date.

Data sheets are available on site for all hazardous substances that are being used, these are kept in locations where hazardous substances are stored. Additionally separate risk assessments are carried out for the work processes which involve hazardous substances.

The Manager is/are responsible for ensuring that data sheets are available to staff on site and that appropriate assessments have been carried out. A copy of the COSHH Inventory is upload to the Every portal and reviewed annually

Inventory Location	Type of Inventory
The main office	Cleaning & Janitorial

Site Safety and Security

Our setting takes the safety and security of staff, pupils and visitors seriously. **A secure perimeter fence and suitably robust and lockable gates secures our site**

Any issues regarding damage or access to the site should be reported to **Premises via Every**

The Manager and Trust are responsible for ensuring that regular documented inspections of the internal and external areas of the site are carried out. Full details of all internal and external checks undertaken on our site are detailed on the **Every System**.

Our site is also protected by a monitored intruder alarm system.

General safety

- Precautions are taken to prevent children's fingers from being trapped in doors.
- The outdoor area is securely fenced and kept clear of hazards. Adults and children are alerted to the dangers of poisonous plants.
- Personal possessions of staff and volunteers are to be stored in personal lockers or in the office, away from the children.
- Electric sockets must have covers fitted when not being used.
- The temperature of hot water is thermostatically controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas and the office.
- Non-hazardous cleaning materials are purchased if possible.

Security

- Parents or carers must give clear information as to who will be collecting their child from each session.
- The outdoor area is securely fenced and there is an electronic security system in place for the outer gate, the main door into the cloakroom and the door into the main setting.
- Parents or carers are responsible for their children until the start of, or after the end of, the session they are attending. Children not collected will be treated in accordance with the **'Non Collection of Children' Policy**. Staff will supervise the departure of children and mark them out of the register. Extra care must be taken on days when there are changes to routines e.g. end of term sessions, trips etc. to ensure no child leaves until an authorised adult collects them. Older children at Early Birds and Night Owls may leave on their own if specific arrangements have been made with the manager by the parents/carers.
- Both gates will be locked once parents have left and before children are allowed out to play. If a child is missing at any time, the **Missing Child Policy** will be followed. This is displayed in the office.
- There will be a member of staff on the double doors in the cloakroom at all times when the door is open and the gate unlocked.
- The door to the cloakroom from room 2 (the lunchroom) will normally be closed except during free flow play to the outside. This is especially important when the outer gate is open for parents to come through. The door has a high handle which children cannot reach. Staff members admit and release parents and children as required.
- Staff taking children to play outside will follow the outdoor procedure for Pre-school or for Early Birds, Night Owls and Holiday Club as appropriate.

Last Review Date Jan 2021

Next Review Date Jan 2022