



APPLE BLOSSOM KINDERGARTEN

HEALTH & SAFETY POLICY

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General Health and Safety Policy

1. Introduction

- 1.1. Apple Blossom Kindergarten recognises and accepts that every one of its employees, pupils/learners and visitors to the School is entitled to a safe and healthy environment as specified under the Health & Safety at Work Act 1974 and associated legislation.
- 1.2. It is the intention of the Kindergarten Directors that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment. The “References” section at the end of this policy sets out the main sources.
- 1.3. The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the kindergarten community and an awareness of the fabric and appearance of the classrooms and outdoor space will be demonstrated by pupils and employees on a daily basis.
- 1.4. All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. Apple Blossom’s Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

2. Policy of Apple Blossom Kindergarten

- 2.1. It is the policy of the Apple Blossom Kindergarten to provide and maintain conditions and an environment that secures the health and safety of all employees, pupils and any other persons who could be affected by the Kindergarten.
- 2.2. The kindergarten regards the promotion of health and safety matters as a mutual objective of all management and staff who should work together in a positive way so that the possibility of personal injuries and hazards to the health of staff, pupils and others are reduced to a minimum as far as reasonably practicable.
- 2.3. In particular the kindergarten recognises that it has the following duties:
 - 2.3.1. To provide and maintain equipment and systems of work that are safe and without risk to health.
 - 2.3.2. To provide such information, instruction, training and supervision that will ensure the health and safety of all employees.
 - 2.3.3. To maintain any place of work under its control in a condition which is safe and without risk to health, and to provide safe means of entry and exit.

3. Responsibilities/organisation

Responsibilities of the Directors

- 3.1. In discharging its responsibilities, the Directors will:
 - 3.1.1. Make themselves itself familiar with the requirements of the appropriate legislation and codes of practice;
 - 3.1.2. Create and monitor a management structure for health and safety;
 - 3.1.3. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the kindergartne, and, that it is implemented;
 - 3.1.4. Periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and
 - 3.1.5. Identify and evaluate risks relating to possible accidents and incidents connected with kindergarten -sponsored activities.
- 3.2. In particular, the Directors undertake to provide as far as is reasonably practicable:
 - 3.2.1. A safe place for all users of the site to work, including safe means of entry and exit;
 - 3.2.2. Plant, equipment and systems of work that are safe;
 - 3.2.3. Safe arrangements for the handling, storage and transportation of articles and substances;
 - 3.2.4. Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
 - 3.2.5. Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner; and
 - 3.2.6. Provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

Responsibilities of the Director responsible for Health and Safety

- 3.3. The Nursery Manager has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors. The Nursery Manager will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

Responsibilities of the Health & Safety Officer

- 3.4. The Kindergarten's Directors will designate a Health and Safety Officer to carry the

Kindergarten's Health and Safety (H&S) Mandate. The H&S Officer will be responsible for the day-to-day implementation of the Health and Safety Policy and will be the designated contact.

Health and Safety Committee

- 3.5. The Director responsible for health and Safety and the Health and Safety Officer will form a Health and Safety Committee which will support the H&S officer. The Committee will monitor Health and Safety issues as the Kindergarten grows. The Committee will report to the Directors via the officer who is Nikita Johnson.
- 3.6. The H&S Officer will meet regularly with staff to:
 - 3.6.1. Make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.
 - 3.6.2. Identify health and safety risks affecting employees, pupils and others in their areas.
 - 3.6.3. Assess these risks and ensure that appropriate steps are taken to minimise these risks as far as possible.
 - 3.6.4. Ensure that all aspects of health and safety are considered so that the necessary resources are allocated.
 - 3.6.5. Demonstrate their personal concern with health and safety at work by personal example and commitment.
 - 3.6.6. Ensure that all members of their team/area are suitably trained in safe and healthy working practices and are made aware of the safety and health hazards.
- 3.7. Ensuring adequate first aid cover is provided. care of their own safety, the safety of pupils, fellow workers, and other persons who may be affected by their acts at work.
 - 3.7.1. All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.
 - 3.7.2. Ensure that staff, pupils and others comply with the H&S Policy and codes of practice and general requirements.

Responsibilities of all members of staff

- 3.8. All staff must co-operate with the H&S Committee group members to use and maintain a safe system of work at all times and take

In particular, members of staff will:

- 3.8.1. Be familiar with the Health and Safety Policy and all safety requirements laid down by the Directors;
- 3.8.2. Ensure that staff, pupils, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively;
- 3.8.3. See that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment;
- 3.8.4. Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied, particularly that any electrical equipment is in good working order and regularly tested;
- 3.8.5. Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled; cleaning staff should pay particular attention to the COSHH Regulations (*see COSHH policy*);
- 3.8.6. Report any defects in the premises, plant, equipment and facilities that they observe to the H&S Officer;
- 3.8.7. Take an active interest in promoting Health and Safety and suggest ways of reducing risks;
- 3.8.8. Carry out Risk Assessments on activities that they are responsible for ;
- 3.8.9. Report all hazards and incidents that have led to injury and to co-operate in the

investigation of accidents to help prevent a recurrence.

3.8.10. All staff must be particularly aware of the fire procedures and how and when to evacuate the kindergarten; and

3.8.11. All staff should be aware of the locations of the first aid boxes and the rules regarding their use;

If any member of staff is in doubt or unsure about any of these important policies or procedures, the school's H&S officer should be consulted.

4. Safety Education

4.1. The DCSF has published guidance for schools on Safety Education. This guidance shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people.

4.2. One of the aims of the Steiner Waldorf curriculum is to enable children to apply personal and social skills to a range of contexts in their lives and to develop into young people and adults who can take responsibility and initiative in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.

4.3. This curriculum, and the way that it is taught, promotes awareness of self, others, a healthy approach to life, health and risk management throughout the subject matter and age range (*see curriculum policy and statement*). *Parent Safety Week will also be observed annually.*

4.4. Teachers address safety issues with classes in age-appropriate ways in relation to all subjects where this is appropriate and for all off site trips and activities (*see COSHH policy, Trip policy and lesson RAs*).

5. Health & Safety Arrangements

Fire Safety (see Fire policy in appendix)

5.1. Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.

5.2. The Kindergarten's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and pupils must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

5.3. If the fire alarms sound, everyone should leave the building by the nearest clear exit and go to the assembly point given on the fire action notices.

Reporting Accidents (see First Aid policy in appendix)

5.4. The H&S Committee is responsible for investigating accidents, keeping all safety records, arranging and monitoring fire drills, performing safety inspections and helping with risk assessments. In the first instance the Nursery Manager is the contact Nikita Johnson.

5.5. If an accident occurs for which the first aider attending believes an ambulance is needed, it is their responsibility to ensure one is summoned. If an accident occurs to anyone, which requires the use of a first aid box, a standard accident form must be completed.

5.6. All accidents to staff, pupils and visitors must be reported, in writing, using the Kindergarten's accident report form. The completed form should be given to the H&S Officer. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The H&S Manager will ensure that the Health and Safety Executive is informed of reportable incidents.

Coping with the sudden death of a pupil

5.7. A copy of the DfES(DCSF) guidance notes on coping with the sudden death of a pupil is given in

Annex 2 to this policy.

Equipment

- 5.8. Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Visitors must be provided with protective clothing as appropriate.
- 5.9. All electrical equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
- 5.10. When new equipment is purchased, it is the responsibility of the H&S Committee to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.
- 5.11. Equipment, materials and chemicals must be stored in the appropriate Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations.

First Aid (see First Aid policy in appendix)

- 5.12. First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. (DCSF guidance for schools has information that may help in making risk assessments and carrying out good practice)
- 5.13. A DCSF good practice guide, Guidance on First Aid for Schools has been written to provide advice for kindergartens on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which schools may find helpful when undertaking a risk assessment. The Governing Body seeks to adopt this guidance on good practice.
- 5.14. The H&S Officer should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the Kindergarten. These supplies should be checked on a regular basis by a qualified first-aider Nikita Johnson.

6. Housekeeping

- 6.1. The Nursery Manager will monitor the cleaning standards of the cleaners. Special consideration will be given to hygiene areas.
- 6.2. The Nursery Manager will monitor general 'housekeeping' on the whole site, monitor for risks of slips trips and falls such as uneven surfaces, wet areas and steps and take preventative action when possible and otherwise remedial action as soon as possible.

7. Visits

- 7.1 Educational trips and visits must be organised in accordance with the Kindergarten's "Off Site Policy and Procedures".

7 Minibuses

- 7.2 Users of minibuses must be aware of and observe the following requirements:
 - 7.2.1 The driver must have a current licence and must declare involvement in any accident during the past five years, be aged 25 years or over and hold a full licence in Group 'D' (for occasional volunteer driving group 'B' is sufficient) or PSV;
 - 7.2.2 Drivers of the minibus are required to read the Driver handbook and complete the form and supply a legible photocopy of their driving licence;
 - 7.2.3 Where the transport of pupils is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation;

- 7.2.4 When a charge is being made to passengers, the minibus permit must be displayed in the vehicle;
- 7.2.5 Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the Academy will decide upon the repairer to be used);
- 7.2.6 Only one person per seat is to be carried;
- 7.2.7 Seat belts are to be worn by all passengers and the driver at all times;
- 7.2.8 The driver at the time when an offence was committed is responsible for the payment of fines incurred; and
- 7.2.9 A log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle *keys and permit, to the School reception.*

8 Visitors to the Kindergarten Site

- 7.3 All visitors to the Kindergarten will sign in and hand in their mobile phone.
- 7.4 No contractor may undertake work in the Kindergarten without permission from the Directors or the Nursery manager other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.
- 7.5 Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, pupils and visitors to the School.
- 7.6 Other users of the Kindergarten premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.
- 7.7 Whilst on site, all visitors and contractors must wear a Kindergarten visitor's badge.

- 7.8 If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the Nursery Manager reception or off the site, as appropriate.
- 7.9 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone.

8 Security

- 8.1 All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times; they should also be kept clear of bags, storage etc.
- 8.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, pupils and bona-fide visitors and contractors; staff should not hesitate to ask an unknown person without a visitors badge if they need help, directions or take them to sign in.

9 Critical Incidents

- 9.1 As part of its commitment for the wellbeing of staff, pupils and visitors, the Kindergarten has set out a procedure which is to be adopted in the event of a critical incident occurring either on the Kindergarten premises or on an activity away from the Kindergarten site.

10 Healthy Eating

- 10.1 It is the policy of the Kindergarten to encourage pupils to adopt eating habits that are conducive to a healthy lifestyle. *(See the food and drink policy and the food hygiene policy)*

11 Training and Information

- 11.1 Ad hoc sessions are held for staff wherever needed. H&S topics are included in the induction training for all new staff.

12 Inspections and Audits

- 12.1 Periodic inspections are carried out by the Kindergarten's H&S Officer

13 Arrangements

- 13.1 The arrangements for managing different aspects of health and safety are set out in a series of policies. The following is a list of the Kindergarten's important health and safety policies:
- Fire policy
 - Lost child policy
 - Security policy
 - First aid policy
 - Physical restraint policy
 - Off-site and trip policy
 - Candle and Matches policies

9 Monitoring, Evaluation and Review

- 13.2 The Directors will review this policy at least every two years and assess its implementation and effectiveness.

Policy by: Tom Pope Date: January 2016
Designated director responsible for approving this policy: Clare Mavahalli Signature: Date:
Reviewed: January 2018
Next Review Date: January 2019

See Annexes for detailed policies and procedures

References

HSE Website www.hse.gov.uk
HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>
HSE A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg218.pdf>
HSE Reporting school accidents <http://www.hse.gov.uk/pubns/edis1.htm>
Health and Safety Commission (HSC) Managing health and safety in schools £5.95
HSC Health and safety guidance for school governors and members of school boards £5.95
A Guide to the Law for School Governors (DfES 2001)- Community Version - Voluntary Aided Version - Voluntary Controlled Version- Foundation Version. website <http://www.dfes.gov.uk/governor/info.cfm>
DfES School Security website www.dfes.gov.uk/schoolsecurity
DfES Health and Safety of Pupils on Educational Visits: A Good Practice Guide http://www.dfes.gov.uk/h_s_ev/index.shtml
DfES/DH Supporting Pupils with Medical Needs: A Good Practice Guide -<http://www.dfes.gov.uk/medical>
DfES Guidance on First Aid for Schools <http://www.dfes.gov.uk/firstaid>
DfES/Home Office School Security: Dealing with Troublemakers -<http://www.dfes.gov.uk/schoolsecurity/dwthome.shtml>
DfES Safety Education: Guidance for Schools, December 2001
(Ref: DfES/0161/20002)
DfES video "Can you see what they see?"
DfES Code of Practice on LEA-School Relations - <http://www.dfes.gov.uk/lea/>
Guidance on Standards for School Premises (ref DfEE 0029/2000).
DfES/CEDC Safe Keeping: A good practice guide for health and safety in study support (Ref DfEE 0197/2000)
HSE publications (priced and non-priced) are available from HSE Books Tel: 01787 881165
DfES guides are free from DfES publications Tel 0845 6022260
HSE's infoline is 08701 545500
Health and Safety legislation:
The Health and Safety at Work etc. Act 1974.
The Management of Health and Safety at Work Regulations 1999
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
Education legislation:
Education (School Premises) Regulations 1999 (SI 1999 No.2)
School Standards and Framework Act 1998
School Inspections Act 1996.
Education Act 1996

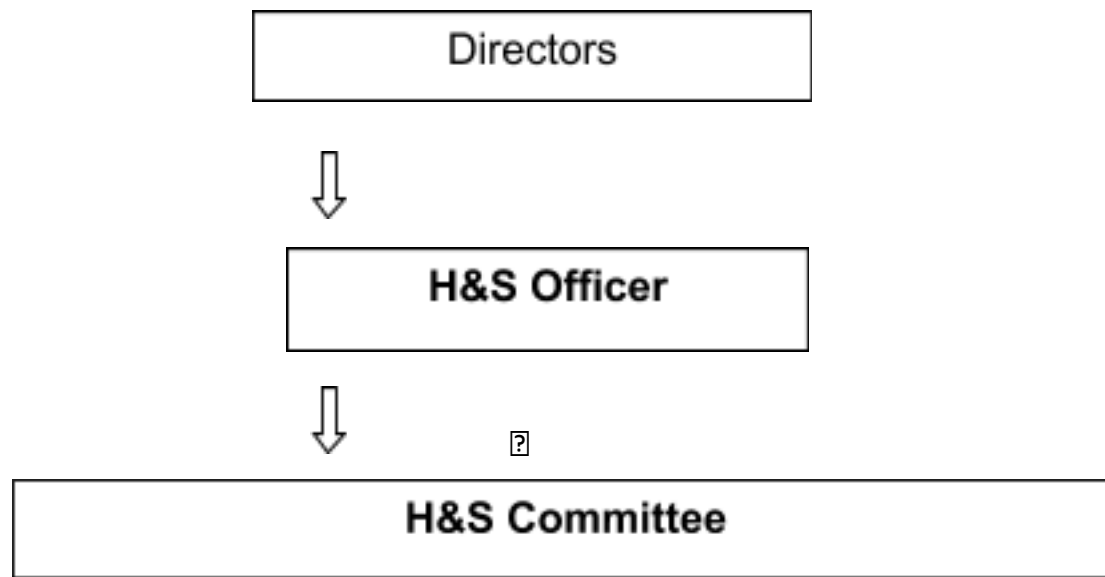
Key Elements of a Health and Safety Policy

- A general statement of policy
- Delegation of duties as allocated tasks
- Arrangements made to put in place, monitor and review measures

- Necessary to reach satisfactory health and safety standards
- Training of staff in health and safety including competence in risk assessment
- Off-site visits including any Kindergarten-led adventure activities
- Selecting and controlling contractors
- First-Aid and supporting pupils' medical needs
- The Kindergarten Security
- Occupational health services and work-related stress
- Consultation arrangements with employees
- Workplace safety for teachers, pupils and visitors
- Violence to staff – see staff harassment policy
- Manual handling
- Slips and trips
- On site vehicle movements
- Management of asbestos
- Control of hazardous substances
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.
- Recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Fire safety, including testing of alarms and evacuation procedures
- Dealing with health and safety emergencies - procedures and contacts

HEALTH & SAFETY Responsibilities Chart

REMINDER – Extract from the above: Responsibilities/organisation - See section 3



ANNEX 1 – Separate policies as annexes to the main policy

FIRE PRECAUTIONS POLICY

Apple Blossom Kindergarten is committed to the provision of safe workplaces, this includes appropriate fire precautions to prevent fires, the detection of them if they arise, and the safe and swift evacuation of everyone from a building in which a fire has started.

The Kindergarten's Director responsible for H&S is responsible for ensuring that the Kindergarten complies with the general requirements for good fire protection, including the maintenance and testing of fire detection and fire fighting equipment and the provision of suitable fire exit routes with appropriate signage, and maintained and tested emergency lighting. The Kindergarten's Director responsible for H&S shall also act as the senior person responsible for ensuring that there is both a co-ordinated staff training programme and that evacuation exercises are held regularly.

Any staff member who appoints or manages contractors is required to ensure that the fire safety precautions are brought to their attention, and receive assurances that they will be respected and complied with.

Every staff member is responsible for maintaining fire safety by avoiding the creation of fire hazards with either flammable materials (careful storage, disposal) or sources of ignition (smoking, electrical equipment). Fire exits and routes must be kept clear and, in the event of an alarm, staff are required to make an orderly exit together with the pupils and assemble at the appointed assembly point. Staff hosting visitors are required to draw their attention to the fire safety arrangements and to guide them to the assembly point in the event of an evacuation.

A notice giving instructions to be followed on finding a fire or hearing the fire alarm bell, giving the correct exit route in the circumstances, and the assembly point, should be displayed in corridors outside classrooms and in other prominent positions

Fire Practice Drills and Alarms

The Health and Safety Officer should organise practice drills to take place, once every half-term. Members of staff should receive regular instruction in their duties in the event of a fire or the alarm sounding.

A record of drills and instruction should be kept.

An assembly point should be specified in advance, and the object of the drill should be to assemble all staff and pupils at this point in a rapid but orderly manner. It must be borne in mind that circumstances may be such that the specified assembly points cannot be used, in which case an alternative must be decided upon. Drills should be arranged in which one or other of the escape routes are assumed to be impassable, use being made of the alternative routes. The Health and Safety officer should arrange that a pupil or member of staff is missing during some fire drills to test the adequacy of the training and procedures.

At All Times

The Nursery Manager on duty should call the Fire Brigade where necessary.

The teachers at the assembly point should call the roll and report to the H&S Officer. It is important that the rolls are kept up to date at all times. They should also check that all staff members are also present who should be.

Responsibilities of Staff

The safety of the occupants is the first duty of all members of staff and fire-fighting operations should not take precedence over evacuation of the building.

There should be laid down a procedure to ensure that the Fire Service is called as quickly as possible. Practice drills must not result in a call being transmitted to the Fire Service (unless prior arrangements have been made). Care should be taken, however, to ensure that any arrangements made for practices do not prevent a call being made for an emergency.

Weekly Testing and Checking of Equipment

An inventory of alarm and extinguisher equipment is to be maintained for each site. The Kindergarten's Administrator or designated person should check the alarm equipment every week by setting off the alarm from a different call point or detector each time. In addition a check should be made that each item of fire extinguisher equipment listed is in its correct position and in full working order.

The details and results of each test should be recorded. Any occasion of the alarm sounding should be recorded with details of the actions taken.

All visitors must be made aware of the location of the emergency exits.

LOST CHILD POLICY AND PROCEDURE

Introduction

In the event of a pupil becoming lost whilst at the Kindergarten, the Kindergarten has procedures to deal with this situation. These ensure that a systematic approach to find the pupil is taken and consideration is given to the levels of risk to the pupil.

Aim

In the event that a pupil is lost, we will ensure a search is made for the pupil as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained for other pupils at the Kindergarten while procedures are followed.

Procedure

- Once a pupil has been reported missing (or it is found on checking the register that a pupil is unaccounted for) the Kindergarten staff will check the register to confirm the pupil came to Apple Blossom Kindergarten that day.
- Inform the Nursery Manager (or his/her assistant in the case of his/her absence) to coordinate the search.
- The Nursery Manager will send all available staff members to make a comprehensive search for the pupil.
- A thorough search of all rooms, cupboards and areas of the building will take place, including the grounds.

- The next level of search will start with the members of staff going to the playground and Cringle park outside of the Kindergarten, the adjacent playing fields and the road/local area.
- While the initial search is made, the Nursery Manager will make enquiries of all adults and suitable pupils at the Kindergarten to establish the place and time of last sighting, the clothes that the pupil was wearing, and the mental state of the pupil (happy, upset etc.).
- The Nursery Manager will telephone the parent or carer and report the situation. They should ask the parent to come to the Kindergarten, by using the normal route that the pupil would take. The teacher will then ask available members of staff to continue the search until instructed otherwise.
- The Nursery Manager will then telephone the police and report the situation and follow their advice. This should be within 30 minutes of the pupil being reported missing (unless particular circumstances with an older pupil in which case a new time frame will be established based on and informed risk assessment).
- When the parent arrives at the Kindergarten, if the pupil is still lost, the Nursery Manager will ask the parent to ensure that there is a responsible person at home in case the pupil has managed to make their way home.

Telephone lines should remain as free as possible so that messages are not delayed.

The Kindergarten activities for the remaining pupils will continue as normal and staff not involved in the search will give the pupils their full attention.

Lost Pupil on Outings Procedure

- During any off-site activities and trips we attempt to minimise the possibility of pupils getting lost by ensuring they are properly supervised by a parent, carer or member of staff. Each pupil without a parent or carer on the outing will have a responsible adult allotted to supervise them, who will be allocated a number of pupils (suitable to the age group and environment and not exceeding the agreed ratios for trips).
- The teacher in charge will make sure that a roll call is carried out at suitable moments during the trip to ensure that all pupils are safe and present.

The procedures are:

- If coach travel is part of the outing, the number of people will be counted and double-checked on the coach prior to leaving and at each stop during the trip.
- If a pupil is presumed lost at the outing's venue, the group leader will insist that all adults and pupils return to a previously designated meeting point at the agreed time, (see trip arrangements and information to adults and pupils)
- A count will be made to confirm that all staff/adults and pupils are present. If confirmed that a pupil is missing, adults and pupils will be asked when they last saw the pupil, and what clothes he/she was wearing. All available adults will be asked to look for the pupil, a member of staff/responsible adult will stay at the meeting point so that if the pupil is found, this can be reported to the trip leader. If appropriate the rest of the group will continue with the trip and return to the meeting point at regular intervals.
- If the parents are not on the outing, the trip leader will telephone the parents and advise them of the situation.
- The trip leader will alert officials at the venue that there is a missing pupil and take their advice.
- The police should be telephoned to report the situation and staff will follow their advice (preferably within 30 minutes, dependant on the arrangements of the trip and the age of the

pupil. In all cases it is suggested that it should not be more than 30 minutes after an agreed meeting time has elapsed, and/or the pupil has been reported missing/lost).

- At the end of the outing, if the pupil has not yet been located, a responsible adult, preferably a member of staff, will remain at the venue to assist in the search, and if successful to bring the pupil back. If this is the case the police must be involved in the search and decisions on how best to proceed concerning the lost pupil; the parents must have been informed (unless un-contactable) and the Academy consulted.

VIOLENCE IN KINDERGARTEN - POLICY STATEMENT

Apple Blossom Kindergarten will make every effort to ensure that the kindergarten is a safe environment for all members of the kindergarten community.

The aim is to create a safe and secure learning environment where street crime and anti-social behaviour are not tolerated.

Apple Blossom Kindergarten will not tolerate any form of violence, threatening behaviour or abuse by any person against any member of the kindergarten community. Such behaviour is unlawful and will be treated as an offence.

The responsibility of ensuring the health and safety of pupils and staff at this Kindergarten lies with directors. On a day-to-day basis this responsibility is devolved to the Nursery Manager. (*see Managing Behaviour Policy*)

SECURITY AND SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

- 1.1. This policy should be read in conjunction with, the Kindergarten's Health and Safety Policy. The main aim is to ensure that quality learning and teaching takes places in a safe and secure environment.

2. ORGANISATION

- 2.1. The Directors are responsible for ensuring that staff are adequately trained to ensure the pupils' safety whilst on Apple Blossom Kindergarten's premises and during activities off site.
- 2.2. The Health and Safety Committee will ensure that regular routine security checks and annual/periodic survey/risk assessments take place.
- 2.3. The Health and Safety Committee are responsible for the development of strategies for ensuring that parents, police and the community are fully involved and consulted about security issues; and as appropriate receive a copy of this policy
- 2.4. The Health and Safety Committee are responsible for ensuring the raising of pupils' awareness in relation to their own personal safety and welfare and the safety of others in and out of Kindergarten.
- 2.5. All staff and volunteers must comply with the Security and Safety Policy and procedure implemented by Apple Blossom Kindergarten to ensure the security and safety of the pupils
- 2.6. All staff agree to comply with the Kindergarten's Health and Safety Policy and to carry out risk assessments

3. ARRANGEMENTS

3.1. SITE AND BUILDINGS

- 3.1.1. Access and egress to the site will be monitored as much as is reasonably possible,
- 3.1.2. Buildings will be unlocked by appropriate staff on arrival and locked one after the finish of the Kindergarten day, individual staff will be able to access their work and meeting areas when appropriate and will carry individual responsibility for the safety and access to the buildings by non staff.

- 3.1.3. All staff are responsible for closing windows and doors and turning off lights and electrical appliances at the end of the Kindergarten day in any room they are in for the last lesson or thereafter.
- 3.1.4. Each member of staff is responsible for helping to keep the buildings, pupils and public safe and will see that rooms/buildings not being used are kept locked.
- 3.2. SUPERVISION AND SAFETY OF PUPILS
- 3.2.1. Children will be supervised at all times indoors and in outdoor play areas.
- 3.2.2. At end of the kindergarten day the children will be handed over directly to their parents/carers for their supervision.
- 3.2.3. All Kindergarten employees and volunteers who are unsupervised with children will have an Enhanced CRB check.
- 3.3. PARKING
- 3.3.1. Staff are asked to park carefully in the local roads respecting neighbours cars, driveways and property
- 3.3.2. All parents are asked to drop their children off to the classroom by 9.15am.
- 3.4. VISITORS AND CONTRACTORS
- 3.4.1. All visitors and contractors working at the Kindergarten must report to main door on arrival and sign the visitors book and sign out when they leave the site
- 3.4.2. All visitors and contractors must be issued and wear a visitors badge
- 3.4.3. All parent volunteers staying longer than drop-off or pick-up time to help at the Kindergarten must also sign in and out and respect the Kindergarten's H&S policy and procedures, Fire procedures etc.
- 3.4.4. Any person not known to a staff member and not wearing a visitors badge must be challenged and if necessary accompanied to the reception area to verify their permission to be on the Kindergarten site.
- 3.5. SAFE WORKING
- 3.5.1. All contractors will protect access to their work area and make suitable arrangements for the safety of pupils, staff and visitors in relation to their work and tools.
- 3.6. LONE WORKING
- 3.6.1. Staff working outside general working hours and likely to find themselves on their own will follow the Lone Worker policy and procedure.

FIRST AID POLICY and Information

FIRST AID POLICY AND INFORMATION

1. *Aims*

Apple Blossom Kindergarten aims to adopt a comprehensive first aid policy that provides suitable care for pupils, staff and other people who may be at the School or accompanying a trip. **Management of Health and Safety at Work Regulations 1999** require that an accurate assessment of first-aid needs is carried out, and that there is an adequately trained first-aider on the premises to deal with any incidences that may occur.

To ensure that first aid provision is available at all times during kindergarten activities at HSA premises and elsewhere.

2. *Objectives*

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of Apple Blossom Kindergarten - we have 2 Paediatric First Aiders - Nikita Johnson & Jo Ruscoe.
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities

- To inform staff of Apple Blossom Kindergarten First Aid arrangements
- To keep accident records and to report to the Apple Blossom Kindergarten as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

3. *Who does the policy cover?*

This policy covers all members of the Kindergarten environment: pupils, teachers, temporary, voluntary, part-time or full-time workers, parents and visitors.

4. *Who is responsible for first-aid?*

Definitions:

- First-Aid** – is the treatment of minor injuries that would otherwise receive no treatment or do not require treatment by a medical practitioner. In cases where a person requires treatment by a medical practitioner or nurse, first-aid aims to preserve life and minimise the consequences of injury or illness until such help is obtained.
- A **First-Aider** is someone who has undergone a training course in administering first-aid at work and holds a current first-aid certificate. This certificate is valid for 3 years; training updates will need to be attended.
- An **appointed person** is someone who takes charge when someone falls ill and calls an ambulance if required. This person or the first aider will be responsible for checking the first-aid equipment, including restocking the first-aid boxes. Appropriate training updates (3 yearly) will also need to be attended.
- A **Portable kit** is a very basic first-aid kit given to teachers for trips and visits outside of the Kindergarten premises or used to supply specific areas in the Kindergarten (a general fuller kit being held centrally on site).

5. *First-aid guidelines: -*

A designated person with first-aid training will be responsible for administering first-aid. There will always be at least 2 fully qualified first-aiders on the staff team (either teaching or administrative staff). All teaching staff will be offered basic first-aid training. A list of the first-aiders will be made available on notice boards and in each. Regular risk assessments will be carried out.

6. *The Directors are responsible for:*

- There director responsible for H&S will carry awareness of first aid
- Adequate training for designated first aiders and ensure that there is a first aider present at all times.
- Adequate first aid provision for all employees (and volunteers, pupils) and pupils.
- Adequate equipment for the first aid box.
- Portable first-aid kits for teachers for trips and visits outside the School premises.
- Up-to-date information on first aid policy and procedure to all employees.
- Information on first-aid provision – to be included on induction programmes for new staff, pupils and pupils.

The Nursery Manager or H&S officer will oversee the practicalities of the above.

7. *Staff responsibilities: -*

- To notify the designated first-aider when a first-aid incident occurs.
- To report any loss, damage or use of the contents of the first-aid box.
- Ensure they carry a Portable first-aid kit on outings and visits.
- To follow the first-aid policy and procedure.
- Not to perform first-aid on anyone but themselves unless they have received first-aid training.

- Teachers in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils of the school in the same way that parents might be expected to act towards their children.

8. *If a First-Aid incident occurs: -*

- Should a 'first aid incident' occur a First Aider should be called to take charge (if the FA is in charge of pupils at then a replacement should be sought ASAP).
- The designated first-aider will administer first-aid.
- An ambulance will be called if it is deemed necessary (by first-aider/appointed person or person with their instruction). If this concerns a pupil, a member of staff known to the child will travel with them to the hospital and stay until their parent arrives, the pupil's emergency contact details and medical needs sheet should also be taken by the member of staff.
- The Nursery Manager must be informed when emergency services are called. It is the H&S Officer's responsibility to keep the directors regarding emergencies within the School.
- Parents/guardians/emergency contact will be informed as soon as possible of any serious injury/accident to a child or staff member.
- The incident will be recorded in the accident book and a RIDDOR report will be completed if appropriate.
- Minor incidents (e.g. small cut, graze, etc), will be dealt with by a trained member of staff. Gloves for open wounds should always be worn. A record should be kept of such incidents and the parents informed by letter if a child is hurt.
- A bump to the head should always be checked by the first-aider and a record made in the accident book.
- An injured child must not leave the School without a staff member/ parent/ guardian. (If a teacher has to leave in the middle of a lesson, other teachers must cover.)

9. *Emergency Contact Forms: -*

- All staff will complete a medical questionnaire when joining the School, identifying any medical needs and an emergency contact. It is the duty of all staff to indicate any changes to these to the director responsible for admissions. These details will be held confidentially by the school.
- Parents will complete a form for each child in the School, listing emergency phone numbers and any specific medical conditions (this is part of the admissions procedure). It is the parents' responsibility to make sure they update the School when necessary.

10. Children with medical needs will have their photograph in the staff room so all staff are able to identify them. A brief description of their condition and treatment will be placed alongside.

11. *Allergies/Anaphylaxis/Medication*

- Any member of the kindergarten community who has a severe allergic reaction to something (e.g. nut allergy) and carries an EpiPen will have information (including photograph) in the staff room.
- The Kindergarten will ban the substance that causes the allergy (if this is possible/reasonable)
- All staff will receive training in how to use an EpiPen –NO MEMBER OF STAFF MAY ADMINISTER AN EPIPEN WITHOUT APPROPRIATE TRAINING. This training must be conducted by a professional.
- For Administering of Medication see the Medicines policy on this. Medication can only administered by those authorised to do so and with express parental consent/request. Records will be kept of all administering of medicine: who, what, date and time.

12. *What steps will be taken to ensure effective First-aid is in place?*

- A designated first-aider will be adequately trained and appointed in Kindergarten. All teachers of activities with higher risk activities will do at least a one day appointed person first aid course. Kindergarten teachers will also all do and keep up to date with Paediatric First Aid.
- A first-aid assessment will be carried out in all areas to establish what first-aid provision is required.
- First-aid kits will be maintained by the first aid coordinator. (This is currently the Administration Assistant.)
- Portable kits will be available for outings and maintained in the same manner.
- Information on first-aid provision will be given at staff meetings and updated yearly.

13. *First-aid kits.*

- The Kindergarten will provide a first-aid kit for general use in the Kindergarten & Kitchen on the wall next to the counter.
- The kits will be checked each term by the identified person and will be re-stocked if and when items are used.
- Surplus first-aid supplies will be kept in the main office.
- Portable first-aid kits must be taken on the Kindergarten trips, and will be checked as above.

14. *First-aid accommodation.*

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used by sick children. This space is the entranceway/hall room. This room will be available for pupils should they require a quiet space to lie down if they are feeling unwell and are waiting to be taken home. First Aid care will take place at the site of the incident or closest suitable room. An area for lying down will be created with mats and blankets in the hall as appropriate.

15. *Hygiene/Infection control.*

Staff should take precautions to avoid infection and must follow basic hygiene procedures. Single-use disposable gloves and hand washing facilities should be used when dealing with blood or other body fluids.

16. *Reporting accidents and record keeping.*

All accidents must be reported in the Accident book which is held in the Kindergarten.

Under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE (Health and Safety Executive)

- The Kindergarten will keep a record of any reportable injury, disease or dangerous occurrence including;
 - i. The time, date and place of event
 - ii. The person involved and brief description of disease or injury;
 - iii. The name and signature of the first-aider who dealt with the incident.
 - iv. Names of any witnesses if appropriate.
 - v. Following action i.e. went home, stayed at school etc.

NB This applies on trips as well.

Records should be kept for a minimum of ten years.

Incidents to report include: -

- any incident, both on and off the premises resulting in death or major injury (including as a result of physical violence) – these must be reported immediately.

- any incident, both on and off the Academy premises which prevent the injured person from doing their normal days work for more than three days – these must be reported within ten days to the HSE.

Information on accidents can help identify trends and possible areas for improvement. Parents/guardians of children in the Kindergarten should be contacted as soon as possible in an emergency. Accident forms will be kept in the Kindergarten via the Nursery Manager.

The First-aid policy will be reviewed annually.

Related policies:

- Medicines

PHYSICAL RESTRAINT POLICY AND PROCEDURES

Aims

For the staff, children, volunteers and helpers of Apple Blossom Kindergarten to be physically safe and secure in the school environment. This policy will give clear guidelines for the use of force or control in the restraint of children by staff.

General introduction

- Good behaviour and self-discipline are actively and positively fostered at Apple Blossom Kindergarten and as such are the primary tools in managing behaviour.
- Restraint of pupils must be seen within the context of the behaviour and discipline policies of Apple Blossom Kindergarten.
- Physical restraint is an extremely rare occurrence at Apple Blossom Kindergarten and therefore not a situation that staff members are likely to encounter with any regularity.
- This Policy falls within Section 93 of the Education and Inspections Act 2006
- Staff may at times give appropriate reassurance, especially with younger pupils, where they judge it would be beneficial for the pupil. Reassurance may be appropriate for example a pat on the arm or shoulder. Usually it is best for adults not to initiate such contact.

Strategies for avoidance of behaviour which may require physical intervention include:

1. Behaviour Policy
2. An individual (Behaviour Management) programme or report book
3. Liaison with parents
4. Informing staff of concerns about behaviour of a pupil that may become problematic and of any strategies that should be used at the appropriate teachers' or staff meeting
5. Consistency of approach by staff towards pupils

Situations which might require the use of physical intervention or restraint:

- Where a pupil is causing or is highly likely to cause injury to themselves or to another
- Where someone is causing serious damage to property
- Where a child is running out of the building or the Kindergarten grounds and likely to place themselves at an unacceptable risk

De-escalation:

Physical restraint should only be used when all other strategies have been exhausted. Staff should always attempt to de-escalate the situation by for example:

- Appropriate use of humour
- Eye contact with positive and calming facial expression
- Appropriate verbal instruction and warning e.g. 'Stop it!'
- Making clear the expectations of all concerned and the likely consequences if behaviour deteriorates further
- Adjustment of body position to ensure minimum threat to pupil and maximum safety for all concerned: generally a sideways stance
- Seeking help from other staff to diffuse the situation

Restraint

- Restraint should only be used as a ***last resort and the degree should not exceed the level of force of the presenting behaviour***
- A ***calm and measured*** approach is crucial. Restraint should always be ***used with care***.
- Restraint should **not** be used if it is likely to make the situation worse.
- ***Restraint must always be an act of care and control and never punishment or result from a loss of control by the staff member***
- The minimum force necessary to prevent the possibility of harm to persons or property should be used
- It should only continue for the minimum time for it to be effective
- The intention is to help the young person regain their self control
- Every effort should be made as far as possible to ensure the presence of another member of staff as witness and assistant

Permissible Methods of Restraint:

Degree of force must be proportionate to the seriousness of the behaviour or the consequences it is intended to prevent and must be appropriate considering the age, understanding and gender of the pupil concerned. It should be the minimum necessary to achieve the desired results. Examples:

1. Blocking a pupil's path
2. Physically interposing between pupils
3. Holding
4. Leading by hand or arm
5. Shepherding a pupil away by placing a hand in the centre of the back.
6. A young child striking out, hitting, scratching, biting or pulling hair may need their hands and / or feet holding
7. A young child may need to be taken to another space to have a tantrum / scream / speak out

Continue to try to calm the situation by communicating and making it clear that the contact will stop as soon as it is no longer necessary.

The following are not permissible:

- 1 Holding around neck, by collar or in such a way as might restrict breathing
- 2 Slapping, punching or kicking,
- 3 Twisting or forcing limbs against a joint
- 4 Tripping up
- 5 Pulling or pushing
- 6 Holding or pulling by hair or ear
- 7 Holding a pupil face down on the ground
- 8 Holding in a way that might be considered indecent
- 9 Using threat of violence

10 Holding pupils by a joint (non-pain compliance)

Post incident support, monitoring and review

- All incidents of restraint, or accusations of physical intervention, should be reported to the Directors immediately, using the appropriate form, which must be completed in full immediately.
- Witnesses will also be interviewed
- Parents must be notified immediately
- There must be a post incident review with the pupil as soon as is judged likely to be effective.
- The staff member will be de-briefed and given support
- Implications for this policy to be considered as a part of the outcome
- The Kindergarten has a duty of care to secure the health and safety of its staff and pupils and therefore exclusion may result from such a situation.

EARLY YEARS PROCEDURE:

Whenever a teacher or assistant is met with a situation where they need to consider holding a child, they will first give verbal signals that are repetitive and familiar and that generally hold the group; *e.g. 'hands are for work and play; kind hands in the kindergarten; running feet are for outside, etc.*

If the child does not modify their behaviour as a response to these usual signals and needs to be held, the member of staff will

- 2 Adopt a calm and measured approach
- 3 Attempt to hold the child around their waist and sit with the child.

If this does not help or calm the child quite quickly, an attempt will be made, appropriate to the child's age, to take the child into another space and allow them the freedom to have a tantrum, scream, cry or speak out

If the child is striking out (e.g.: hitting, scratching, biting, kicking, or pulling hair) at a teacher or another child, they may need their hands and or feet holding (restraint) until they can be removed from the situation.

A child may be held (restrained) under the following circumstances:

1. If a child is causing injury to themselves or another child
2. If a child tries to physically attack a teacher/assistant
3. If a child is causing damage to property
4. If a child is engaged in behaviour that compromises good order and discipline
5. If a child is running out of the building or the Kindergarten grounds

No action will be taken which might cause an injury.

Staff should avoid holding or touching a pupil in an inappropriate way.

In an emergency, any member of staff would be entitled to intervene.

Teachers will always try to use other strategies and techniques to deal with difficult situations. In a non-urgent situation restraint will only be used when all other strategies have failed.

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OFF-SITE ACTIVITIES AND TRIPS POLICY

Apple Blossom Kindergarten considers off-site activities and trips to be a valuable and necessary part of the learning and way of fulfilling the curriculum. Teachers wish these trips to be a complete and balanced experience of learning that supports the wholeness of the curriculum. Trips will therefore include

social/emotional, practical and academic learning and experience. The Kindergarten will endeavour to make trips as well organised and safe as possible/reasonable and will encourage children as they get older to consciously work with risk assessing as part of their education.

The 'Organising trips/outings' form must be used and submitted in conjunction with complying with the following points.

6. For every outing there will be a Lead Teacher who is the organiser or designated as leader and carries full responsibility at all times. This person is responsible for ensuring the Kindergarten's policy and procedures are carried out and should plan carefully in order to make the outing as safe and problem free as possible.
7. All trips must be agreed in principle by the Nursery Manager and the Directors who will look at the pedagogical aspect, the rationale for the trip and the safety of a particular teacher as the leader. The basic trip information must be given at least one month before departure (unless it is a last minute opportunity for a type of trip frequently undertaken, e.g. theatre visit) and before parents are informed and full preparation/booking has commenced. This includes initial agreement for regular/ frequent off-site activities. The kindergarten cannot be held responsible for costs engendered before initial agreement has been given if the trip is deemed unsuitable or the costs unreasonable.
8. All trips should be planned to include all the pupils of the group, whatever their ability/disability, need or creed. Where necessary additional arrangements may be needed to be inclusive. This does not mean that if one pupil cannot go swimming, for example, no pupil may.
9. The Nursery Manager should hold a signed parental consent form from each parent for frequent/regular and agreed outings such as local off-site walks. This should include general medical consent from parents.
10. For unique trips and outings, a new consent form must be signed by each parent specific to the outing which includes details of the date, place to be visited, contact details of the teacher whilst away, the activities, travel arrangements and any other relevant factors. This should be accompanied by, or follow, a letter to the parents concerning the trip and the educational rationale and costs. The consent form will include medical consent, medical information and emergency contact details. Pupils will not be allowed to go on an outing without this form being returned to the Kindergarten before departure.
11. The Kindergarten Teacher is responsible for the safety of both pupils and adults at all times and will make suitable arrangements to ensure this, these will include head counts/ taking the register at appropriate moments during the trip.
12. All off-site activities and trips will include at least 2 responsible adults, the lead person and a support/back up person (exception may be made for class 10 on local trips, after due Risk Assessment has been carried out).
13. As a minimum all trips will meet the DCSF requirements on ratio of children to adults
14. As part of planning the teacher should in general visit the place(s) in advance to ascertain how the trip will work and potential risks (and if the accommodation is suitable).
15. The Lead Teacher will risk assess each aspect of the trip and apply control measures where necessary, these will form part of the trip preparation and be included with the organising trips document and checked with the H&S Officer; the number of adults will be agreed based on the Risk Assessments. (If using an accredited activity centre the Lead Teacher will only assess the part of the trip for which he/she is directly responsible.)
16. A suitable First Aid Kit and at least one mobile phone (or satellite phone) should be taken on every trip (to include a charger if on overnight trip).
17. All Trips will have a suitably qualified First Aider unless a Risk Assessment shows that this is not necessary. Wilderness trips, overseas trips and other trips with an element of significant danger will have a First aider with a 3 or 4-day training/qualification.
18. If relevant, all adults should be aware of the position of emergency exits, fire extinguishers and alarms at the venue.
19. During the trip all accidents must be reported to the Lead Teacher who will take responsibility for any appropriate decision-making, and must record it (Any serious accident must be reported to the H&S Officer on the day it occurs.)

20. No smoking is allowed on outings. (For overnight trips with sufficient adults some smoking on 'time off' well away from pupils may be agreed.)
21. If transport is by vehicle, seat belts must be worn and only the permitted number of passengers may travel in the vehicle. All vehicles must have suitable insurance cover and drivers have a current, valid licence with no points (unless 6 or less for minimal speeding offences). A second adult per vehicle is expected if more than 4 pupils are on board.
22. The Lead Teacher is responsible for ensuring that any volunteers/accompanying adults are aware of all plans for the timing, itinerary and organisation of the outing, of the responsibilities of every member of the party and of discipline and behaviour strategies, Lost Child policy and procedures and of the elements of the Risk Assessments. In most situations, the main authority is the Lead Teacher (see TRIP FORM).
23. Trips should be planned as far in advance as possible. The Lead Teacher will check that all adults who will accompany the group have a CRB check or will get this going in plenty of time as this can take 6 to 15 weeks.
24. For any overnight trips, separate rooms should be arranged for adults and children. Depending on the age of the children, it may be necessary to ensure that adults sleep within hearing distance of the children.
25. Caution is necessary concerning Child Protection issues: as a guideline, all adults on the trip should follow these principles: read the code of conduct /behaviour (Safe Working Practice) for staff before leaving and be made aware of appropriate policies and what to do in case of violent or dangerous behaviour (Restraint policy). In general:
 - a. Avoid inappropriate physical or verbal contact with others;
 - b. Protect your own and children's privacy, particularly in the case of overnight outings;
 - c. Refrain from showing favouritism;
 - d. Never make suggestive remarks or gestures, or tease pupils;
 - e. Report any concerns about inappropriate behaviour to Lead Teacher or Child Protection Officer, as soon as possible.
26. The Lead Teacher is responsible for making sure children's welfare, health and safety is cared for at all times; this includes sufficient warm clothing, wet weather gear, sun cream/block and sunhats and drinking water etc, depending on weather conditions.
27. The Lead Teacher is also responsible for stopping the trip if the risk to the health or safety of the pupils' is/or becomes unacceptable. And to have contingency plans in the event of unfavourable weather conditions, transport breakdown and in the event of a pupil needing to be sent home.
28. A named contact person at the Kindergarten will hold copies of all the trip details and emergency contact numbers and act as contact both for parents in case of concern or emergency.
29. The directors will also ensure that, based on the information available:
 - a. The Risk Assessment has been completed and appropriate safety measures are in place
 - b. Any relevant qualifications claimed by the group leader or other relevant members of the group have been checked and verified
 - c. There is adequate and relevant insurance cover
 - d. He/she has the address and phone number of the visit's venue and a contact name
 - e. There is a contingency plan for any delays, including a late return home
30. **PLEASE NOTE THAT TEACHERS/ADULTS WHO KNOWINGLY OR CARELESSLY ACT OUTSIDE THE KINDERGARTEN'S POLICIES AND PROCEDURES MAY NOT BE COVERED BY THE KINDERGARTEN'S INSURANCE OR LEGAL PROTECTION.**

REMINDER: Responsibilities

*** Employers**

- 1.1 Under the *Health and Safety at Work Act 1974*, employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes everyone involved in off-site visits.

The Directors are the employers of staff at Manchester Steiner School.

CANDLE POLICY (& GUIDANCE)

Policy: Apple Blossom Kindergarten aims to provide a safe but rich education for the pupils and understands that learning to recognize risk and how to deal with it is part of the education. The kindergarten has considered the use of candles and feels that candles are important as part of certain aspects of the education and has chosen to continue using them with care as part of the moral, cultural, spiritual and science education. Candles will be used at the discretion of the teacher at such times as during the morning verse, seasonal festivals and birthdays (also as part of the science curriculum). All teachers who use candles undertake to follow the guidance below.

The teacher in charge of the event/lesson shall be responsible for ensuring these controls are implemented.

1. Candles are used in the school for pedagogical purposes.
2. Candles shall be used in a way that assumes:
 - (A) Candles will be left burning and that, when this happens, there will be no danger of fire.
 - (B) Candles will fall over and that, when this happens, they cannot fall on flammable material.
3. Candles shall always be placed in candleholders inside lanterns. The holders shall not be flammable and not good conductors of heat. In practice this will mean that flimsy wooden holders are generally not suitable, whilst glass and ceramic and some metal holders are suitable.
4. The location shall be carefully considered, including factors such as:
 - (A) Not near windows, as wind from an open window could blow a curtain over a flame.
 - (B) Away from potential contact with people moving in the room.
 - (C) Away from any flammable materials.
5. Candles and all wax products shall be stored away from sources of heat.
6. The person in charge at the time, or their authorised assistant, must be in the room whilst the candle is alight. If the room is vacated, the candle must be extinguished.
7. The Teacher in Charge shall routinely make the pupils aware of the danger of fire and instruct them not to interfere with the candle, the holder or the matches/lighter.
8. The teacher in Charge shall ensure that only safety matches or a lighter are used and that they are kept on their person or in a place not normally accessible to pupils, preferably a locked container.
9. Spent matches shall not be returned to the box, but disposed of safely.
10. The Teacher in Charge shall ensure that they know the whereabouts of the nearest fire extinguisher and call point.

CANDLES ON CHRISTMAS TREE / ADVENT WREATHS - Not applicable for Apple Blossom Kindergarten - draft material only.

(Guidance/Risk Assessment)

Policy statement: Christmas trees and Advent wreaths are an important part of the Steiner seasonal festivals. Advent wreaths are only used during advent and the Christmas trees are used for the end of

term festivals, as such any candles will only be lit once or twice and the tree will not have time to dry out or shed needles.

The teacher in charge of the event shall be responsible for ensuring these controls are implemented. The teacher will have read the candle policy and know the location of the nearest fire extinguisher and first aid box.

1. The tree container shall be securely placed on the floor weighted down so as to be difficult to move. The tree shall be immovable within its container. If it is deemed necessary to prevent tipping, the treetop will be attached securely to the roof or wall behind with wire. The Wreath will be placed on the teacher's table or hung from a hook securely fixed into the ceiling by a suitable person.
2. The floor area under the tree/wreath shall be non-flammable, so that any falling candle cannot start a fire. If the wreath is on a table the area within candle falling distance will be non-flammable (or slow to ignite such as a wooden table)
3. A clear distance of 2 feet shall be maintained from the outermost branches of the tree or from the wreath to the nearest flammable materials (or the height of the candle +6 inches if set on a table).
4. Ensure the tree/wreath is sited so that nobody needs to touch it when walking near/past it.
5. Candleholders must be suitable, i.e. hold the candle upright in the tree (pendulum type is ideal). They should be checked before each event to make sure they function properly.
6. Candles to be placed so that there is clearance between the flame and the branches above a candle – a minimum of one foot.
7. Spray the tree with water immediately prior to lighting the candles, to minimize the risk of fire. The Wreath is sprayed daily or soaked weekly if the interior is made of moss, florist's 'oasis' or other absorbent material.
8. TREE ONLY -There should be an observer on hand, with a clear view of the tree, trained in the use of fire extinguishers and first aid and with:
 - a. Candle snuffer (with long handle if needed)
 - b. A DP (Dry Powder) fire extinguisher or large water fire extinguisher
 - c. A fire – blanket to use on people should they get burnt.
 - d. A bucket of cold water to treat burns if no running water immediately available.
9. All candles to be extinguished as soon as possible / at the end of the activity and ALWAYS before the responsible person leaves the room.
10. Windows and doors will be kept closed during the period the candles are lit to prevent draft.

Related policies: Candle Policy, H&S policy, Fire Policy and associate Risk Assessments

MANUAL HANDLING POLICY

IT IS APPLE BLOSSOM KINDERGARTEN'S POLICY TO:

1. Ensure that staff and pupils are protected from the risk of injury through manual handling.
2. Eliminate the need for hazardous manual handling where it is reasonably practicable to do so.
3. Assess and reduce risk of injury arising from manual handling operations that cannot be avoided.
4. Provide staff with appropriate information, instruction and training.

DEFINITION:

Manual Handling Operation. The transport or support of any load by human effort as opposed to mechanical handling by crane, lift, truck etc. This includes lifting, putting down, pushing, pulling, carrying or moving by application of bodily force.

It also includes operations where mechanical assistance is used but human effort is still required to move, steady or position the load.

A load is any moveable object. It includes persons, animals and heavy tools, boxes, piles of books, furniture.

RESPONSIBILITIES

The directors of the Kindergarten must:

6. Ensure that adequate local arrangements are in place to achieve compliance with the policy.
7. Ensure appropriate mechanical aids & equipment are available.
8. Ensure information on safe lifting techniques is provided to all members of the kindergarten community.
9. Organise work under their control so as to minimise the need for manual handling.
10. Identify hazardous manual handling tasks.
11. Ensure that risk assessments of hazardous manual handling tasks are carried out and recorded when appropriate.
12. Ensure that controls identified as necessary in risk assessments are used.
13. Ensure staff, volunteers and pupils receive information instruction and training appropriate to their likely involvement in manual handling tasks.

Staff must:

1. Follow guidelines and instruction provided.
2. Participate in training as required.
3. Inform the director responsible for staffing and the Nursery Manager, who will keep the Council updated, if affected by an illness or injury which may impair their ability to handle loads safely.
4. Informing the Directors/H&S officer of any injuries, accidents or near misses resulting from manual handling.
5. Making use of any equipment provided, in accordance with their training and instruction.
6. Ask for help if they need it.

GUIDELINES FOR SAFE LIFTING

Safe Lifting begins with proper planning to avoid placing yourself in a situation where your back is at risk of injury. A few things to consider when approaching a lifting job are given below.

- ***Be familiar with the load.*** Be sure that you know the weight of what you are trying to lift and how the weight is distributed. Assess the dimensions of the object, its grasp points, and how it should be carried. If you are lifting a package, know what is inside as the contents may shift during lifting or could protrude through the side of the package.
- ***Be sure you have a clear path of travel and destination point.*** Sudden or awkward movements when lifting or carrying an object can result in injury. Before picking up an object, look at the

path of travel to make sure no obstacles exist, such as trip/slip hazards or closed doors. Also be sure that the destination point is clear so that you don't have to place yourself in an awkward position when trying to move something out of the way in order to put the object down.

- **Consider reducing the size/weight of the object.** Break heavy loads down into smaller portions that are less strenuous on your back.
- **Consider obtaining mechanical or human assistance.** If the weight of an object is in the upper range of your lifting ability, consider getting assistance from a co-worker rather than placing yourself in a position where you may get hurt. Give thought to using a mechanical device, such as a dolly, cart, or other piece of equipment rather than placing the strain on your body.

The 10 Steps to Proper Lifting

1. Assess the load.
2. Prepare yourself.
3. Stand with feet shoulder width apart.
4. Bend with the knees, keeping the natural curves of your back in alignment.
5. Grip the object, pulling it in close to your body.
6. Tighten your stomach muscles.
7. Keeping your back in alignment, lift with the legs in a slow, smooth motion while exhaling.
8. While carrying a load, keep it close to your body, and do not twist or bend at the waist.
9. Put the object down the same way in which you picked it up.
10. Rest in between lifting tasks.

Proper lifting technique is to avoid motions or postures that place your back in a position where it is susceptible to injury. The primary motions to avoid are bending, twisting, and sudden movements.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH SAFETY POLICY - MAINTENANCE/CLEANING

The policy adopted to control the risks presented by substances is straightforward.

- 1 Apple Blossom Kindergarten recognises and appreciates the time parents give to help the kindergarten with maintenance and cleanliness. In order to minimise the risk to parents the kindergarten purchases low risk products for cleaning and maintenance. All appropriate protective equipment is provided. Parents are asked not to bring in their own products.
- 2 H&S Committee must authorise any new substances or chemicals before they are used in the kindergarten areas.
- 3 The H&S officer keeps a register of potentially hazardous substances used on the premises.
- 4 The substances listed on this register, their method of use and storage have been assessed by the Kindergarten's Health and Safety officer Nikita Johnson.
- 5 Wherever possible high risk substances will be replaced by low or no risk substances ones.
- 6 Whenever possible all chemicals are purchased centrally and from a reputable source.
- 7 ALL staff and parents are responsible for ensuring no new substances are introduced in their areas without authority from the H&S coordinator. Staff are also responsible for ensuring that storage is secure and access controlled to authorised persons ONLY.

- 8 All staff and parents must ensure that all hazardous substances are stored in a secure locked cupboard designated for the storage of chemicals when not in use. Staff must also ensure that any chemicals they use are securely locked away straight after use.

FALLS FROM HEIGHT POLICY

INTRODUCTION

One of the leading causes of accidents is falls from height. At present, legal requirements to minimise such risks appear in general form under HASAWA and MoHASAW; also in somewhat more detailed form in Regulation 13 of WHSW.

There is no specific definition of “height” - this is determined by risk assessment and will vary according to ground circumstances and conditions (an obvious example is that risk of injury from a fall “from height” will be greater if the fall is on to a hard surface than soft earth). Furthermore, part of Regulation 13 of WHSW has now been repealed. As a result, any work activity must be properly planned, supervised, carried out in a safe manner by competent persons and steps taken to prevent unauthorised persons entering the danger area and the area appropriately signed.

With regard to children climbing trees, the Work at Height Regulations 2005 do not apply, since the climbing of trees may be considered “climbing by way of sport or recreation”, an activity which is exempt from most of the Regulations. However, HASAWA and MoHASAW still apply. Clearly, the minimum risk situation is to prohibit the climbing of trees, but since this activity is included within the School philosophy, the activity must be managed by risk assessment. General guidelines for climbing frames will be observed in relation to regular tree climbing within the School. Any Off-site tree climbing must be specifically risk assessed by the teacher in charge as part of the Off-site activity planning.

ARRANGEMENTS

1. All persons undertaking general risk assessments for the school will ensure that falls from height is a hazard that is always considered.
2. When using ladders (taking feet more than 3 foot above floor/ground level) there will always be two people involved)
3. All activities including height will have specific risk assessments.

FALLING OBJECTS

INTRODUCTION

When materials or equipment are stored at high level, there is generally some risk of the materials or equipment falling and causing injury. All employees of the kindergarten must, take measures to prevent such injuries.

The legal requirements pertaining to falling objects are covered generally in Sections 2(2) (b) and 2(2) (d) of HASAWA, MoHASAW and more specifically in the Work at Height Regulations 2005.

ARRANGEMENTS

1. Classroom teachers and members of staff will ensure that any objects stored in areas in which they teach or work respectively are placed appropriately having regard of the nature of such objects (e.g. their weight, whether there are sharp corners or edges, whether materials could spill out etc.).
2. All persons undertaking general risk assessments for the kindergarten will ensure that danger from falling objects is a hazard that is always considered.

These policies are part of the overall H&S policy and procedures of HSA and will be reviewed annually by the H&S Committee; next review March 2019.

RISK ASSESSMENT POLICY

Risk Assessment (RA) is an essential part of Health and Safety management at Apple Blossom Kindergarten and is part of a conscious approach to dealing with potential risk.

All staff are encouraged use risk assessment as a tool in every aspect of the School life. Admin staff will also use this process as part of financial management and general asset management and maintenance.

All staff are required as part of their job to have a full understanding of the Risk Assessment process. Risk Assessment training is available every year for new staff and as a refresher for current staff who feel the need for it.

All staff will write up or review existing Risk Assessments for their class room/work space, general activities and special activities as well as complete a preparation/ information form and RA as part of the preparation for all off-site activities and trips.

Temporary or part-time staff will be assisted by their mentor, who is the responsible person from the point of view of the organisation.

The Risk Assessment Process

Apple Blossom Kindergarten follows a category Risk Assessment system that considers activities, sites and influencing factors that need to be covered to produce a comprehensive Risk Assessment Process. The category system reduces the repetitiveness of many Risk Assessment processes, so motivating staff involved to take a more pro-active and subsequently more effective role in Risk Assessing the various aspects and activities of the life of the school with adults and children.

There are different categories of risk assessments which all work concurrently, e.g a site assessment will constantly be affected by the weather conditions, any activity involving candles will take account of the candle policy and procedures, etc.

All Risk Assessments need to be signed off by one of the following: H&S advisor, Administrator, College H&S person. General and ongoing RAs will be reviewed annually; specific RAs will be reviewed for each use.

Related policies: H&S policy, candle and wreath/tree policies

LONE WORKER POLICY

Apple Blossom Kindergarten will ensure that employees and volunteers who are required to work alone or unsupervised for significant periods of time, are protected from risks to their health and safety as far as it is reasonably possible to do so including not working alone in the kindergarten at dusk or dark.

Solitary working may expose employees and others to certain hazards. Apple Blossom Kindergarten is committed that when complete elimination of risk is not possible, it will reduce the risk to an acceptable level.

The person responsible for the implementation of this policy is the H&S committee, the co-operation of all staff is integral to its success.

WHO ARE LONE WORKERS?

Lone workers can be anyone who works by themselves without close or direct supervision. Some common examples which can be found at Apple Blossom Kindergarten are;

- Staff working on their own in a building outside school hours.
- Staff working on their own in the grounds
- Staff working in the kindergarten during dusk or dark or wintertime
- Parents working on their own to clean the kindergarten or do some maintenance outside the kindergarten hours (NB the term staff includes volunteers agreed to work for or on behalf of the kindergarten but does not include parents or others who may be on the kindergarten property for recreational/casual reasons)

Arrangements for Securing the Health and Safety of Employees

Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations will confirm whether the work can actually be done safely by one unaccompanied person.

The assessment will include the identification of hazards from, for example, means of access and/or egress, machinery, goods, substances, environment and people (age/gender/disability).

Please use the specific form for Lone Working

Particular consideration will be given to:

- The remoteness or isolation of workplaces.
- Any problems of communication.
- The type/nature of activity to be carried out

Apple Blossom Kindergarten reduce any potential risks by:

- Risk Assessing the lone worker and situation
- Assuring that the LW has access to a telephone or a mobile telephone.
- Arrangements to account for the movements of lone workers, someone who will raise the alarm if they do not return (home) on time. (This is up to the LW to arrange as part of the Risk Assessment)

Information and Training

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow predetermined safe working practices and procedures which will include the provision of first aid facilities, communication procedures and an awareness of such emergency procedures as are appropriate. All employees are required to co-operate with these efforts to ensure safe working and to report any concerns to the H&S committee.

SUMMARY POLICY STATEMENT

Working alone can bring additional risks to a work activity. Apple Blossom Kindergarten has developed policies and procedures to control risks and protect employees, and employees should be aware of and follow them. At all times Apple Blossom Kindergarten will ensure that:

- The lone worker has full knowledge of the hazards and risks to which he or she is being exposed.
- A colleague or supervisor knows the whereabouts of a lone worker and what they are doing.
- The lone worker knows what to do if an emergency occurs.

ANNEX 2

Coping with the sudden death of a pupil- DfES Guidance

Unfortunately, some teachers will be faced, in the course of their professional lives, with a set of circumstances arising from the death of a pupil at Manchester Steiner School or elsewhere.

In such circumstances teachers may feel on their own and may need advice at that moment.

Accordingly, the Department has been asked to make advice available to help teachers cope with the immediacy of a pupil's sudden death at Apple Blossom Kindergarten.

The text below is based on work prepared by Chris Bridge, Head Teacher of Huntington School. We are very grateful to Mr Bridge for this.

Working with the Police

Very soon after the death is announced the Police should visit as they have to carry out an investigation into the circumstances.

You will need to clear rooms or spaces for them to work in.

They may want to collect evidence.

The Police will normally tell the child's next of kin and will want to speak at once to the usually very upset teacher who will need someone with them and will probably need to stay at kindergarten .

The Police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

Telling Pupils

Where a pupil collapses during the kindergarten day when other pupils are present, is rushed to hospital and subsequently dies, those pupils will need to know what has happened before they leave at the end of the kindergarten day.

It is important to agree with the police the timing and content of the information that you give to pupils so as to meet the needs of the pupils whilst not impeding any police investigation.

Are there any siblings, close relatives, or boy/girl friend who needs to know first? Advise them first, but only when parents are ready to collect them.

Gather the whole group together with 15-20 minutes to go before the final bell. Timing is everything. The pupils will listen intently until you tell them that the pupil has died. Then they may stop hearing or may not understand as young children. Getting them to hear this is very difficult. Allow them ten minutes to just be together as a year group. They will need to cry.

If you want teachers to tell other pupils, you should have a statement ready for them to read out before you advise them.

Telling Teachers

This may have to be after you have told the key pupils. You will need to tell the teachers who were nearest to what happened first. Depending on who that teacher is, they will probably need someone with them.

If you want teachers to tell other pupils for you, have a statement ready for them to read out before you advise them.

Telling Parents

The police will tell the parents of the child.

Getting a letter to other parents, which both expresses sympathy and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other pupils, parents and teachers.

Dealing with the Media

Head teachers at community and voluntary controlled schools should contact their LEA as soon as possible, especially if at all unclear about procedures for dealing with the media. It is recommended that the Apple Blossom Kindergarten should have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures. Note: the LEA may advise Apple Blossom Kindergarten not to speak to the media and direct all enquiries to an appointed LEA officer.

If your the School does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need intense help. A press officer may be required for the whole day.

The press and local TV channels may contact the parents and they together with the press may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.

You may find you have no time to prepare interviews and certainly no time to filter statements through the Director of Education even if the LEA wants you to do this.

Keep expressing your sympathy for the parents so that editors will find it hard to cut this part of your statement.

If there is a post mortem, this may happen very quickly, possibly within 24 hours of the death.

Ensure you are advised of the results of any post mortem as soon as possible.

Your LEA may want to hold onto this information, but you will need it. The best way to stop media speculation is to give them facts.

Helping the School Recover

This is a long-term issue. You can help the kindergarten recover through a memorial service or assembly and through the use of counsellors and family support in the short and longer term.

Recognise that those who go to counsellors may well not be those whose need is greatest.

A brother or sister may well have intense needs that appear later. It is very difficult for a kindergarten to know when to stop making allowances.

Educational Visits

The Department has already issued guidance on coping with emergencies off-site in its 1998 good practice guide Health & Safety of Pupils on Educational Visits and three-part supplement published in July 2002. See <http://www.teachernet.gov.uk/visits>.

Assistance from the DfES

The Department will help in any way it can. Please telephone the Pupil Health and Safety Team on 020 7925 5886.

