



Curzon & Fawood Nursery Schools  
& Family Wellbeing Centre

# Health & Safety Policy

Policy Lead: Premises Manager

Approving Committee: Resources

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Approved by the Governing Board on: .....

Signature of Chair: .....

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## **Policy Statement**

This statement is issued in accordance with the Health and Safety at Work Act (HASAWA) 1974 and other statutory and common law duties. It supplements the statements of the health and safety policy which have been written by the Local Authority (LA).

The Governing Board (GB) of the Curzon Crescent and Fawood Children's Centres Partnership (the Partnership) will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the HASAWA, and recognises and accepts its responsibilities to all users of our Centres in this regard.

The GB will, insofar as is reasonably practicable, provide and maintain a safe and healthy workplace and working environment, for all its employees, children, parents and any other persons who may be affected thereby.

This statement sets out how these duties will be conducted, and includes a description of the Partnership's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, or issued to, all members of staff, students, volunteers, service providers and partners. A reference copy is kept in the Health & Safety File in the Staff Room.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis culminating in an Annual Health & Safety Report. This policy will ensure the allocation of adequate resources (including time, effort, training and money) to safety, health and wellbeing.

The GB reminds its employees of their own duties under Section 7 of the Health and Safety at Work Act (HASAWA) - to take care of their own safety and that of other colleagues and third parties and to co-operate fully with the Centre, so as to enable it to carry out its own responsibilities successfully.

This safety policy requires the commitment, co-operation and active involvement of all employees and Service Providers & Partners to ensure its success and effectiveness. The Curzon Crescent and Fawood Children's Centres Partnership will therefore co-operate fully in the appointment and recognition of safety representatives by recognised trade unions. The Partnership will also co-operate in the setting up of a Safety Committee or Committees as appropriate.

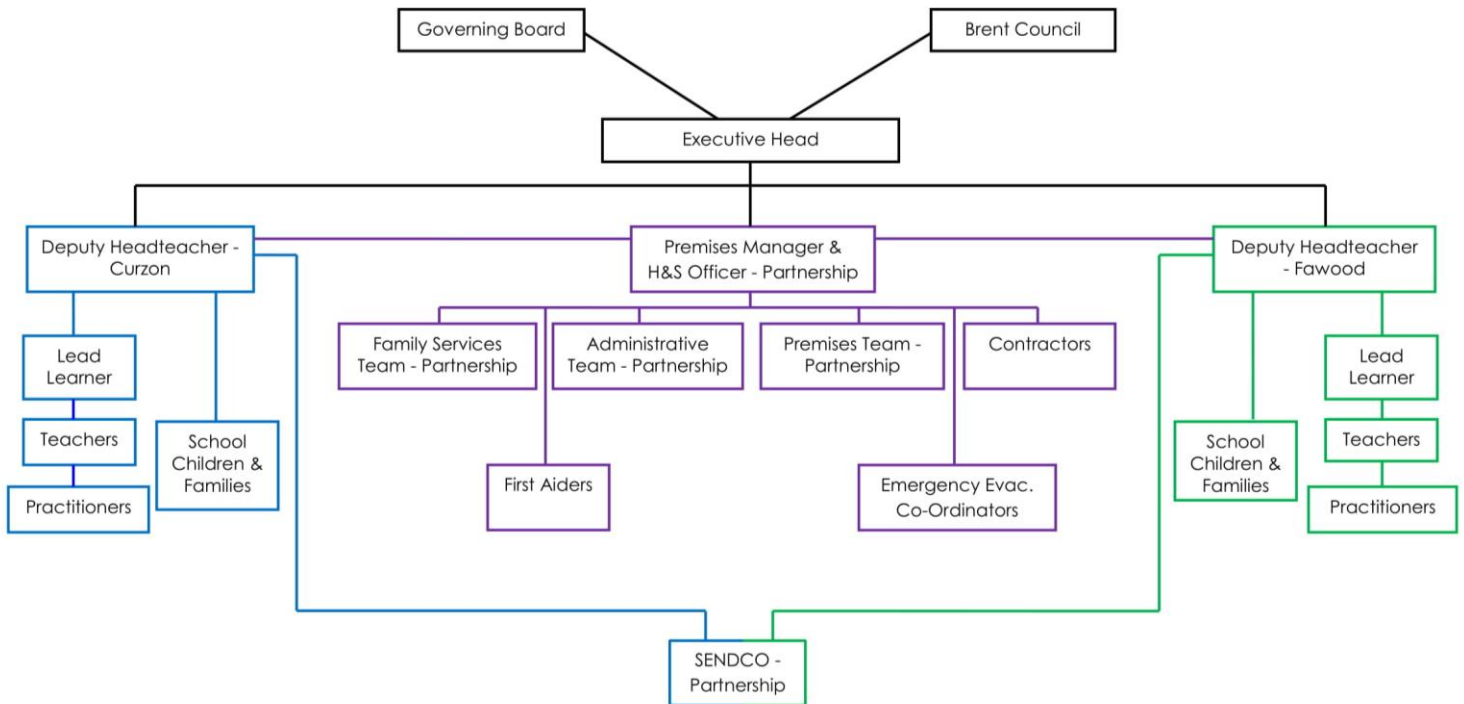
This policy gives reference to and should be read in conjunction with the following policies and procedures:

- Administering Medication
- Child Protection and Safeguarding
- Contractors on Site
- Fire/Emergency Evacuation
- First Aid
- Food Safety
- Local Asbestos Management Plan (LAMP)
- Lone Working and Home Visiting
- Lost Child
- Manual Handling
- Security
- Supporting Children with Medical Conditions
- Toileting and Intimate Care
- Water Safety Management - Legionella

A copy of this policy and its statement will be issued to all employees. It will be reviewed, added to, or modified in line with organisational change and where changes in legislation are required.

## The Organisational Structure

As the employer the Local Authority has overall responsibility for Health and Safety in maintained schools. At school/centre level, duties and responsibilities have been assigned to staff and governors as detailed in the chart below:



## Individual Responsibilities

### **Responsibilities of the Governing Board**

The GB are responsible for ensuring health and safety management systems are in place and effective, and will ensure that school/centre systems adhere to the LA's health and safety policy, procedures and standards.

A Health & Safety Governor will be appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the GB.

Currently, this is **Terry Pascal**.

The GB will receive regular reports from the Executive Head or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

The GB will seek specialist advice from the Corporate Health & Safety Team (020 8937 5438) on any matter of health and safety which they may feel they are not competent to deal with.

The GB will take all reasonable steps within its power to meet their responsibility, paying particular attention to the provision and maintenance of:

- Resources, equipment and systems of work that are safe and without risks.
- Sufficient information, instruction and supervision to enable all employees and children to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- A safe place of work, including safe access to and egress from the premises.
- An environment where employees are encouraged in positive safety initiatives, children are taught about safety as part of the Curriculum and where health issues including effective stress management principles are recognised and where practicable implemented.

- Adequate welfare facilities i.e. sanitary conveniences, adequate heating, lighting, comfortable working temperatures etc.
- Effective procedures for use in case of fire or other emergency and for evacuating the premises.
- Adequate First Aid facilities and Accident Recording procedures.
- Risk Assessments, which will be undertaken to ensure safe/best practice. All Risk Assessments will be reviewed, added to, or modified in line with organisational change and where changes in legislation are required, and at least annually.

**The GB have a strategic overview of this policy and delegate to the Executive Head (or in her absence the Deputy Headteachers) the responsibility for: -**

- The successful implementation of this Health and Safety Policy, monitoring its effectiveness, and revising and amending it, as necessary.
  - The successful implementation of additional associated health and safety policies and procedures, monitoring their effectiveness, and revising and amending them, as necessary.
  - Ensuring that a positive health and safety culture is evident and a pro-active approach to health and safety management has been adopted throughout the Partnership.
  - Ensuring that an Emergency Evacuation Procedure is in place and arranging for periodic Emergency Evacuation Drills to take place at least once a term, and for the results of these to be recorded, and shared with the full GB.
  - Ensuring that the L.A's Accident Reporting Procedure is implemented.
  - Ensuring that adequate resources and funding are made available to achieve the standards laid down by legislation and within Brent Council's Corporate Policy and codes of practice.
  - Assigning responsibility to the appropriate person(s) for the health, safety and welfare of employees under their control.
  - Ensuring that employees are made aware of their duties and responsibilities in line with the Council's safety policies and associated legislation.
  - Ensuring all employees receive the necessary induction, instruction, training, information and supervision for their health safety and welfare.
  - Ensuring that regular Health and Safety Inspections are undertaken.
  - Reporting any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe to Brent LA Asset Management department and make such interim arrangements as are reasonable to limit the risk entailed.
- N.B.** The GB will deal with all aspects of maintenance which are under their control.
- Arranging for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as hazardous.
  - Reporting to the Director of Children and Families any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.
  - Monitoring the activities of contractors, hirers and other organisations present on site, in liaison with the Brent LA Asset Management Department, where necessary or relevant.

**While the responsibility remains with the Executive Head, she has delegated the task of overseeing Health & Safety on site to the Premises Manager/ Health and Safety Officer (H&S Officer) – Mauranne Newby**

**The H&S Officer is responsible for: -**

- Assisting the Executive Head in the implementation of this and any other associated policies and/or procedures.
- Monitoring general advice on safety matters given by the authority and other relevant bodies and advising on its application across the Partnership.
- Assisting the Executive Head in providing training and instruction to all employees, and keeping written records of training and/or instruction given.
- Co-ordinating arrangements for the design and implementation of safe working practices across the Partnership.

- Investigating any specific health and safety problem identified at any of the Centres and take or recommend remedial action as appropriate.
- Ensuring that any unsafe working practices are temporarily ceased, subject to further consideration by the Governors and Executive Head.
- Assisting in carrying out safety inspections of both Centres and their activities and making recommendations on methods of resolving any problems identified and sharing these with the GB.
- Co-ordinating arrangements for the dissemination of information and for the instruction of employees, children, students, parents and visitors on safety matters and to make recommendations on the extent to which staff are trained.

**N.B.** The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

- Ensuring that completion of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) forms are undertaken where necessary in compliance with statutory requirements.
- Completion of appropriate accident reports and audits and the Violent/Incident Report Form where applicable.
- Reporting on a regular basis to the appropriate safety committees, those actions taken to implement and monitor health and safety practices under their control.
- Ensuring that the correct levels of protective equipment and clothing have been provided and are adequately maintained.
- Ordering Personal Protective Equipment, including first aid supplies.
- Keeping up to date records of fire drills, servicing of fire fighting equipment etc.
- Completing relevant Risk Assessments, updating/revising them as necessary and ensuring all staff have read and understood them.
- Ensuring that other Staff complete 'Task Specific' Risk Assessments relevant to their role.
- Updating/revising policies appertaining to Health and Safety as necessary.

**The Employees and Service Providers & Partners (Service Providers & Partners includes but is not limited to: Midwives, Health Visitors, Tutors, Counsellors, CAB Workers, Speech & Language, Music or Occupational Therapists, and other peripatetic professionals) are responsible for: -**

- Taking reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.
- Ensuring they have read and understood the Health and Safety Policy and Procedures File, and making themselves aware of all safety rules, procedures and safe working practices applicable to their posts.
- Co-operating fully with the Executive Head and Health and Safety Officer on all matters appertaining to Health and Safety.
- Co-operating with the Director of Children and Families and others in meeting statutory requirements.
- Complying with all Health and Safety procedures.
- Ensuring that they do not interfere with or misuse anything provided in the interests of health, safety and welfare.
- Ensuring that tools and equipment are in good condition and fit for purpose.
- Reporting to their Line Manager and the H & S Officer all matters which they consider a hazard to health and safety in the workplace.
- Ensuring that all accidents are reported to the Executive Head, whether or not an injury occurs.
- Where appropriate, wearing protective clothing and using safety devices and equipment provided.
- Observing safe standards of behaviour and dress.
- Observing safety rules at all times.

**Please note the following:**

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time and time find themselves in

unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

- All volunteer helpers and regular visitors will be expected to meet the same standards required of employees, as far as is reasonably possible.

#### **The Educational Visits Co-Ordinators are responsible for ensuring that: -**

- The venue to be visited is known and preferably a preliminary visit has been carried out.
- The venue has its own educational visit Risk Assessment and a copy has been received at school.
- Notification and approval procedures have been followed correctly and within agreed timescales, prior to any confirmed bookings with venues/transport etc. being made.
- Teachers/Group Leaders have planned an activity that is well-managed, engaging, relevant, enjoyable and memorable.
- A Risk Assessment which is specific to the venue/activity, has been completed by the Group Leader and submitted to the Educational Visits Co-Ordinator, well in advance of the date of the visit.
- Coach/Transport companies have the relevant insurance and vehicle documents (valid MOT etc), and that their vehicles have seat belts fitted.
- Routes to and from the venue have been planned carefully to limit the number of roads to cross, tube/bus changes etc.
- Group Leaders are fully competent to undertake an offsite visit with a group of children.
- Staff are aware of the Centre's emergency response procedure.
- A qualified Paediatric First Aider is nominated to accompany each trip and be responsible for carrying the First Aid Kit.
- Accidents and incidents during the offsite visit are reported and investigated, learning is shared and RIDDOR requirements are met.
- Should any accidents occur during the offsite visit, the nominated First Aider completes the appropriate School Accident forms with all relevant information, upon their return to the Centre.
- All persons attending an off-site visit have completed an Emergency Contact form, and copies of these retained at Reception.
- Lists of all those attending the visit have been compiled, and that the Group Leader takes a copy of the lists on the visit.
- A copy of the visit attendee list is retained at Reception.

#### **First Aiders are responsible for ensuring that:**

- The 1<sup>st</sup> Aid Box/Kit that they have been given responsibility for, as detailed in the First Aid Policy are in date, checked for contents and replenished as necessary.
- Replacement First Aid supplies are obtained from the H&S Officer or Handyperson.
- First Aid Boxes/Kits comply with the Health and Safety (First Aid) Regulations 1981.
- First Aid Boxes/Kits are easily accessible to adults.
- First Aid Boxes/Kits are kept out of the reach of children.
- Their First Aid qualification is kept up to date, and that a copy of their qualification Certificate is given to the H&S Officer after training has been completed.
- As the nominated First Aider accompanying an Educational/Offsite visit, records are kept of any First Aid administered during the visit, including treatment given by anyone other than the nominated First Aider.
- Upon their return to the Centre after an educational/offsite visit the appropriate School Accident forms are completed fully with all relevant information.

#### **Emergency Evacuation Marshalls are responsible for:**

- Checking their area on their way out of the premises, using the designated fire exit. This must include checking any common areas such as a kitchen, Conference/PPA/Resource Rooms and centrally booked rooms;
- Marshalling any remaining occupants out of the building;

- Reporting to the H&S Officer and/or Senior Manager on Duty at the Assembly Point and accounting for their area being clear of occupants;
- Reporting to the H&S Officer and/or Senior Manager on Duty any children, staff, parents/visitors or students/volunteers not accounted for, or any areas not checked;
- Supervising building entrances as directed by senior staff to prevent re-entry;
- Prioritising their personal health and safety at all times;
- Assisting the H&S Officer and/or Senior Manager on Duty as required.

#### **Contractors are responsible for:**

- Ensuring that they have provided the Centre with a company Method Statement and Risk Assessment.
- Ensuring that they have read the Asbestos Log, understand where asbestos has been identified within the building, and signed the Register of Readers sheet.
- Ensuring that they report to reception to sign the Visitor's Book and be issued with a visitor's badge.
- Ensuring that they have been informed and are aware of the Emergency Evacuation Procedure.
- Employing safe systems of work and complying with Centre and Council policies, **with particular attention to the Health and Safety Technical Standard on Asbestos. (See point 2.1)**
- Ensuring that areas of risk are safely cordoned off and that all Staff, Service Providers & Partners warned about them.
- Ensuring that they leave their tools and workspace safe if they are going off site.
- Informing Reception staff when they are leaving the site, signing out and returning their visitor badges to Reception.

#### **Responsibilities of Staff towards Children and others in their care.**

All staff are responsible for the health and safety arrangements in relation to staff, children and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including children.
- Be aware of and implement safe working practices and to set a good example personally.
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- Provide written job instructions, warning notices and signs as appropriate.
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- Provide the opportunity for discussion of health and safety arrangements.
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training. NB: When any member of staff concerned considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to the Health and Safety Officer or Executive Head.

#### **Families, Children and Members of the Public are responsible for: -**

- Taking reasonable care for the health and safety of themselves and of others who may be affected by their actions or omissions while on site.
- Co-operating fully with the Executive Head, and Health and Safety Officer on all matters appertaining to Health and Safety.



- Complying with all Health and Safety procedures.
- Ensuring that they do not interfere with or misuse anything provided in the interests of health, safety and welfare.
- Reporting to a member of staff all matters which they consider a hazard.
- Observing safe standards of behaviour.
- Observing safety rules at all times.

**N.B. Failure on the part of any employee or Centre user to comply with statutory provisions and the Council's Corporate H&S Policy including any safe system of work may render that employee or user liable to legal and/or disciplinary action.**

## **The Arrangements**

### **Accident and Incident Reporting**

There are two separate forms for Accident Reporting for Children at each Centre – one for recording Minor Accidents and one for recording Reportable Accidents. In addition, there is also an Accident Book at each Centre for accidents involving Adults.

At all Centres, the Minor Accident Records are filed under the child's first name and kept in the designated areas as follows:

#### Curzon:

- Unit 1 - in the file tray on the window sill
- Units 2 & 3 – on top of the tall cupboard in the Story Room
- Crèche – in the cupboard in the Crèche

#### Fawood:

- Rainbows – in the cupboard in the Classroom
- Crèche – on the shelf in the Family Room
- Mainstream – in the Ground Floor Children's Bathroom

Reportable Accident Records are to be sent to the H&S Officer on the day that the accident occurs.

The Adult Accident Books are kept at Reception at all Centres.

In cases involving children, accidents are recorded by the person who witnessed the accident. In cases involving adults, accidents are recorded by the person who had the accident, unless their injury prevents this, in which case the attending First Aider will complete the record.

First Aid arrangements during off-site visits, local walks and trips are covered within the Educational and Off-Site Visits Policy and Procedures and are the responsibility of the Educational Visits Co-Ordinators.

**The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) places a legal obligation on Managers and responsible persons to record and report to HSL reportable accidents and incidents. HSL will undertake the statutory obligation to notify the enforcing authority, the HSE, of all reportable accidents and incidents both fatal and non-fatal, as well as occupational diseases, incidents of physical violence and dangerous occurrences.** <https://www.hse.gov.uk/pubns/indg453.pdf>

Specific information on accident and incident recording and reporting, including copies of the Accident Reporting Templates can be found in the First Aid Policy and Health & Safety Procedures File.

### **Administering Medication**

In order to ensure that Children with medication needs receive appropriate care and support at school, the Executive Head will accept responsibility in principle for members of staff giving Children prescribed medication. However, there is no obligation for staff to do so.

There are two categories of illness, the first covers such ailments as coughs, sore throats, colds etc., and the second covers more long-term illnesses such as Asthma, Diabetes etc.

We do not provide care for children who appear unwell or have a temperature and no member of staff will administer medication to any child with a category one illness.

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults – if a child becomes ill while at school.

If a child has been prescribed an antibiotic, this can be administered by the Parent/Carer prior to coming to school and again on arriving home. Staff are not to administer antibiotics.

Staff can volunteer to administer medication to a child suffering with a category two illness, and the full arrangements are as detailed in the Administering Medicines Policy, including templates of the *Parental Agreement to Administer Medication* and the *Record of Prescribed Medicines Administered*.

If the administration of a prescribed medication requires medical knowledge, individual training will be provided for the relevant member of staff by a health professional.

**Please Note - Parents/Carers should keep their children at home if acutely unwell or infectious.**

## CATEGORIES OF ILLNESS:

### CATEGORY ONE – MINOR AILMENTS, COUGHS, COLDS, SORE THROATS

- No member of staff will administer medication to any child with a minor ailment.
- **Medication containing Aspirin is only to be administered if prescribed by a G.P.**
- If a child has been prescribed an antibiotic, this can be administered by the Parent/Carer prior to coming to school and again on arriving home. **Staff are not to administer antibiotics.**

### CATEGORY TWO – MEDICATION REQUIRED FOR MORE LONG TERM ILLNESS e.g. ASTHMA, DIABETES etc

- Parents/Carers are responsible for providing the Key Person with comprehensive information regarding the Child's condition and medication plan. (See Form AM1 – Appendices 1 & 2)
- Prescribed medication will not be accepted in school without complete written instructions from a Medical Professional (such as the personalised label on a prescribed drug), plus a completed Consent to Medication from the Parent/Carer.
- Staff will not give non prescribed medication to a child.
- Only reasonable quantities of medication should be supplied to school e.g. a maximum of one term's supply at a time.
- All medication must be delivered to the Key Person by a Parent/Carer in the original container as dispensed by the Pharmacy.
- Each item of Medication must be clearly labelled with the following information:
  - CHILD'S NAME
  - NAME OF MEDICATION
  - DOSAGE
  - FREQUENCY OF DOSE(S)
  - DATE OF DISPENSING
  - EXPIRY DATE

#### **N.B: THE SCHOOL WILL NOT ACCEPT ITEMS OF MEDICATION IN UNLABELLED CONTAINERS**

- The dosage and frequency of medication to administer on the Medication Plan, must match the prescription information printed on the medication given to school.
- Medication will be kept in a secure place, out of reach of Children.
- The school will keep records of Medicines Administered. (See Form AM2 – Appendix 3)
- If a child refuses to take medicine, staff will not force them to do so. Parents/Carers will be informed of the refusal as a matter of urgency. If a refusal results in an emergency, the school's emergency procedures will be followed.
- It is the responsibility of the Parent/Carer to notify the school in writing if the child's need for medication has changed or ceased.
- It is the Parent/Carer's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within expiry date.
- The school will not make changes to dosages on Parent/Carer instruction.
- School staff will not dispose of medicines. All medicines should be collected by the Parent/Carer at the end of each term.
- For each child with a long term or complex medication need, a Medication Plan will be drawn up in conjunction with health professionals. (See Form AM1 – Appendices 1 & 2).
- Staff who volunteer to assist in the administration of medication will receive appropriate training/ guidance through the Local Authority's Professional Development Programme or the Local Health Service, as necessary.
- The school will make every effort to continue the administration of medication to a child whilst on a school trip, even if additional arrangements might be required. However, there may be occasions when it is impossible to include a child on a school trip if appropriate supervision cannot be guaranteed.
- All staff are aware of the procedure to be followed in the event of an emergency.

#### **1. EMERGENCY PROCEDURE (in the event of an accident or sudden illness)**

- One member of staff should immediately contact a member of the Senior Leadership Team (SLT), who will make the decision regarding calling the Emergency Services.
- If instructed by the SLT to do so, one member of staff dials 999 (or 112 if calling from a mobile phone) and requests **ambulance support**. Another member of staff should stay with the child.
- Speak clearly and remain calm.
- Give your name and job role.

- Report your exact location:

**CURZON CRESCENT CHILDREN'S CENTRE  
CURZON CRESCENT  
WILLESDEN  
LONDON  
NW10 9SD**

**FAWOOD CHILDREN'S CENTRE  
35 FAWOOD AVENUE  
STONEBRIDGE  
LONDON  
NW10 8DX**

- State the number you are calling from or if unknown, the Centre's number: **CURZON: 020 8459 6813, FAWOOD: 020 8965 9334**
- State the nature of the illness/symptoms.
- Listen to and follow the guidance given to you by the Emergency Services Operator and if possible write it down.
- Remain with the child until the Emergency Services take over the care of the child.
- Give a full report of relevant information to Emergency Services Personnel.

**PARENTAL CONSENT FOR CURZON CRESCENT CHILDREN'S CENTRE TO ADMINISTER MEDICATION (Form AM1)**

**Children's Centre Staff will not give your child medicine unless you complete and sign this form.**

- 1. Name of Child: ..... Date of Birth: .....
- 2. Class: .....
- 3. Medical Condition or Illness: .....
- 4. Name of Medication: .....
- 5. Strength of Medication (as described on container): .....
- 6. Date Dispensed: ..... Expiry date: .....
- 7. Dosage and Method of Administration: .....
- 8. Timings of Dose(s): .....
- 9. Millilitres/Number of Tablets/Micrograms issued to Staff for Administering: .....

**PLEASE NOTE: ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY.**

- 10. Side effects caused by this medication: .....
- 11. Name and Phone Number of G.P: .....

**I confirm that this request is supported by a Health Professional** (e.g. medication has been prescribed)

I understand that I must deliver the medication personally to the agreed member of staff. I accept that this is a service that the Centre is not obliged to undertake. I give consent to Curzon Crescent Children's Centre staff to administer the medication as detailed on this form and in accordance with Centre policy. I understand that I must notify Curzon Crescent Children's Centre in writing immediately, if there is any change in type, dosage or frequency of the medication or if the medication is stopped.

Parent's Signature: ..... Print Name: .....

Key Person's Signature: ..... Print Name: .....

Class Teacher's Signature: ..... Print Name: .....

Date: .....

*Date for review (Staff member to complete): .....*

**PARENTAL CONSENT FOR FAWOOD CHILDREN'S CENTRE TO ADMINISTER MEDICATION (Form AM1)**

**Children's Centre Staff will not give your child medicine unless you complete and sign this form.**

- 1. Name of Child: ..... Date of Birth: .....
- 2. Class: .....
- 3. Medical Condition or Illness: .....
- 4. Name of Medication: .....
- 5. Strength of Medication (as described on container): .....
- 6. Date Dispensed: ..... Expiry date: .....
- 7. Dosage and Method of Administration: .....
- 8. Timings of Dose(s): .....
- 9. Millilitres/Number of Tablets/Micrograms issued to Staff for Administering: .....

**PLEASE NOTE: ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY.**

- 10. Side effects caused by this medication: .....
- 11. Name and Phone Number of G.P: .....

**I confirm that this request is supported by a Health Professional** (e.g. medication has been prescribed)

I understand that I must deliver the medication personally to the agreed member of staff. I accept that this is a service that the Centre is not obliged to undertake. I give consent to Fawood Children's Centre staff to administer the medication as detailed on this form and in accordance with Centre policy. I understand that I must notify Fawood Children's Centre in writing immediately, if there is any change in type, dosage or frequency of the medication or if the medication is stopped.

Parent's Signature: ..... Print Name: .....

Key Person's Signature: ..... Print Name: .....

Class Teacher's Signature: ..... Print Name: .....

Date: .....

*Date for review (Staff member to complete): .....*

# Curzon Crescent & Fawood Children's Centres Partnership

## RECORD OF PRESCRIBED MEDICINES ADMINISTERED WHILE AT NURSERY (FORM AM2)

SCHOOL SITE: .....

CHILD'S NAME..... CLASS: ..... D.O.B.....

DAY & DATE	NAME OF MEDICATION GIVEN	TIME	DOSAGE	STAFF SIGNATURE	STAFF COUNTER-SIGNATURE	PARENT/CARERS SIGNATURE

## Asbestos Management

Owing to the date of Construction, there is no Asbestos at Fawood.

At Curzon, an asbestos survey, log and Local Asbestos Management Plan (LAMP) is in place for the school in accordance with the Council's Asbestos Arrangements.

In addition to the LAMP, the Health and Safety Technical Standard on Asbestos must be followed and strictly adhered to by employees and any other users of the Centre. A copy of this standard is available from the Health and Safety Officer upon request.

The Centre's most recent asbestos management survey was conducted on 17<sup>th</sup> December 2018 by Exova, and reports that the presence of Asbestos has been identified in the Boiler and Oil Tank Rooms of the Main Building. In addition, in relation to the floor ducts of classrooms, adult bathrooms and Finance Office, the report states that: '...ACM's must be presumed present until proven otherwise by further surveying...'

The Centre's Asbestos Log (including school plans, asbestos survey data and site specific management plan) is held in Reception.

The Executive head will ensure that all Centre staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM's) within their work areas.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Centre's asbestos authorising officers as below.** This includes stapling/pushing a drawing pin into ACM's, as this may result in the release of fibres into the air.

Any damage to materials known or suspected to contain asbestos must be reported to the Executive Head and the H&S Officer, who will contact the Competent Health & Safety Adviser.

The Centre's asbestos authorising officer is Mauranne Newby who has received asbestos awareness training.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns, plumbing, decorating, electrical works etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Executive Head/asbestos authorising officers shall ensure that:

- The asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of ACM's remaining on site is conducted on a periodic basis and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained for the legally required period of 40 years.
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are carried out by an approved asbestos contractor and recorded.
- The condition of the asbestos will be reviewed by a Component Asbestos Surveyor at least annually for signs of damage or deterioration and records kept. Any concerns, damage or deterioration should be reported immediately to the Council's Asbestos Duty Holder and Health & Safety Competent person.

**It will be a disciplinary offence for any Employee to fail to comply with the requirements of the Asbestos Technical Standard. This further extends to any employee who allows a contractor to undertake work including repairs and maintenance within the Centre, if they cannot demonstrate that they have taken due regard to protecting all Service Providers & Partners against the risk of exposure to Asbestos or materials containing Asbestos.**

**HSE guidance:** <https://www.hse.gov.uk/pubns/indg223.pdf>



### **Cash & Credit Card Handling**

Staff must follow Cash Handling Procedures as set out in the Cash & Credit Card Handling policy. When collecting money from parents, nominated cash handlers should sit back from the door, preferably behind a desk, to prevent the risk of an assailant being able to physically attack them. The Executive Head and nominated cash handlers must be the only people with access to the SIMS passwords.

If there is a suspected breach of password security, or a member of staff who previously held passwords ceases employment at the Centre, passwords are to be changed immediately, and at least once per term in any event.

The Centre Credit Card is only to be used by nominated personnel as detailed in the Cash & Credit Card Handling policy.

The credit card is only to be used as a facility to assist with purchases from companies with which we do not have an account and each invoice paid in full. In order to protect named card holders and comply with FMS, debt must not be allowed to accrue against the credit card account.

The Executive Head must scrutinise every credit card invoice and ensure that purchase orders and requisitions match those items purchased. Where items/goods/amounts do not match, the Executive Head should immediately instigate an internal investigation, seeking advice from the Council's Fraud Team where appropriate. Written notes of actions taken, and staff interviews held should be made and retained on file. The credit card must be kept locked in the safe when not in use, with only named personnel having access to safe codes/keys.

If it is suspected that the security of the credit card details have been compromised, it should be cancelled immediately.

**HSE guidance:** <https://www.hse.gov.uk/violence/toolkit/cashhandling.htm>

### **Children/Adults with Additional Needs**

People may have temporary needs due to illness, following an operation, or an injured limb or permanent needs if they have learning difficulties or SEND.

In such instances the Centre will undertake an individual risk assessment of that person. For children this will be the class teacher and SENDCO, and for staff this will be their line manager and Executive Head. The Centre's Health & Safety Office can also assist with this.

The Centre already has risk assessments in place to manage risks associated with its activities. Relevant risk assessment(s) will be reviewed from the perspective of a person with needs, and if additional risks and control measures not previously considered are identified, these will be added into the risk assessment accordingly. Where the needs prevent persons evacuating the building unaided in an emergency then a Personal Emergency Evacuation Plan (PEEP) is completed in partnership with the person with needs and/or their parent/carer/guardian as appropriate.

### **Children's Safety**

Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and are registered with OFSTED as child carers have unsupervised access to the children, including helping them with toileting.

There are Designated Safeguarding Persons with responsibility across the 3 Centres – the Designated Safeguarding Leads are Lorraine Lawrence at Curzon and Fiona Gaughan at Fawood. The Designated Safeguarding Deputies are Nisha Lingam, Hilary Turner and Mata Thorburn.

All children are supervised by adults at all times, ensuring that the recommended ratios are adhered to according to the age(s) of the children.

Whenever children are on the premises at least two adults are present.

Registers are kept of all children on the premises, and head counts of large groups are carried out regularly.

**Gov.uk guidance:** <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### **Consultation with Employees**

Staff are actively encouraged to raise concerns and make suggestions regarding any aspect of Health & Safety with either their Line Manager or the H&S Officer.

Health & Safety is an agenda item at every Staff Meeting, which are held at least once every half term, where information is shared, or brief refresher training is given as relevant.

The Resources Committee meets half termly to discuss health, safety and welfare issues affecting children, staff, parents, visitors, students, volunteers or partners. Action points from the meetings are brought forward for review by the Senior Leadership Team. The minutes of any meeting are made available to staff upon request to the Executive Head.

There is currently no Employee/Trade Union appointed Safety Representative on the staff.

**HSE guidance:** <https://www.hse.gov.uk/pubns/priced/l146.pdf>

### **Contractors on Site**

Prior to appointment the Premises Manager will meet with the contractor(s) to discuss works involved and obtain the Contractors own Method Statement(s) and Risk Assessment(s) and give the Contractors those produced by the Centre.

During this meeting the 'Stop, Check' checklist from the HSE's Guidance: "Using Contractors - INDG368(rev1)" will be used. HSE guidance: <https://www.hse.gov.uk/pubns/indg368.pdf>

Where possible, construction work should be carried out when the Centre is closed to the public. Where this is not possible, an Enhanced Disclosure and Barring Service certificate will need to be provided for each individual contractor that will be on site where children will be present.

The Senior Manager on Duty and/or Premises Manager must be informed when contractors have arrived on site.

### **Control of Substances Hazardous to Health (COSHH)**

Manufacturers and suppliers have legal duties to warn purchasers of the type and degree of hazard presented by their product, by including certain information on the label.

All cleaning products and other substances which may cause a hazard to health and/or safety are kept in locked cupboards.

A full list of C.O.S.H.H. Symbols and their meanings can be found in the COSHH File, and C.O.S.H.H. Data Sheets are kept on file by the Premises Manager.

Employees have a responsibility to read the C.O.S.H.H. Data Sheets, to enable them to use cleaning fluids etc. safely.

Staff should read the label of each product before use, and make themselves aware of First Aid procedures regarding spillages etc.

Personal Protective Equipment is available, and staff are advised to use it.

A list of C.O.S.H.H. '10 Golden Rules' can be found in the COSHH File.

HSE guidance: <https://www.hse.gov.uk/pubns/priced/l15.pdf>

### **Control of Infectious Diseases**

All cases of Infectious/Communicable Diseases must be reported to the Executive Head and H & S Officer.

All reportable Infectious/Communicable Diseases that arise should be reported immediately to The Environmental Officer. A list of reportable Communicable Diseases is available from the Reception Office.

Guidance on how to recognise signs and symptoms of Infectious/Communicable Diseases is available from the H & S Officer.

When clearing up bodily fluids the following rules apply:

- Personal Protective Equipment (PPE) must be worn – disposable apron and gloves;
- Disposable cloths, paper towels or 'blue roll' must be used to mop up spillages;
- Wet Wipes or disposable cloths must be used to clean the casualty;
- The soiled area(s) must be disinfected once cleaned, with either 'Shield' or other proprietary disinfectant;
- All used items should be placed in a Yellow Bag and disposed of in the Clinical Waste bins provided;

- Once the clearing up and disinfecting is complete, wash hands and forearms thoroughly using hot water and soap.

**N.B: In order to lessen the spread of disease, it is sometimes appropriate for children or staff to be required to remain at home; As in the case of vomiting and/or diarrhoea, where the cause is unknown, the '48 hour rule' will apply.**

**NHS guidance:** <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2019/09/spotty-book-2019-.pdf>

### **Coronavirus (COVID-19)**

As maintained Nursery Schools, we follow the guidance issued by the Government.

We have made our Schools 'COVID Secure', by taking the following steps:

- Carried out a COVID-19 risk assessment and shared the results with the people who work here;
- Implemented enhanced cleaning, handwashing and hygiene procedures in line with guidance;
- Taken all reasonable steps to help people work safely from a COVID-19 Secure workplace or work from home;
- Taken all reasonable steps to maintain a 2m distance in the workplace;
- Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk.

**HSE guidance:** <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

**Gov.uk guidance:** <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

**Gov.uk guidance:** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

### **Display Screen Equipment (DSE)**

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous/near continuous spells of an hour or more at a time*) e.g. admin, office staff, senior management are identified as DSE Users.

Staff identified as DSE Users are entitled to an eyesight test for DSE use at least every two years by a qualified optician. The cost of the test (up to £25) will be met by the Centre. If deemed necessary by the optician that corrective glasses/appliances are required specifically for DSE use a contribution to these of £50 will also be met by the Centre.

Users are required to complete a DSE self-assessment form at least every two years and raise any issues with their Line Manager as necessary. Any unresolved issues will be reviewed by a local DSE Assessor or Corporate Health and Safety Adviser/Competent Person/Ergonomist as relevant.

The Legislation does not apply to children. When staff are not designated as Users, they will be encouraged to adopt general good practices where practical, and these practices extended to children.

**HSE guidance:** <https://www.hse.gov.uk/pubns/ck1.pdf>

### **Educational/Offsite Visits**

The Educational Visits Co-Ordinators are **Lorraine Lawrence** at Curzon and **Fiona Gaughan** at Fawood.

Full guidance regarding educational/offsite visits can be found in the Health and Safety File. However, the points listed here are particular to our Centres:

- An Educational/Offsite Visit Proposal Form should be completed and submitted to the Educational Visits Co-Ordinator of the relevant Centre, prior to any confirmed bookings with venues/transport etc. being made.
- A Risk Assessment which is **specific to** the venue/activity, must be completed by the Group Leader and submitted to the Educational Visits Co-Ordinator, well in advance of the date of the visit.
- All persons attending an off-site visit must complete an Emergency Contact form.
- All those attending the visit should be listed, and a copy kept by the Group Leader and taken on the visit. A copy of the list should also be kept at Reception.

- A qualified First Aider should be nominated to accompany each trip and be responsible for carrying the First Aid Kit
- The nominated First Aider is to keep a record of any First Aid administered, including treatment given by anyone other than the nominated First Aider.
- The nominated First Aider will be responsible for completing the Accident book with all relevant information, upon their return to the Centre.

**Gov.uk guidance:** <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

### **Electrical Safety**

All electrical equipment conforms to safety requirements and is checked regularly.

Users must undertake a visual inspection of the item of equipment before each use to ensure there are no fraying or loose wires.

Visual Inspections are undertaken periodically by the Premises Manager during Premises Inspections.

Portable Appliance testing is carried out by a NICEIC registered electrician regularly at both Curzon and Fawood, with any faults rectified and Certificates of compliance held on record in the Fire Safety File.

All electrical works are carried out by contractors that are NICEIC registered.

<https://www.niceic.com/householder/find-a-contractor-results>

All Partnership issue Mobile Phone, Laptop, Tablet and EY Log Chargers must be included in this testing.

Charging of personal electronic equipment is not permitted, including E-Cigarette chargers.

Fixed wire testing is carried out by a NICEIC registered electrician every five years at both Curzon and Fawood, with any faults rectified and Certificates of compliance held on record in the Fire Safety File.

Electrical intake cupboards and fuse boards at both Centres are not accessible to children and/or visitors. Fires, heaters, electric sockets, wires and leads are properly guarded, and the children are taught not to touch them.

**HSE guidance:** <https://www.hse.gov.uk/pubns/indg236.pdf>

### **Finger Entrapment**

Due to the vulnerability of our children and the potential severity and extent of any injuries they could sustain, individual doors will be risk assessed and finger guards fitted to the hinge side as necessary.

In terms of preventing finger trapping injuries from the closing side of doors, small foam finger guard discs devices can be fitted over the top of the door.

### **Fire Safety and Emergency Evacuation**

The Fire Alarm will be tested every week at both Centres – on a Wednesday morning at Curzon and on a Thursday morning at Fawood. Fire alarm call points will be tested weekly in rotation as part of this.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan and include a plan of the building identifying the location of fire exits, fire extinguishers, service points etc. with a summary and escape route posted in each room. These procedures will be reviewed at least annually and are made available to all staff as part of their induction process.

A fire risk assessment is carried out annually by an independent fire safety adviser.

The Centre's own Fire Risk Assessment forms part of the Fire Emergency Plan and details measures/actions to take to minimise risks from identified hazards.

An Emergency Evacuation drill will be held at least once per term at each Centre, while the Centre is in full occupation.

Instructions for Fire Marshalls will be posted in each room as relevant and generic instructions posted on the H&S notice board in the Staff room.

All Service Providers & Partners are required to follow the Emergency Evacuation procedure immediately and without question.

Separate arrangements for evacuation must be made for those with a disability by the completion of a Personal Emergency Evacuation Plan (PEEP), a copy of which can be found in the H&S Policies and Procedures File.

Evacuation procedures are also made available to all contractors/visitors.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Fire Fighting:

- Staff must ensure the alarm is raised **BEFORE** attempting to tackle a fire.

- Staff are only advised to attempt to deal with a fire to aid their means of escape.
- The safe evacuation of children, staff and others is an absolute priority.

Service isolation points at Curzon:

- The mains gas stopcock is located in a cupboard to the right of the steps at the top of the main entrance ramp.
- The electrical intake cupboard and main fuse board is in the CAB Room.
- The mains water stopcock is in a marked manhole just outside the Buggy Store

Service isolation points at Fawood:

- There is no mains gas supply on site.
- The electrical intake cupboard and main fuse board is in a marked cupboard behind the stairwell.
- The mains water stopcock is in the cupboard under the sink in the Studio.

Fire Alarm Systems at both Centres:

Fire Alarm maintenance contracts are in place with ADT and the systems are tested bi-annually by them. Any defects on the system must be reported immediately to **ADT** on **0844 800 1999**, quoting Account Reference: **FCF47349B** for Curzon and **FULLSTOP0508** for Fawood. All defects and details of actions taken must also be reported to the Premises Manager immediately.

Fire Fighting Equipment:

Premises staff carry out weekly in-house checks to ensure that all fire fighting equipment remains available for use and is operational and a record of checks is kept.

Annual maintenance services of all fire fighting equipment is undertaken by **Elite Fire (020 7012 1247)** at Curzon and **ADT (0844 800 1999)** at Fawood.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the Premises Manager.

### **Emergency Lighting**

The Emergency Lighting at Curzon is checked for operation on a monthly basis by Premises Staff and a full discharge test and certification of the system is undertaken annually by **ADT (0844 800 1999)**.

At Fawood the Emergency Lighting system is practically impossible to test on a weekly basis, and has recently has been identified as not sufficient or fit for purpose, so is being replaced by Brent Asset Management this Summer. However, a full discharge test and certification of the system is undertaken annually by **ADT (0844 800 1999)**.

### **Means of Escape/Emergency Escape Routes**

Exit routes and all final exit doors are checked daily by both Premises staff and Practitioners to ensure that there are no obstructions and that final exit doors are operational and available for use.

**Gov.uk guidance:** <https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings/fire-safety-in-new-and-existing-school-buildings>

**London Fire Brigade Guidance:** <https://www.london-fire.gov.uk/safety/the-workplace/fire-safety-law-explained/>

**HSE guidance:** <https://www.hse.gov.uk/toolbox/fire.htm>

### **First Aid**

The Centre has assessed the need for first aid provision and identified the numbers of staff required to provide first aid - both on site and where required for Educational/Offsite Visits.

There will always be at least one employee that holds the First Aid at Work qualification at each Centre, during times of Staff occupation. In addition, several other Staff at all Centres will have either an Emergency First Aid or Paediatric First Aid qualification.

First Aid Kits comply with Health and Safety (First Aid) Regulations 1981.

The full arrangements for First Aid regarding location of First Aid equipment, details of named first aiders, and procedures and practice can be found within the First Aid Policy.

**Gov.uk guidance:** <https://www.gov.uk/government/publications/first-aid-in-schools>

### **Fixed Play Equipment (Climbing Frame)**

External play equipment is only to be used when appropriately supervised and has its own risk assessment that details the level of supervision required and practice that dictates how the equipment should be used to ensure the highest levels of safety, while allowing the children to take calculated, managed risks.

The climbing frame should be checked for signs of wear and tear, splinters etc on a daily basis as part of the grounds/garden risk assessment.

A more formal inspection will be carried out as part of the H&S Premises Inspection that takes place every half term.

An independent play inspection company will carry out an annual safety check on the equipment and provide a detailed report of its condition.

**ROSPA guidance:** <https://www.rospa.com/play-safety/advice/inspection-maintenance>

### **Food Safety**

All staff with responsibility for the production of food must hold a current Food Hygiene Certificate and must adhere to strict rules of hand washing and hygiene.

All staff with responsibility for the serving of food must have received 'on the job' Food Hygiene Training. Separate instructions for the reporting of infectious diseases in food handlers, indicating those diseases for which exclusion from work is required, to be available from the Reception Office (see Communicable Diseases File).

The full arrangements for Food Safety regarding procedures and practice are as laid out within the Food Safety Policy.

**Gov.uk guidance:** <https://www.food.gov.uk/food-safety>

### **Gas Safety**

At Curzon, all persons working on gas installations and appliances are registered with the *Gas Safe Register*. <https://www.gassaferegister.co.uk/find-an-engineer/>

There is a programme of regular inspection, maintenance and repair by **R&L Paul, 020 8561-3616/4616**.

The attending engineer should provide a current ID card prior to commencing work as evidence of being competent to undertake the works required.

All gas appliances receive an annual gas safety check and a Gas Safety Certificate issued.

Copies of the current Gas Safety Certificates are stored in the Fire Log Book and Premises Management Files. There is no Gas supply at Fawood.

**Gov.uk guidance:** <https://www.hse.gov.uk/gas/domestic/newschemecontract.htm>

### **General Safety**

Staff should carry out visual checks of their work areas prior to starting work each day. A Daily Risk Assessment is available to assist Staff in this.

A system of Cable Management should be in place to prevent a trip hazard from trailing cables from computers etc.

Carpets should be fitted as flush as possible to the floor.

Floors should not be used as storage areas for anything- boxes, equipment etc. These should be kept on shelves or in cupboards.

Heavy items should not be stored on the top shelves of cupboards or shelving units, in the top drawers of filing cabinets, and especially on top of any high furniture.

Furniture should not be positioned near doors as this may present a hazard during an Emergency Evacuation.

Any liquids spilt on hard floor areas should be cleaned up immediately.

The bottom of filing cabinets, desks etc., should be closed immediately after use to prevent injury.

Users of Computer Monitors should:

- Be closely monitored to prevent possible risk to eyesight, physical problems or mental stress. and a Risk Assessment carried out;
- Have a Screen Diffuser fitted where Computer Monitors are being used for long periods of time;
- Be provided with footrests and wrist supports if required;
- Be encouraged to take frequent short breaks to minimise the risk of straining the eyes.

The grounds at all Centres are checked for litter, excrement, broken glass etc, and any offending items removed every morning, prior to the children's arrival.

**HSE guidance:** <https://www.hse.gov.uk/toolbox/workplace/facilities.htm>

### Glazing

All glass fitted that is below shoulder height should be toughened, laminated or wire-reinforced to reduce the risk of injury if shattered.

If a pane of glass is broken, it should be boarded up and replaced immediately.

During Premises Inspections, the Premises Manager undertakes periodic checks of glazing, paying particular attention to cracks, loose putty etc. and rectifies any faults.

**HSE guidance:** <https://www.hse.gov.uk/pUbns/priced/l24.pdf> - regulations 14-16

### Hand-Arm Vibration (HAV) at Work

The risk of vibration within the Partnership is considered low. The risk of harm from HAV is only associated with staff frequently using equipment such as a leaf blower, grass strimmer, lawn mower, hedge trimmers, angle grinder, sander etc. It is also dependent upon on how long staff are exposed to vibration and at what level.

The Partnership is compiling an inventory of all relevant tools/equipment together with the product details, manufacturers quoted vibration levels and period and type of use. Once the relevant vibration data and exposure times are collected the HSE HAV *Exposure Calculator* will be used to assess the relevant staff members daily/weekly exposure or 'exposure points' and decide on the steps to be taken to reduce the level of exposure.

HSE guidance: <https://www.hse.gov.uk/vibration/hav/>

### Health & Safety Monitoring

A formal Premises inspection is carried out by the Premises Manager and Executive Head/Deputy once every term, and monitoring visits are carried out by the nominated H&S Governor once every term.

### Hygiene

Advice is sought and taken from the Environmental Health Department and the Health Authority regularly, to ensure compliance with the latest recommendations and legislation.

There are contracts in place at both Centres for the removal of general, feminine, clinical and nappy waste.

Our daily routines encourage the children to learn about personal hygiene.

There are clear and specific cleaning schedules for both buildings which include classrooms, kitchens, offices, staff rooms, toilets and nappy changing areas.

There are schedules for cleaning resources and equipment, dressing up clothes and furnishings.

Toilet and bathroom areas have high standards of hygiene including hand washing and drying facilities and the disposal of nappies.

Good hygiene practices are implemented by cleaning tables between activities; checking toilets regularly; wearing protective clothing – such as aprons and disposable gloves and providing tissues and wipes.

**All staff with responsibility for handling food have a statutory obligation to notify the Executive Head teacher and the H & S Officer, immediately if they are suffering from, or are a carrier of, typhoid, paratyphoid, or any other salmonella infection or amoebic or bacillary dysentery or any staphylococcal infection likely to cause food poisoning**

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

### Insurance

Both Centres have Public Liability and Employers' Liability Insurance Policies. The Certificates should be displayed at Reception in each Centre.

### Lettings

Where services or activities are provided separately by another body on Centre premises, the Executive Head will ensure that the hirer concerned has appropriate policies and procedures in regard to safeguarding and child protection, and that the contract with the hirer reflects this. This will include that where the hirer intends to employ staff or use volunteers to work with, or provide services for children, regardless of whether they attend the school, then the terms of the contract will require the hirer to ensure

that all their statutory duties regarding safeguarding and child protection will be fulfilled. This includes but is not limited to obtaining Enhanced Disclosure and Barring Service checks for relevant staff/volunteers. The Executive Head will ensure the school monitors the hirer's compliance with all Council and Centre policies and procedures.

The means of access and egress are safe for the use of hirers, and all plant and equipment made available to and used by the hirers is safe. If the Executive Head knows of any hazard associated with the above, she should take action to make hirers aware of it.

Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.

Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures are prominently displayed.

Hirers using any equipment or facility provided by the Centre are familiar with its safe use of, and, if necessary, briefed accordingly.

Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer of his/her staff.

### **Lone Working & Home Visiting**

Staff working in the building alone should consider the risks and take appropriate steps to ensure their own safety.

Managers should ensure that Staff working outside of normal Centre operating times have a 'Checking - In' arrangement with them or another member of staff, whereby at certain pre-arranged times or intervals either party contacts the other to check that the lone worker is safe.

Cleaning staff who are working outside of 'business open' times (before 8.00 a.m. and after 6.00 p.m.), should arrange a checking in by telephone procedure with their Line Manager or other Senior Manager as appropriate.

The full arrangements for Lone Working and Home Visiting regarding procedures and practice are as laid out within the Lone Working and Home Visiting Policy.

**HSE guidance:** <https://www.hse.gov.uk/lone-working/employer/index.htm>

### **Manual and Positive Handling**

Work related musculoskeletal injuries from manual handling can affect all staff.

The Manual Handling Operations Regulations 1992 (MOHR) apply to activities which involve hazardous manual handling, and include such operations as the lifting, lowering, pushing, pulling, supporting, carrying and moving of loads by hand or by bodily force.

These activities will be identified by the procedures involved in hazard identification and risk assessment under the Management of Health and Safety at Work Regulations 1992.

The aims of our Manual Handling Procedures are:

- to take all reasonable steps to reduce the incidence of work related musculoskeletal injuries from manual handling that can affect all staff;
- to take all reasonable steps to eliminate the risk, or reduce it to the lowest level which is reasonably practicable;
- to take all reasonable steps to ensure that manual handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation.

To secure the health and safety of workers with regard to manual handling operations, the Responsible Person will ensure that:

- Manual handling operations which present a risk of injury are identified;
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation;
- Those operations which cannot be avoided are assessed using an ergonomic approach which considers the task, the load, the environment and individual capability to determine the level of risk. The assessment should be recorded to show that it has taken place and to allow for easy review if circumstances change;



- A Risk Assessment is carried out to determine the measures required to eliminate the risk, or reduce it to the lowest level which is reasonably practicable;
- The results of the Risk Assessment are used to implement a safe system of work;
- All new work which might involve manual handling operations is assessed and safe systems of work are implemented before the work commences;
- Re-assessment is carried out immediately if any of the components of the work situation have changed;
- Annual reviews of assessments are made to ensure that they are still valid;
- Incidents which result in musculoskeletal injury to staff are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents;
- Suitable information, training and supervision is provided for all employees engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed;
- Sufficient information about loads and environment is given to Service Providers and to self-employed contractors to enable them to meet their responsibilities under the Regulations;
- Any specific arrangements for complying with the Regulations which are introduced are documented and incorporated into the Centre Health and Safety Policy.

The co-operation of employees is essential in reducing and eliminating the risks from manual handling. Staff should therefore ensure that they:

- Follow the safe system of work designed and introduced by the Headteacher/ Health & Safety Officer and should not deviate from this without good reason;
- Use any mechanical aids which have been provided for their use and for which they have been trained.
- Report any faults with mechanical aids to the Headteacher/Health & Safety Officer;
- Assist and co-operate with the process of the assessment of risk;
- Assist Senior Managers with the implementation of staff training;
- Attend training sessions as required and apply the knowledge gained from training to their daily work;
- Report all accidents and occurrences which either have caused, or may cause, injury;
- Inform the Headteacher/Health & Safety Officer if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition;
- Do not undertake any manual handling operation which they believe is beyond their capability;
- Report any unsafe systems of work to the Headteacher/Health & Safety Officer.

During Recruitment and Induction the Responsible Person must ensure that:

- Job descriptions sent to applicants for employment include details of manual handling tasks where these are part of requirement of the post;
- New Staff that are recruited to posts involving manual handling are suitable for the work they are required to undertake, and receive induction training pertaining to this aspect of the role;
- That staff in post continue to be suitable for the work and that staff are not pressurised by supervisors or systems of work into undertaking operations (either by weight or rate of work) which are beyond their safe capability.

All staff must comply with safe handling/lifting procedures regarding resources and equipment and have received appropriate training. Further guidance from the HSE is available in the H&S File.

All staff practice 'Positive Handling' while working with the children and have received training in this. Further advice regarding this can be obtained from the SENDCO – Lucy Cox.

**HSE guidance:** <https://www.hse.gov.uk/pubns/priced/l23.pdf>

### **Noise at Work**

The only noise in the workplace is that of children's voices/play, which does not pose a significant risk. Children are encouraged to use quiet voices when talking to others and children displaying loud/over boisterous play are encouraged to use the garden for this.

Staff can hold a conversation when 2m apart without having to raise their voices.

The only equipment on site that could cause significant noise are small hand tools (drills, jigsaws etc), which are used very rarely.

Work to the building that requires noisy equipment is carried out during holiday periods.

**HSE guidance:** <https://www.hse.gov.uk/noise/regulations.htm>

## **Occupational Health**

The function of occupational health services is to help keep staff well and support them to get back to work quickly if they become ill. This can save the business money, increase productivity and improve the health and wellbeing of staff.

Examples of the types of services that can be delivered include:

- Absence Management - advice on any absenteeism and support employees to return to work as quickly as possible.
- Rehabilitation - guides employees to treatment and support so that they can return to work quickly.
- Risk assessments – identification of any hazards, evaluating risk and prioritising interventions and control measures to prevent occupational ill health.
- Health surveillance – On-going checks to prevent health problems occurring and ensure employees are safe.

Examples of the types of health surveillance include:

- Hearing and sight tests
- Hand and arm vibration
- Lung function tests
- Alcohol/drug tests

Health promotion and wellbeing promotes a healthy working environment and promotes healthy behaviour amongst staff.

## **Premises Management**

Premises Management relates to the management of a range of hazards on site, many of which relate to statutory requirements. Failure to comply could result in being served with enforcement notices, prosecution, fine and/or imprisonment depending upon the severity and consequence of the failing. High risk areas associated with premises management include:

- Fire
- Asbestos
- Gas
- Electrical
- Legionella
- Management of Contractors
- Violence/personal safety
- Security
- Access to and Egress from the Premises
- Glass, Glazing and Windows
- Manual Lifting
- Trees
- Welfare facilities

All the above risk areas have their own Health & Safety arrangements/policy/procedure/risk assessment, and are managed by the Premises Manager who has received Premises Management and Health & Safety training. All records are retained in the Health and Safety Files on *OneDrive*.

## **Work Equipment**

All staff are required to report any problems found with plant or equipment to the Premises Team via the Premises Issues File in the Staff Room.

Defective items will be clearly marked, taken out of service and stored in a secure location and marked as unusable/pending repair/awaiting disposal as appropriate.

Details of all premises equipment is held in an equipment register and any specific training/instruction needs, or PPE requirements are identified and relevant risk assessments conducted where required.

The use of premises equipment is restricted to authorised staff only, who have received specific training.

Regular inspection and testing of premises equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in Premises Management or other relevant files.

**HSE guidance:** <https://www.hse.gov.uk/pubns/hsc13.pdf>

### **Provision of Information**

The Centre has a legal duty under the *Health and Safety Information for Employees Regulations 1989* to display the *Health and safety Law Poster* in a prominent position, and complies with this by displaying this poster in the staff rooms of both Centres.

The Council Health and Safety Team (0208 937 5438) provides competent health and safety advice to the Governing Board and SLT as the employers, and access to competent H&S advice via the Councils Safety Advisor to Schools as required by the Management of Health and Safety at Work Regulations 1999.

**HSE guidance:** <https://www.hse.gov.uk/pubns/hsc13.pdf>

### **Risk Assessment**

The Partnership conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Premises Manager who has received training to allow her to complete risk assessments as required.

Risk Assessments are available for all staff to view and are held centrally in the Risk Assessment Files in both Staff Rooms and on the Curriculum and Resources Drives.

Risk Assessments will be reviewed following any work activity changes, an accident/incident or at least annually Staff will be made aware of any changes to Risk Assessments affecting their work.

#### **Individual Risk Assessments**

Specific assessments relating to staff member(s) children are held on that individual's file and will be undertaken by the H&S Officer/Deputy Head/SENDSCO as relevant and will be reviewed on a regular basis and certainly following any change.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work so that an individual risk assessment can be undertaken as required.

Specific assessments will be conducted for New and Expectant Mothers and Young Persons, as required by Law.

#### **Task/Activity/Curriculum Specific Assessments**

The H&S Officer has conducted several task specific/activities with children Risk Assessments, which are available in the Risk Assessment file. Additional Risk Assessments will need to be conducted by Class Teachers/Room Leaders for any curriculum activities not already covered.

**HSE guidance:** <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

### **Security, Access and Egress**

Both sites in the Partnership are protected by CCTV Cameras and Intruder Alarms.

Only named key holders are permitted to open and close the Centres each day.

Only named key holders will have access to Intruder Alarm Fobs, which will be renewed if there is reason to believe there has been a breach of Security.

All staff will be responsible for the safe keeping of any keys, alarm or access fobs they hold.

Staff undertaking work with a higher risk of danger (e.g. from public assault or other hazards) have access to either Panic Buttons or Portable Panic Alarms.

Access into the Children's areas can only be obtained by the use of a Pass Fob or by admittance by a member of staff.

All staff are required to sign in/sign out each time they enter/leave the premises.

Reception staff must ensure that, **prior to admitting** someone into the building, they have checked the CCTV Monitor at Reception, and if the caller is unknown, the intercom is used to ascertain the caller's business at the Centre.

All visitors must report to Reception, and once admitted, sign in the Visitor's Register and obtain a Badge.

Any accompanied children must also be signed in separately.

Staff will challenge any unauthorised person who is not wearing a visitor's badge.

All Visitors must sign out when leaving the premises.

Registers are kept of all Children on the premises.

All gates will be kept locked, with the exception of the main entrance and car park gates.

**NB: The car park gates at Curzon must be kept closed during the hours of 8:30 a.m. and 5:00 p.m.**

The main front doors and doors to the Children's areas at all Centres will be supervised during children's arrival and departure each day.

All Staff are responsible for ensuring that external doors in their work areas are locked and windows closed before they leave each evening, and before this if leaving the work area for an extended period of time. Security lighting is installed along the approach to the Main Entrances at both Curzon and Fawood and also in the Garden and Car Park at Curzon.

**Gov.uk guidance:** <https://www.gov.uk/data-protection-your-business/using-cctv>

### **Slips, Trips & Falls**

The Partnership adopts the following simple practical ways to control slip and trip risks and prevent accidents on the premises. These include:

Preventing floors becoming contaminated - use of entrance matting, cleaning up spillages of water and sand immediately and training children to do the same.

Using the correct cleaning chemicals and methods - cleaning chemicals and methods used are appropriate and effective for the type of floor being cleaned. To avoid creating more slip or trip risks during the cleaning process, smooth floors are dry mopped after cleaning or pedestrian access is restricted until the floor is dry. Appropriate detergent mixed at the correct concentration is used. All chemical CHEDS assessed prior to use.

Considering the type of flooring and the work environment – checks are made for loose, damaged and worn flooring and is replaced as necessary.

Bathroom and some classroom floors are 'Altro' non slip, which ensures that they do not become unduly slippery when wet.

There is adequate lighting on all walkways, slopes and steps.

Steps/stair treads are clearly visible and demarcated, walkways and work areas are kept clear of obstructions and restrictions.

Wearing the right footwear – staff wear appropriate footwear for the tasks in hand which are suitable for the environment and for those who will be wearing it. Footwear supplied as personal protective equipment (PPE), it supplied free of charge to employees.

Considering the behaviour of people and organisational factors – staff and children are encouraged to avoid rushing, overcrowding and using trailing cables.

**HSE guidance:** <https://www.hse.gov.uk/toolbox/slips.htm>

### **Smoking**

Smoking includes smoking substances other than tobacco. It also includes being in possession of lit tobacco or of any other lit substance in a form in which it could be smoked. Smoking is not allowed at any time in any of our buildings or in any part of our buildings or grounds. Staff can only smoke during their scheduled breaks or lunchtime, and this must be in locations where there is no significant risk of smoke drifting back into the building.

Electronic cigarettes ("e-cigarettes") presently fall outside the scope of the smoke free legislation. Whilst it is recognised that e-cigarettes may form part of an individual's smoking cessation programme, it is equally the case that, particularly from a distance, they may look like real cigarettes, making a smoking ban difficult to police and creating an impression for visitors, customers or other employees that it is acceptable to smoke. Our employees are entitled to work in a smoke free workplace. The council's position is that it is not operationally feasible to differentiate between a real and e-cigarette and therefore a blanket policy of no smoking applies which includes the use of e-cigarettes.

**Gov.uk guidance:** <https://www.gov.uk/smoking-at-work-the-law>

**HSE guidance:** <https://www.hse.gov.uk/contact/faqs/smoking.htm>

### **Stress Management and Wellbeing**

The Executive Head and GB are committed to promoting high levels of health and wellbeing and recognise the importance of work life balance and of identifying and reducing organisational and individual

workplace stressors through a risk assessment approach based on the core elements of the HSE management standards; change, control, role, responsibility, and supervision.

The Partnership SLT practice an 'open door' policy that encourages staff to raise concerns and worries with a Manager whenever they feel the need.

Line Managers hold 1-1 supervision meetings with their Line Managed staff, where wellbeing is always on the agenda and workload discussed.

The Partnership is a member of an Employee Assistance Programme, which provides advice to staff on all aspects of wellbeing and work life balance.

All changes to working practices/roles/responsibilities are discussed with staff prior to the event, and major organisational change is managed utilising the Council's 'Managing Change' document.

**Employee Assistance guidance:** <https://www.educationsupport.org.uk/>

**HSE guidance:** <https://www.hse.gov.uk/stress/>

### **Students**

The Partnership has a duty of care to all centre based students aged 16-19 in full time education that are involved in 'non-qualification' activities as part of their study programme e.g. work experience or other work related learning, enterprise activities, study visits, apprenticeships etc.

The Deputy Heads are responsible for managing and co-ordinating these activities.

This will include ensuring work experience activities are ability appropriate and undertaking checks on the student's health and safety while on site. Whilst on work experience the student becomes an employee of the centre and is therefore responsible for their own health, safety and wellbeing.

The Deputy Head should liaise with the student's school/college to ensure the relevant checks and paperwork have been completed prior to the placement start date.

In addition, the Deputy Head should meet with the student prior to the start of the placement to brief her/him on the following:

- Supervision arrangements and health and safety responsibilities.
- A basic job description highlighting tasks to be undertaken and any necessary health and safety information pertaining to these tasks.
- What arrangements will be in place to visit/monitor the student and whether they will have a buddy while on placement.
- What arrangements will be in place should the student have any concerns during the placement.

The Deputy Head will induct the student on the first day of the placement. The induction should include, but is not limited to:

- Signing in and out of the building
- Safeguarding Policy and Procedure
- Emergency Evacuation
- H&S basics
- Risk Assessments
- First Aid arrangements
- Accident Recording and Reporting
- Completing the Next of Kin form

Any incidents or accidents involving students on work placement activities must be reported to their school/college tutor at the earliest possible opportunity, and may include a letter to the student's parent(s), where appropriate.

**HSE guidance:** <https://www.hse.gov.uk/youngpeople/workexperience/students-and-young-people.htm>

### **Training**

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.

The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.

Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.

Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the nursery.

As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.

**HSE guidance:** <https://www.hse.gov.uk/toolbox/managing/providing.htm>

### **Vehicles on the Premises**

Vehicular access to the premises is restricted to centre staff, partners and contractors only and not for general use by parents.

Access to the centre must be kept clear for emergency vehicles.

Parking spaces are limited in Curzon's car park, so car keys must be left with Reception if a staff member has parked her/his car in the car park but is going off site for an extended length of time. This is to enable the movement of cars that may be blocking in others.

The car park gate at Curzon must not normally be used for pedestrian access, and must be kept closed between the hours of 8.30 a.m. and 5.00 p.m. to ensure the safety of children.

**HSE guidance:** <https://www.hse.gov.uk/workplacetransport/separating.htm>

### **Violence and Aggression**

The Partnership believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff. An incidence of violent or threatening behaviour will be reported to the Executive Head and investigated to prevent a recurrence. Where relevant it will be recorded on the accident/incident reporting system.

The Partnership will work with the LA and police as required where inappropriate behaviour/individual conduct compromises the centre's aims in providing an environment in which the children and staff feel safe. Where children have specific behaviour issues where violent and/or aggressive behaviours are displayed, these will be managed by the Class Teacher/Room Leader with support from the Deputy Head and SENDCO as appropriate.

In addition, advice and support is available from external agencies e.g. Council SEND Team, NHS Child and Adolescent Mental Health Services etc. to manage this.

The threat of violence or aggression from terrorism or by those unknown to the centre is dealt with separately under the Lockdown Procedures for each centre, which are company confidential and therefore not available in the public realm.

**HSE guidance:** <https://www.hse.gov.uk/pubns/indg69.pdf>

### **Water Safety Management – Legionella**

The Partnership manages the potential risks from Legionella as identified in the Legionella Policy.

A water management risk assessment has been completed by HSL Compliance (**0845 604 6729**) who is responsible for ensuring that all risks associated with the water system are identified.

The management and control of the water system is undertaken by HSL Compliance with the identified operational controls being conducted and recorded in the Water Management Log Book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by basic operational controls and therefore Premises Staff carry out and record the following checks:

- Water is heated and stored to 60° C at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s))
- Quarterly disinfection /descaling of showers.
- Stored cold water tanks are inspected for compliance and safety on an annual basis by HSL Compliance.

**HSE guidance:** <https://www.hse.gov.uk/pubns/indg458.pdf> and <https://www.hse.gov.uk/pubns/priced/l8.pdf>

## Working at Height

Working at height can present a significant risk, and a Risk Assessment to minimise the risks has been conducted by the Premises Manager. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. **Staff must not climb onto chairs, tables etc.**

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff that use ladders/stepladders using HSE guidance document *Safe Use of Ladders and Stepladders*, INDG455 <http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders will be provided where a significant risk is identified as part of an individual's role e.g. Premises Staff.

The Partnership's nominated person responsible for work at height is the Premises Manager, who will ensure that:

- All work at height is properly planned and organised and equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment selected;
- The condition of ladders and stepladders are regularly inspected and maintained;
- Any risks from fragile surfaces are properly controlled.

## Working in Hot & Cold Temperatures

During working hours, the temperature in all indoor workplaces must be reasonable and maintained at 16° or above.

Cooling/heating methods which emit injurious fumes/gases/vapours must not be used or installed in the premises.

Thermometers should be available in each room to enable employees to periodically check the temperature.

Although legislation does not stipulate a maximum working temperature, the employer does have a duty of care to provide and maintain a safe place of work. Therefore, staff are advised to promote 'SunSmart' behaviour –

**S**tay in the shade 11:00 till 3:00

**M**ake sure you never burn

**A**lways cover your shoulders and wear a hat

**R**emember children burn more easily, and become dehydrated quicker than adults

**T**ell others to be SunSmart

In addition, children should be encouraged and reminded to frequently drink water, and stay in the shade as much as possible. Staff should be aware of children becoming overheated (signs are flushed red cheeks and sweaty brow/top lip) and should send them inside to cool down and have a drink to avoid dehydration.

The recommendations of temperatures for sedentary work are between 20° and 24°.

Therefore, if temperatures are unreasonable, action will be taken to eliminate or reduce the problem.

**HSE guidance:** <https://www.hse.gov.uk/temperature/law.htm>

**Other relevant policies and procedures are available on OneDrive > Partnership > H&S:**

Local Asbestos Management Plan (LAMP)

Keeping Children Safe in Education (KCSIE)

Fire Risk Assessment & Emergency Plan

First Aid Policy

Lone Working and Home Visiting Procedure

Food Safety Controls