



ROSSLYN SCHOOL

Health and Safety Policy

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and nursery and is related to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Consultation with Employees) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Education (school Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Control of Substances Hazardous to Health Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
- Equality Act 2010
- Toys (Safety) Regulations 2011
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)

The Health and Safety at Work Act etc. (HASAWA) 1974 remains the principal enactment for occupational health and safety in the UK. HASAWA establishes the responsibilities of employers, employees and contractors in relation to health and safety at work.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the premises and during school/nursery sponsored activities), equipment and systems of work for all our pupils, staff personnel and visitors to the school.

We believe we can help prevent accidents and provide a safe and healthy working and learning environment only if everyone works together to adopt and use safe systems of work and identified good practices of health and safety. Everyone has a duty to take care

of their own safety and that of others while on the school premises or during school/nursery-sponsored activities.

We recognise our responsibilities under the above legislation to take all reasonable and practicable steps to:

- provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school/nursery personnel and visitors to the school and nursery;
- provide a safe, clean and hazard free working environment;
- identify and reduce hazards to a minimum by making assessments of the risks to the health and safety of employees and others by looking at all operations, activities, jobs, tasks, people, systems, machines and equipment in place so that we are able to determine whether or not we comply with Health and Safety Law;
- ensure everyone is aware of and understands their responsibilities but are aware that the maintenance of a healthy and safe school and nursery is the shared responsibility of the whole school and nursery community;
- introduce health and safety arrangements, health surveillance and procedures;
- provide health and safety information to school personnel;
- appoint competent persons to enforce and promote health and safety;
- provide health and safety training, instruction and supervision for school and nursery personnel;
- provide safe access and egress;
- safe equipment through regular maintenance and testing;
- safe use of materials and substances;
- ensure that all predictable risks have been identified and risk assessed for curriculum activities such as art, design and technology, ICT, music, physical education and science

We aim to develop a culture that distinguishes between real and imagined risk. We believe we cannot 'insulate our pupils from every bump, germ or bruise as this will limit their opportunity to take full advantage of the freedom of childhood and to explore the world around them.' (Amanda Spielman, Chief Inspector of Schools).

We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety. Risk Assessment is something we all do every day and most activities have some form of risk attached to them. The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimize, reduce or eliminate the risk by:

- Preparing and implementing safe working practices
- Monitoring, inspecting and reporting regularly
- Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong

We are aware that we may need specialist advice to assess some risks, but many require a common-sense approach and continued diligence. We are of the opinion that if something is not acceptable at home, it should not be acceptable in school or nursery. All stakeholders have a legal responsibility for the safety of each other.

We will undertake this responsibility by being vigilant and aware of possible risks by undertaking regular health and safety inspections of the school premises and school grounds.

We have in place daily processes that include health and safety checks undertaken by relevant personnel.

We wish to work closely with our children and the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We all have a responsibility to ensure equality permeates into all aspects of school and nursery life and that everyone is treated equally. We want everyone connected with the school and nursery to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils/children, school personnel and visitors to the school.
- To provide a safe and healthy working and learning environment for all stakeholders.
- To have in place risk assessments for all operations, activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to school personnel, children and others.
- To ensure that all predictable risks have been identified and risk assessed for curriculum activities such as art, design and technology, ICT, music, physical education and science.
- To ensure that control measures have been put in place for all identified risks.
- To encourage everyone to take responsibility for their own health and safety and that of others.
- To provide and maintain equipment.
- To establish safe operating systems within the school and nursery.
- To provide training and up dated information for all school/nursery personnel.
- To identify and outline the responsibilities of the whole school/nursery community.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools, settings and the local authority to share good practice in order to improve this policy.

Role of the Proprietors

The proprietors of Rosslyn School and Day Nursery, as the employer, have overall responsibility for the health & safety of their employees and all persons affected by the school's operations.

Specifically, the Proprietors are responsible for:

- delegating powers and responsibilities to the designated staff member(s) for overseeing health and safety throughout the campus.
- delegating powers and responsibilities to the designated leads to ensure all school and nursery personnel and stakeholders are aware of and comply with this policy;
- ensuring the school and nursery has a current health and safety policy in place;
- recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils, children and visitors to premises;
- ensuring compliance with local and national health and safety policies;
- ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by evaluation of relevant inspection reports;
- ensuring the organisation and arrangements of the school and nursery operate effectively;
- ensuring health and safety is on the agenda at Management Meetings;
- ensuring arrangements are in place for the school and nursery operating effectively;
- engaging the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;
- ensure all equipment, apparatus, tools and machinery are serviced and maintained by suitably qualified contractors;
- ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by involvement and evaluation of inspection reports from the local authority, and Safety Representatives.
- ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- ensuring this policy and all policies are maintained and updated regularly;
- ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Management Committee;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils and children;
 - reviewing the effectiveness of this policy with the Management Committee
- have in place an emergency plan to cover any major incident;
- have in place:
 - fire precautions and an emergency evacuation plan in the event of fire
 - procedures for first aid provision
 - procedures for the control of substances hazardous to health
 - an electrical maintenance plan
 - an annual plan for Portable Appliance Testing
 - procedures to deal with asbestos and Legionella

- ensure all electrical equipment, physical education apparatus and equipment, tools and machinery are serviced and maintained by suitably qualified contractors;
- ensure all maintenance records are kept up to date and readily available for any health and safety inspections;
- ensure all chemicals and hazardous substances are clearly labelled, stored and disposed under the correct COSHH guidelines;
- ensure the water system is well maintained in order to prevent Legionnaire's disease;
- ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc;
- report immediately any defects or hazards;
- ensure medical and first aid procedures and facilities are in place;
- ensure repairs are in place for all equipment, apparatus, tools and machinery;
- have in place an emergency plan to cover any major incident;
- ensure the effective implementation, monitoring and evaluation of this policy
- ensure that all new equipment is supplied with the appropriate documentation;
- test the fire alarm system each week;
- maintain a record of hazardous substances used for cleaning and similar purposes

Role of the Designated Persons

The School Lead and the designated Early Years Lead will oversee the following for their respectful area of responsibility:

- work in conjunction with the Management Committee, Proprietor and staff to ensure all school and nursery personnel, pupils and parents are aware of and comply with this policy;
- be responsible for the implementation of the health and safety policy and to develop a culture of safety throughout the school and nursery;
- ensure compliance with all relevant legislation connected to this policy;
- be responsible for the day-to-day management of health and safety;
- be aware of and well trained in the requirements of all current health and safety legislation;
- establish high standards of health and safety throughout the school and nursery
- have in place risk assessments for all operations, activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to school personnel and others;
- ensure risk assessments:
 - are undertaken by members of the management team and other competent members of the school and nursery personnel;
 - are in place and cover all the main aspects of the school and nursery;
 - are accurate and suitable;

- are available for all school and nursery personnel
- ensure that when a new hazard has been identified a thorough risk assessment is undertaken and all school personnel are notified;
- ensure advice is sought from appropriate outside agencies in order to complete certain risk assessments;
- provide training for the appropriate personnel so that they are aware of the process of completing a risk assessment;
- be vigilant and aware of possible risks by undertaking regular health and safety inspections of:
 - the general condition of the school and nursery building(s);
 - the general condition of the school and nursery grounds;
 - all entrances, exits and finger guard protection;
 - fire safety precautions;
 - electrical equipment and electrical power points;
 - heating, lighting and ventilation;
 - all glazed areas;
 - floor surfaces;
 - toilets;
 - storage of equipment;
 - storage of hazardous substances;
 - PE equipment and specialist equipment;
 - standards of cleaning
- ensure all inspections are recorded and reported to the Management Committee and the Proprietor;
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- make effective use of relevant research and information to improve this policy and all other health and safety policies.
- provide leadership and vision in respect of equality;
- report any accidents or dangerous occurrences;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- ensure that the emergency evacuation procedure is carried out every term;
- have in place risk assessments to ensure the health and safety of all during educational visits;
- ensure that new nursery and school personnel will undertake appropriate induction training;
- identify the training needs of school and nursery personnel and pupils;
- ensure that established school and nursery personnel receive training when required;
- attend health and safety training when required;
- communicate to parents the health and safety procedures of the school;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents, and visitors;
- report regularly health and safety matters to the Management Committee;

- annually report to the Management Committee on the success and development of this policy

Responsibilities of the office staff

Office staff are responsible for supporting the Designated Lead(s) in the day-to-day administration and implementation of the health and safety policy.

Members of the office staff will be allocated specific health and safety roles to be carried out as part of their job description.

In addition to responsibilities delegated by the Proprietor, the office staff are specifically responsible for:

- Ensuring that appropriate safe working procedures are brought to the attention of all staff.
- Resolving health, safety and welfare problems when members of staff refer to them and informing the Operations and Compliance Lead of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Collating and maintaining records related to health, safety and welfare.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensuring that all accidents (including near misses) are promptly reported and investigated using the appropriate forms.
- Ensuring that all visitors to the premises are aware of health and safety procedures, such as fire evacuation and emergency exits.

Responsibilities of all employees

Under the Health and Safety at work Act (1974) all employees have general health and safety responsibilities. Employees must be aware that they are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the designated Early Years Lead or School Lead for the application of the health and safety procedures and arrangements;
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.

- Report all defects in condition of premises or equipment, and any health and safety concerns immediately to the school office / designated lead(s)
 - Report immediately to the school office / designated lead(s) any shortcomings in the arrangements for health and safety.
 - Ensure that they only use equipment or machinery that they are competent / have been trained to use.
 - Make use of all necessary control measures and personal protective equipment provided for health and safety reasons.
 - ensure classrooms, care rooms and other work areas are safe before they are used;
 - ensure all equipment is safe to use;
 - ensure personal protective equipment is used when appropriate;
 - be familiar with the fire emergency evacuation procedures of the school building;
 - use all machinery and equipment in accordance with information, training and instruction received;
 - make everyone aware of any work situation where there are serious and immediate health and safety risks;
 - inform the designated lead(s) of any concerns regarding any health and safety procedures;
 - ensure pupils:
 - wear appropriate clothing in art and D&T lessons;
 - tie their hair back when undertaking art, D&T and science lessons
 - wear appropriate clothing and footwear in PE;
 - do not wear jewelry or watches during PE or swimming;
 - wear sun protection on hot days when outdoors for long periods of time or taking part in summer PE field activities;
 - consume sufficient water to prevent hydration during hot weather or PE activities;
 - wash their hands before and after handling food and after using the toilet.
 - cover their mouths when coughing and/or sneezing
 - dispose of used tissues in the appropriate manner
 - tie their hair back when handling food;
 - sit correctly when using computers;
 - pupils are not affected by loud music
- teach children about hazards, risks and control in science, design and technology, information technology, art and design, physical education and swimming so that risk awareness forms an integral part of their learning and development;
- attend appropriate training;
- implement the school's equalities policy;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of children and pupils

Children and pupils are expected to:

- follow the safety rules of the school and in particular the instructions of teaching staff/practitioners in an emergency;
- use and not willfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and or / or hygiene
- treat others, their work and equipment with respect;
- liaise with the school council;
- take part in questionnaires and surveys

Role of Parents/Carers

Parents/carers are expected to:

- support the school/nursery in any health and safety matters reported to them on newsletters;
- speak with their children about health and safety;
- be aware of and comply with this policy;
- be asked to take part in periodic surveys conducted by the school/nursery;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school/nursery.

Role of Visitors and People Working on Site

Visitors and contractors are expected to:

- take reasonable care of themselves and others while on the premises;
- co-operate with the safety rules and procedures of the organisation;
- ensure compliance with risk management when working on the premises;
- report defects or damage to equipment;
- report all accidents and incidents

Training for School and Nursery Personnel

All school and nursery personnel:

- receive training on this policy on induction
- receive periodic training/information so that they are kept up to date with new information

Raising Awareness

We will raise awareness of this policy via:

- School Handbook/Prospectus;

- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations;
- School events;
- Meetings with school personnel;
- Written communications with home such as half termly newsletters
- Annual report to parents;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:
 - Facebook
 - Instagram
 - Dojo Platform and App for the school
 - Family App for the nursery

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Management Committee.

Arrangements

Accidents and Incident Reporting

- The accident reporting procedure and all the associated policies and procedures can be found on the school's website.

Administration of Medicines

- Medication is only administered to pupils/children when a parental consent form has been completed and signed by a relevant member of staff.
- The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept. Another member of staff will witness.
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional.
- The only exceptions to this are asthma medication and 'Epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate.
- The doses administered during the school/nursery day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school.
- No unprescribed medication will be administered.

Asbestos

In accordance with the Control of Asbestos Regulations (2006), Rosslyn School and Day Nursery has made the following arrangements in order to minimise the risks pertaining to any asbestos that may have been used in the construction of the School's premises:

- The asbestos survey and accompanying documents are available to view.
- The asbestos survey shall be made available to all staff and contractors prior to any work commencing on the fabric of the building.

Cleaning

We recognise the importance of maintaining clean and hygienic premises. The following health & safety arrangements are in place:

- A cleaning rota has been established for all areas of the nursery and school.
- A cleaning rota has been established for all school equipment.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of pupils.
- All premises are to be cleaned and tidied before pupils arrive.
- Routine cleaning does not take place during school/nursery operational hours.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness and made clean where needed
- Surfaces and tables are wiped clean between activities and before and after meals/snacks.
- Outside sand pits/trays are covered and cleaned/changed regularly.
- Dressing up clothes, display drapes, table ware and blankets are regularly washed.
- Resources are regularly cleaned
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.
- The school office holds COSHH records of all products used by cleaning staff and the pest control contractor in case of emergencies.
- Good health and hygiene practices are promoted through notices, signs, posters, leaflets and staff meetings.

Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum
- COSHH assessment for all hazardous substances used on site.

Display Screen Equipment

In accordance with the Health & Safety (Display Screen Equipment) Regulations (1992), as amended 2002, the following arrangements are in place to manage the risk to significant users of display screen equipment:

- If applicable, a display screen equipment assessment shall be conducted by the office staff, and reviewed annually, or following significant changes to their work activities, or following a report of deterioration of the user's eyesight or general health.
- Where assessments indicate a risk to the user, changes to their work activities, equipment or system of work shall be considered.
- Significant users shall be provided with training and information relevant to their display screen equipment and workstation usage in order to minimise risks.

NB: Significant users are those who use computers for continuous / near continuous spells of an hour at a time or more.

NB: The regulations do not apply to display screen equipment used by pupils. However, it is good practice for staff to make sure pupils are aware how to correctly set up and use their display screen equipment in order to minimise risks.

Educational Visits

- All off site trips will be subject to risk assessment and are linked to broadening and enriching children's learning experiences.
- We will require the establishment we are visiting to provide an in-depth risk assessment which will support the one undertaken by the school/nursery
- We will wish to know the location of the information/lost child kiosk prior to embarking on an educational visit. This will be added to our risk assessment.

Electrical (PAT) Testing

- All items of portable electrical equipment in school are inspected and checked annually. The school director is responsible for arranging PAT testing.

Employee Health and Wellbeing

We recognise that the mental and physical well-being of our employees is key to the running of a successful school and nursery.

- All employees are required to declare any medical condition and regular medication they require.

- All employees are required to provide upon appointment, emergency contact details for use in emergencies. All employee records shall be treated as confidential.
- All employees complete a health assessment and declaration once appointed to post.
- A staff room is provided for employees to take their breaks, rest periods and refreshments in.
- Employees must report to their Line Manager and the School Director any incidents relating to staff well-being such as violence, intimidation, stress or bullying.

Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom.
- A fire drill is diarised by the office staff as a minimum, once a term.
- Fire evacuations are recorded and supported with narratives.
- Fire alarm testing is carried out weekly by the office staff with appropriate records kept in the office.
- Evacuation times and any issues which arise are reported to the Management Committee.
- Fire extinguishers are checked annually by a designated contractor.
- A separate fire safety policy and risk assessment is available.
- A safe place (off site) to gather and for collection in the event of a bomb or significant incident has been identified and permission to use the site, granted.

First Aid Provision

- All permanent school teaching and nursery staff are required to hold a paediatric first aid certificate.
- First Aid kits are located in the nursery and the school buildings and are regularly checked and replenished by a designated member of office staff.
- All first aid kits are clearly identifiable with a first aid sign and available to all staff.
- Portable first aid kits are taken on educational visits.
- A first aid kit is taken out during the routine emergency evacuation procedure.
- Parents and carers are made aware of all accidents and/or incidents involving children.
- Accident forms are signed by parents/carers upon collection of their child.
- All accidents and cases of work-related ill health are recorded and reported to the authority when required.

Designated Medical Area

- As required by the Education (School Premises) Regulations (1996), the space designated for care of pupils during school hours is located in the nursery building, on the ground floor, by the staircase. The medical area contains a first aid kit and is adjacent to toilet and hand washing facilities.

Infectious Diseases

The following arrangements are in place in order to minimise the risk to staff and pupils of infectious diseases:

- A member of the office staff is responsible for keeping abreast of any new information relating to infectious, notifiable and communicable diseases and local health issues. New information shall be disseminated to staff members and parents/carers as necessary.
- Follow the Health Protection Agency's advice on reportable infectious diseases.
- Infectious diseases posters are displayed in the school office and parent notice board by the side gate.
- If a pupil feels unwell, is sick, has diarrhea, has an accident and/or staff feel that they may have an infectious disease that may put other pupils/staff at risk, they will be isolated in the medical area and arrangements made for collection by their parent/carer. A member of staff will remain with the child at all times.
- For cases of suspected Covid 19 infection full PPE will be worn and the area sanitized.
 - Emergency contact numbers will be used if the parent/carer cannot be contacted.
 - The pupil and parent's right to confidentiality shall be respected.
 - The pupil shall be treated in a sympathetic, caring and understanding manner.
- Parents/carers shall be kept informed of any infectious diseases occurring at the school.
- We expect, and inform, parents/carers to notify us if their child is suffering from any infectious disease that may put others at risk.
- We expect, and inform, parents/carers to call or email the school office in the morning before 8:30 if their child is unwell and will not be attending school.
- We expect, and inform, parents/carers to state the reasons for absence by placing a telephone call to the office or an email to the school office / class teacher upon returning following illness.

Insurance

The proprietor of Rosslyn School and Day Nursery purchased, and shall maintain, suitable levels of public liability insurance to cover our activities and facilities.

Insurance certificates are displayed and available for inspection by all interested parties.

Legionella

School and nursery provide advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment.

Lone Working

Staff are encouraged not to work alone on the premises. Work carried out unaccompanied, or without immediate access to assistance, should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (e.g., working at height) should not be undertaken whilst working alone. A lone working policy and procedure is available.

Where lone working cannot be avoided staff should:

- Obtain permission from the School Director and notify them on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency, e.g., access to a telephone.
- If working off site, notify a colleague of their whereabouts and the estimated time of return.
- If working on site, notify the School Director when leaving the premises
- Report any incidents or situations where they may have felt unsafe or uncomfortable.

Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability.
- Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift pupils safely.

Over-exposure to the sun

We recognise the risk to pupils of over-exposure to the sun and have made the following arrangements to minimise the risk:

- Parents/carers are encouraged to apply sun cream to their child at the beginning of the day during periods of hot weather.
- Nursery children attending all day, where required and providing we have permission, will have sun cream applied by their key worker. Sun cream must be provided by parent/carer.
- Pupils may bring to school a named bottle of sun cream to reapply at midday should they wish.
- Supervising staff are to ensure that during hot weather:
 - Pupils wear sun hats when outside.
 - Pupils are encouraged to drink plenty of water.
 - Pupils are encouraged to sit in shaded areas when outside.
- Pupils are taught about being Sun SMART as part of the PSHE programme of study in the curriculum:
 - Stay in the shade 11am to 3pm.
 - Make sure you never burn.

- Aim to cover up with a t-shirt, hat and sunglasses.
- Remember to take extra care with children.
- Use factor 15+ sunscreen.

Personal Hygiene

We recognise the importance of promoting good personal hygiene practices. The following health & safety arrangements are in place:

- Staff and pupils are encouraged to observe good practice in matters of personal hygiene at all times.
- Pupils/children are encouraged to use the toilets correctly.
- Pupils/children are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals and after messy or dirty activities, particularly out of doors.
- Pupils/children are encouraged to cover their mouths with a tissue when they cough or sneeze, disposing of the tissue hygienically and washing their hands / using hand sanitizer immediately after.
- Pupils are taught hygiene awareness through planned and spontaneous discussion, routines, activities and topics.
- Staff are encouraged to set a good example to pupils in matters of personal hygiene.

Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day.
- If the equipment is used during lesson time supervision is again maintained.
- A decision is made, recorded and enforced if inclement weather (damp/icy) means that equipment becomes unsafe to use on a particular day.

Playground Supervision

- Appropriate levels of supervision will be maintained in playgrounds and during outdoor play.

Risk Assessment

- The organisation maintains a comprehensive set of risk assessments that cover curriculum-based activities in school and nursery including school/nursery visits and the running of the building and grounds
- They are available on the school central server for staff to inspect and refer to as necessary.
- The management committee will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments are reviewed on an annual basis.

Individual Risk Assessments

Where required specific risk assessments relating to individuals, e.g., staff member or pupil/child, are held on that person's file and will be undertaken and approved by School Lead/Compliance Lead. Such risk assessments will be reviewed on a regular basis by the School Lead/Compliance Lead.

- It is the responsibility of employees to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.
- It is the responsibility of parents/carers to inform the appropriate designated lead of any medical condition which may require support during school/nursery hours.

Curriculum Activity Risk Assessments

- Risk assessments for curriculum activities will be carried out by the responsible staff member, referring to the model risk assessments.

Transport

External Provider

Where transport to a venue is required from an external transport provider, office staff will source this given sufficient information and advance notice of the trip taking place by the person organising the trip.

- We will use a known and approved transport provider.
- Insurance liability certificate and DBS cover letter to be obtained from coach company and officially logged in School office.
- The office staff shall ensure that there is a seat available for every person going on the trip, and that suitable seatbelts are fitted.
- The office staff shall ensure that the transport provider is notified of the purpose and details of the trip, and that speed limits, driving hours regulations and other safeguarding/safety regulations are to be observed at all times.

Security

We treat the security of our pupils as a top priority. Security arrangements are monitored and reviewed regularly by the Proprietor and Management Committee and following a security related incident or feedback from an interested party.

Security arrangements currently in place include:

- CCTV & Intruder Alarm System (contractor maintained 24/7)
- Keeping all external doors locked to prevent unwanted visitors and to ensure pupils cannot leave the premises unaccompanied.
- Keeping internal and external areas secure by closing all gates and front door on arrival and departure from the premises.
- Ensuring all visitors sign-in in the visitors' book upon arrival, and sign-out when they depart, with the time recorded and witnessed by a staff member. In light of C19, receiving staff will sign the individual in and out of the building.

- All visitors accompanied whilst on site.
- Ensuring all employed staff sign in and sign out via the Bright HR app.
- Ensuring all visitors show identification upon arrival if unknown to the school or nursery.
- Keeping all gates and boundaries in good repair and checked regularly.
- Keeping all gates bolted for safe access control.
- Ensuring that all parents/carers are made aware of the arrival and collection arrangements, including early collection, and the procedures that will be followed should they be delayed and their child not collected.
- Requiring parents/carers to inform staff in advance, either by telephone or email, if another adult will be collecting their child.
- Not permitting any child under the age of 14 to collect a pupil or child.
- Ensuring that pupils are handed over personally to the collecting adult.
- Providing lockable cabinets for personnel / pupils' details files etc. to satisfy data protection, confidentiality and fire risk requirements.

Slips Trips and Falls on the Level

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place.
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

Smoking

- We operate a no-smoking policy applying to all staff, pupils, parents, visitors, work experience students and contractors when they are on the school and nursery site.
- The site is an entirely smoke free environment and this includes the use of e-cigarettes and other tobacco products.
- Smoking is not permitted at any time anywhere in the school and nursery grounds including toilets, corridors, staff room or the frontage of the building.
- Staff smoking during their lunch break must do so away from the building and thoroughly wash and sanitise their hands upon their return.

Snow and Ice

- The site staff will strive to keep the main pedestrian routes open during snowy and icy conditions.
- The school director will follow the local authority's advice when taking a decision to temporarily close the premises due to adverse weather.

Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff.

- Dangerous or risky behaviour displayed by pupils will be addressed and dealt with.
- Pupils will only be allowed into or stay in classrooms under adult supervision.
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

Vehicles on Site

- Access to the frontage is to be kept clear for emergency vehicles and parents dropping off/collecting nursery children only.
- Parents/carers must park safely on the public road, paying attention to parking restrictions and respecting the access requirements of our neighbours.
- When pupils are dismissed via the side gate they must be controlled by an adult and return to the pedestrian walkway to exit safely. Parents/carers are regularly reminded to keep their children within their control for safety reasons when arriving at, and leaving, the building.

Working at Height

- All site staff/contractors who undertake working at heights do so only if suitably trained.
- Teaching and other staff who assist in putting up displays in school must:
 - Use appropriate access equipment - step ladders and kick stools.
 - Wear flat shoes whilst putting up displays.
 - Not climb on furniture to put up displays.

Workplace Temperature

We recognise the importance of maintaining a reasonable temperature in all workplaces, in accordance with applicable legislation.

In accordance with the Education (School Premises) Regulations (1999), the following minimum temperatures will be observed:

- Areas where there is a lower-than-normal level of physical activity: 21°C
- Areas where there is a normal level of physical activity: 18°C
- In light of Covid 19 additional ventilation will be encouraged as deemed necessary by the Department of Education whilst maintaining a comfortable temperature at all times.

Linked Policies

Linked policies and procedures are available on the Rosslyn School and Day Nursery website and on the main server.

Health, Safety and Welfare Induction Checklist			
Fire and Emergencies			
Has the student / agency / new member of staff been shown or informed of the following?	Y	N	NA
▪ The premises fire action procedures			
▪ The type of alarm sound			
▪ The means of escape from each work area to use			
▪ The external assembly points			
▪ The location of the nearest fire fighting equipment			
▪ Fire doors and all escape routes to be free of obstacles			
▪ Evacuation arrangements for anyone with disabilities			
Security Arrangements			
Has the student / agency / new member of staff been shown or informed of the following?	Y	N	NA
▪ The security door entry system			
▪ Security procedures			
▪ Panic alarms			
▪ Restricted areas			
First Aid			
Has the student / agency / new member of staff been shown or informed of the following?	Y	N	NA
▪ The list of the workplaces first aiders			
▪ Location of the Medical Room			
▪ Location of first aid boxes			
Reporting Accidents / Incidents			
Has the student / agency / new member of staff been shown or informed of the following?	Y	N	NA
▪ Procedures for reporting accidents			
Smoking			
Has the student / agency / new member of staff been shown or informed of the following?	Y	N	NA
▪ The No Smoking Policy			
Health and Safety Policies & Literature			
Has the student / agency / new member of staff been shown or informed of the following?	Y	N	NA
▪ Health and Safety Policy			
▪ Computer and use of the internet guidelines			
▪ Display screen equipment			
Electrical Hazards			
Has the student / agency / new member of staff been shown or informed of the following?	Y	N	NA
▪ Procedures dealing with faulty electrical equipment			
Welfare			

Has the student / agency / new member of staff been shown or informed of the following?	Y	N	NA
▪ Location of toilet facilities			
▪ Location of staffroom			
▪ Plan of the school			
▪ School timetable			
▪ Use of mobiles			

Policy reviewed	December 2021
Reviewed by	Proprietor S. Khan Headteacher I. Jones
Date disseminated to staff	December 2021
Date for next review	December 2022