**The**

**Lloyd Williamson**

**Schools**

**Health and Safety**

**Policy**

**2019-2020**

**General:**

The health and safety of pupils, staff and visitors to our school and nurseries is a major concern to the proprietor and the Senior Management Team. This policy should be read in conjunction with legislation including the Health and Safety At Work Act 1974 and Riddor regulations. The Health and Safety Policy is available to the whole school community including, staff, pupils, parents and visitors. The Proprietor is available to discuss any issues either herein covered, arising from it, or to clarify any matters pertaining to the policy. All members of staff at the school must sign a Health and Safety contract (Appendix 1).

**Aims:**

The Proprietor of the Lloyd Williamson Schools has a responsibility to ensure a healthy and safe work environment for staff and pupils. The Proprietor is committed to providing this by:

* Compliance with all Health and Safety legislation;
* Appropriate provision of information and advice for staff, pupils and visitors;
* Providing for the regular inspection of equipment and facilities;
* Updating the Health and Safety Policy as necessary;
* Facilitating appropriate training for staff;
* Conducting regular risk assessments
* To create an ethos where matters pertaining to Health and Safety are given high priority.

**Responsibilities:**

***Everybody*** in the workplace has a duty of care to themselves and others. *The Management of Health and Safety At Work* regulations, (1999, reg. 14) covers employees’ duties:

Employees must use all machinery, equipment, dangerous substances, means of production, transport equipment, and safety devises in accordance with any relevant training and instructions, and inform their employer or fellow employees of dangerous situations and shortcomings in the health and safety arrangements.

The **School Proprietor** will:

* Ensure that there is an effective policy for Health and Safety;
* Ensure that all risks are evaluated relating to accidents at work, health risks at work and also risks to the public through any school activity;
* Be familiar with the basic requirements of the Health and Safety Act 1974;
* Ensure that members of the Senior Management Team are communicating effectively with each other and with staff, parents and pupils on matters relating to Health and Safety;
* Act quickly to address health and safety issues brought to her attention;
* Monitor and update the Health and Safety Policy as necessary.

The **Senior Management Team** – Proprietor, Co-Principal and the Nursery Managers will:

* Have day-to-day responsibility for all Health and Safety issues;
* Ensure any problems in implementing the policy are negotiated and dealt with;
* Check procedures are being followed.

The Designated Health and Safety Coordinator will:

* Support the Proprietor and Senior Management Team in developing and reviewing this policy;
* Act as first point of referral, along with the Senior Management Team, for health and safety concerns;
* Report concerns to the Proprietor;
* Undertake appropriate training as necessary or directed;
* Carry out routine health and safety checks;
* Help to create and maintain a climate where health and safety is given high priority;
* Keep a health and safety log of incidents, drills, concerns and action taken.

The **Teaching Staff and Non Teaching Staff** will:

* Be familiar with and understand the Health and Safety Policy and know about the Health and Safety Act 1974;
* Check classrooms/work areas are safe;
* Undertake appropriate training as necessary or directed;
* Give due regard to their own health and safety and that of others;
* Check equipment is safe and used appropriately;
* Ensure safe procedures are followed;
* Report defects to the Health and Safety Coordinator;
* Carryout special tasks e.g. First Aid;
* Suggest ways of eliminating hazards;
* Provide appropriate guidance and model good practice for pupils.

**Lucy Meyer** is the Designated Health and Safety Coordinator at the school and any concerns over these issues can be reported to her or the Senior Management Team.

All paid staff at the school, on an annual schedule of twelve per annum, will be provided with the opportunity to have a recognised First Aid qualification.

**Care and Awareness**

Staff are aware of:

* The ability of each individual to protect him/herself;
* Concern and consideration for the safety of others;
* Knowledge of what to do in an emergency;
* To be alert and controlled in an emergency.

Staff will demonstrate good safe practice.

**Procedures:**

Road Safety

Due to the nature of the school site, Road Safety is one of our priorities.

Double-parking near school door on Telford Road is a possible hazard point for children leaving premises. Parents parking should be kept to a minimum when possible. Notices will be placed on the Nursery entrance to remind parents.

Road safety is taught/discussed at regular intervals in the school year when the children go on school trips either on foot or using public transport.

**General Responsibilities during the School Day**

1. Qualified staff on duty are available from 0730 until 1800 in case of accident. Parents are aware of the school hours and these are published in the prospectus and the Parents Handbook.

1. All breaktimes are supervised by staff on a rota system. Staff must ensure that they arrive promptly to supervise pupils. All accidents and incidents are reported on the Accident and Incident Report form. During wet weather, children will be supervised in the school. A potential hazard in the Nursery playground or the Venture Centre must be reported to a member of the Senior Management Team, who will decide upon the action to be taken, as necessary. It is the duty of supervising teachers to decide whether or not it is safe to enter the Venture Centre, or if the equipment is safe to use in certain weather conditions. This can be in negotiation with the Senior Management Team.
2. No pupil is allowed out of the school during the day unless collected by a parent/guardian.
3. Pupils are never left unsupervised except in cases of extreme emergency. Pupils excused from lessons, e.g. PE, swimming, will have adequate supervision.
4. Teaching staff do not leave the premises before 1600 without prior arrangement with the Senior Management Team. Arrangements must always be made, *by the teacher who left early*, for another member of staff to get their children ready to go home or to After School Club.
5. Volunteer staff and trainees must never be left in sole charge of children.

**First Aid**

It is the responsibility of the *Designated Health and Safety Coordinator*, on a monthly basis, to ensure that the First Aid boxes are stocked appropriately.

Notices are placed to ensure that all adults know the position of First Aid boxes. It is wise to have another adult present when administering First Aid.

The recommendations are that we use water or sterile wipes to wash all the cuts and grazes. Ice packs must be applied (wrapped in a cloth) on bruises or bumps. Bandages, plasters and triangular bandages are also kept, should they be needed. Ointments, lotions and creams should not be used as cross contamination/bacterial infections could be caused by the use of them. Plasters must only be used after checking that the child is not allergic to them.

No drugs/medicine will be kept in First Aid boxes. A contents list will be kept inside or near each box and supplies ordered as necessary. The contents will comply with the Health and Safety (First Aid) Regulations 1981.

Sick Children

Staff will attempt to limit the spread of infections as much as possible within the nursery and school.

Staff take many precautions on a daily basis to ensure that the children and themselves are protected from germs, including wearing gloves, using anti-bacterial spray and washing hands thoroughly through out the day.

The following guidelines are adhered to by staff in relation to common ailments experienced by children and young people:

\*Please note that those ailments marked with an asterix are notifiable diseases.

Pregnant staff visitors and parents/carers are requested to inform the school of their condition in order that they may be notified immediately of any disease that may affect the pregnancy.

Children should remain away from school for the following periods of time – weekends count as two days of the period:

* CHICKEN POX: seven days from the first spot or until the spots have scabbed over (look like raisins)
* COMMON COLD: none but please treat immediately
* COLDSORES: none but please treat immediately
* CONJUNCTIVITIS: (pink eye or weeping tear-ducts) none but please treat immediately
* DIARRHOEA and VOMITING: two days from last loose motion – for symptoms in babies, please discuss with Baby Room staff
* GERMAN MEASLES (RUBELLA)\*: seven days from the first spot
* HAND, FOOT AND MOUTH: seven days from onset
* HEADLICE: none but please treat immediately. Parents will be requested to pick up their child, but the child can be returned to school following treatment. Guidelines for treatment are available at the School Office
* IMPETIGO: until dried and crusted over
* INFLUENZA (this is not just a bad cold but a separate illness): two days after the end of the temperature
* MEASLES\*: ten days from start of rash
* MENINGITIS\*: until fully recovered and fitness confirmed by doctor
* MUMPS\*: ten days from first symptoms
* RINGWORM: none but please treat immediately.
* SCABIES: three days from first treatment
* SCARLET FEVER\*: seven days from start of treatment
* SLAPPED CHEEK: none
* THREADWORM: none but please treat immediately

Whilst waiting for the arrival of parents or the nominated person to collect a sick child, staff will do their best to make the child comfortable and will seek further medical advice if necessary. Usually the child will be kept in the School Office, which has easy access to toilet facilities and a place to lie down and be covered.

For infestations such as head lice, staff will inform parents immediately and whilst children will not be excluded, they nuts be treated to limit the spreading of such problems. Parents and carers will be notified there has been a case of head lice at the school or nursery setting.

**Procedure in the event of contact with blood or other bodily fluids**

Staff should take the following precautions to avoid risk of infection:

* cover any cuts and grazes on their own skin with a waterproof dressing
* wear suitable disposable gloves when dealing with blood or other bodily fluids
* use suitable eye protection and a disposable apron where splashing may occur
* use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
* wash hands after every procedure

If a member of staff suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

* wash splashes off skin with soap and running water
* wash splashes out of eyes with tap water and/or an eye wash bottle
* wash splashes out of nose or mouth with tap water, taking care not to swallow the water
* Record details of the contamination
* take medical advice (if appropriate)

Administering Medication

The Lloyd Williamson Schools agree to assist in *prescribed long-term medication*. In order to do so:

1. Parents must write to the school giving authorisation for medicines to be administered to their children. This needs to include the quantity and frequency of administration.
2. The medicines must be brought into school in a properly labelled container which states:

* Full name of the child
* The name of the medicine
* The dosage
* The time of administration.

Medicines will be kept in a secure place in the School Office.

Staff must not administer unprescribed medicine. Children needing medication of this kind are either sent home or parents are asked to come to school to administer the medicine themselves.

Pupils may carry their own inhaler but it must be named. If an epipen is required, parents must ensure that one is kept in the School Office and taken on outings and to the Venture Centre. It is the responsibility of parents to make sure that medicines are up to date and clearly labelled. Details of medical problems can be found in the children’s file.

Staff who need inhalers and/or epipens must carry them on their person and ensure that colleagues know how to access and use them.

**Accident Reports**

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by a member of staff. The accident must be recorded on the Accident/Incident Report form, together with any first aid administered and the name of the teacher involved. Parents should sign the Accident/incident Report form.

If a member of staff, contractor or visitor has an accident this must be recorded on an Accident/Incident Report form, and any first aid administered must be recorded. Near miss accidents must also be recorded whether an adult or child is involved.

Accidents must be reported to the Senior Management Team as soon as possible.

When an emergency occurs, or a child is taken ill at school, the following procedure should be followed:

* An ambulance should be called if necessary
* First Aid care should be administered if appropriate
* The parents should be contacted (or the person with parental responsibility)
* The child’s records should be extracted to see what medication the child is taking and for what condition (to be given to the emergency services)

It is always very unwise to take the child to hospital in your own car unless your insurance covers you for such a journey, which will be regarded as ‘business use’. It may also be negligent to put a seriously ill child, unsupervised, into a vehicle, without medical support. Always rely on the emergency services.

**Types of Incidents Requiring Reporting to *Social Services/RIDDOR* Procedures**

* Fracture of the skull, spine, pelvis and any bone in the arm or leg, but not bones in the hand or foot;
* Amputation of a hand or foot or a finger, thumb or toe where the bones or a joint is completely severed;
* Loss of sight in an eye or a penetrating injury, or a chemical or hot metal burn to an eye;
* Injury requiring medical treatment or loss of consciousness due to electric shock;
* Loss of consciousness caused by absorption of any substance;
* Acute illness believed to be the result of exposure to a pathogen or infected material;
* Any other injury which results in the person being admitted to hospital for more that 24 hours or requiring more than 3 days off (including weekend days);
* Death.

**Notifiable Diseases**

Notify to the Principal and/or the Senior Management Team in the first instance. The following is a list of notifiable diseases:

Acute Poliomyelitis Acute Encephalitis

Anthrax Cholera

Diphtheria Food Poisoning

Dysentery Lassa Fever

Leprosy Leptospirosis

Malaria Marburg Disease

Measles Meningitis

Meningococcal Septicaemia Mumps

(without meningitis)

Ophthalmia Noenatorum Paratyphoid Fever

Plague Rabies

Relapsing Fever Rubella

Scarlet FeverSmallpox

Tetanus Tuberculosis

Typhoid Fever Typhus

Viral Hepatitis Yellow Fever

Viral Haemorhagic Fever Whooping Cough

Severe Acute Respiratory Syndrome

Any other tropical/unusual disease may also be notifiable.

**Smoking Policy**

No smoking allowed in any part of the school premises. Staff wishing to smoke must do so out of sight of the school and children who may be on their way to the park. Please note: staff must never enter the building smelling of cigarettes.

**Fitness to Work**

The Lloyd Williamson Schools will ensure, as far as reasonably practicable, that staff are fit to work. Staff must not be under the influence of alcohol or drugs when working at The Lloyd Williamson Schools. The Lloyd Williamson Schools expect staff to declare any medical condition, which may affect their ability to work with children.

The Lloyd Williamson Schools will ensure that all staff have been subject to the procedures set our in the Recruitment Policy, which include an enhanced CRB check.

The Lloyd Williamson Schools will, as far as reasonably practicable, ensure that staff, managers and volunteers are suitable for their post, and are able to apply themselves both mentally and physically to their jobs.

**Fire Safety**

It is the duty of the Proprietor to ensure that all staff and pupils are aware of the Fire Drill procedure. Fire drills are carried out at least once per term.

On discovering a fire (see also Fire Evacuation Procedure):

* Break the nearest alarm if one is available;
* Office staff/member of the Senior Management Team will telephone for the Fire Brigade;
* If circumstances allow, teachers take the class they are teaching to the assembly point via the class fire exit or nearest exit;
* Classes will assemble at the assembly point on the junction of Telford Road and Portobello Road;
* Teachers will check that all children are present;
* Designated Fire Marshall to check the building unless unsafe to do so;
* Children/Staff will remain at the assembly point until given the ‘all clear’ by a member of the Senior Management Team.

Individual staff must be familiar with the following information about fire procedures:

* Where all the school alarm points are situated
* How to operate the alarms
* What to do when the alarm sounds
* Where all fire extinguishers are located
* Where all the normal exists and emergency exists are and where the assembly point is, outside the building, if there is an evacuation.

The fire alarm system is tested annually. The Health and Safety Coordinator must conduct a weekly bell test.

All portable electrical equipment is checked annually.

All fire safety checks are recorded in the Health and Safety: Fire and Electrical file.

**Emergency Evacuation – Contingencies**

If the school building has to be vacated for gas leaks, bomb alerts etc., the children will be evacuated using standard fire drill and will make their way to the meeting point. Staff must take the emergency contact details with them. In the event of a tornado, everyone should remain inside the school. Staff and children should safely make their way to a safe place, away from windows, typically the conference area on the middle floor outside the Co-Principals’ offices. If there is a chemical attack, everyone should remain in the building, shut all the windows and doors and await instructions from the police via the Senior Management Team. In the event of a terrorist attack in London, and where transport links fail, the children will be kept at school under the supervision of staff until parents, or a nominated replacement, can pick them up.

Equipment

The furniture, equipment and toys provided are appropriate to encourage the development of the children and to help to create an accessible and stimulating environment.

The Lloyd Williamson Schools ensures that equipment is mended or replaced if faulty or damaged. The equipment will be of suitable design and condition, well maintained and conform to safety standards. There are adequate tables and chairs to allow each child to be seated.

Only an adult, and never a child, should move the playground equipment into the play area. A teacher of the first group that visits the nursery playground should check the equipment daily.

If an injury or accident occurs whilst using any equipment, it is recorded on an Accident/Incident Report form.

All equipment should be clean and stored correctly. The sandpit must be covered at night.

When using computers, laminators and any other office equipment, such as guillotines or kitchen equipment, staff must always follow the maker’s instructions.

**School Visits**

School visits are an essential part of the curriculum in this school. Permission for school visits must always be gained from the Senior Management Team. The visit must have a clear educational value. Staff must follow the School Policy on Educational Visits.

It is the responsibility of the individual teacher to:

1. Organise and plan the visit.
2. Inform parents of the arrangements made prior to the visit. Consent for a trip is part of the *Terms and Conditions* contract signed by parents.
3. Provide the Co-Principals with written details of the visit, which should include travel times, address and telephone number of destination, names of people on the trip (to be kept in the School Trips file kept in the School Office).
4. Give parents the name of a school contact person.
5. Ensure that a First Aid Kit is taken on each visit.

Pupils must be aware of the necessity for good behaviour and road safety awareness before the visit. Good order, discipline and positive attitudes to safety must be adhered to. Parents are informed of bad behaviour during school visits.

A guide for staff on adult/pupil ratio is:

|  |  |
| --- | --- |
| 1:2 | 6 months-3 years old |
| 1:4 | 3-4 years old, Sprites (Reception) |
| 1:6 | Pegasus (Yr1), Dragons (Yr2), Unicorns (Yr 3) |
| 1:10-15 | Griffins (Yr 4), Minotaurs (Yr 5), Centaurs (Yr 6) and Chalkers (Yr 7-9) |

Sometimes it is necessary to invite parents/volunteers to accompany the teacher and pupils on a trip. They will be selected carefully by the teacher and will be known to the children. They will not be left in the sole charge of children.

An Educational Visit Policy is available in school.

**Basic Safety Rules – In the Classroom to minimise the risk of accident:**

* The layout of the classroom is important, exits should be kept clear and pupils’ bags not allowed to be kept in the classroom;
* Fire doors should be kept clear;
* Non flammable materials should be used for display;
* Electrical equipment should be used correctly and checked regularly;
* Safety electric socket covers should always be in place in sockets where there is no plug;
* Furniture must be checked for defects;
* Staff should take care when using heavy equipment;
* Teachers should make pupils aware of the danger from detachable pen tops or pencils with erasers**;**
* Toys used in school must be an appropriate type, in good condition, used properly and stored safely;
* Staff should not stand on chairs to mount display; step-ladders (available in the Nursery kitchen) should always be used.

**Basic Safety Rules – in PE (Safe practice and responsible behaviour are very important):**

* Jewellery of any kind is not permitted in school except for single stud earrings – up to one in each year – for students. Where jewellery, for religious purpose has been agreed to be the Senior Management Team, this must be removed before PE.
* Pupils must wear the PE uniform in PE Lessons, including suitable footwear.
* Long hair should be tied off the face.
* Play/PE equipment needs to be kept in a safe condition, stored correctly and checked regularly by the PE teacher/coordinator.
* When swimming at Kensington Leisure Centre, the emphasis in lessons is to develop safety and confidence in the water as well as the pupil’s ability to master the fundamentals of some of the recognised strokes; pool rules and procedures must be spelt out clearly to the children and understood by them.
* Good order and discipline are vital.
* Staff and pupils should know how to handle apparatus, and care should be taken when positioning the apparatus.
* Mats should be used when a child has to jump over or jump down from apparatus.
* P E work should be matched to the pupil’s capabilities.

**Safety in Practical Lessons:**

Staff at the Lloyd Williamson School undertake to develop an attitude of safety awareness in general in children and young people. When appropriate, and as a guide, teachers should pay attention to the following:

Making things: Safety code for using tools and glues

Safety code when testing things

Glassware: Safety code when dealing with broken glass

First Aid

Heating and Burning: Suitable sources of heat

Some sources of heat not recommended

Fire fighting equipment

Safety code for heating things

Safety code for measuring temperature

Techniques for heating over open flames.

Electricity: Mains electricity

Sources of electricity for investigations

Safety code for electricity

Chemicals: Suitable chemicals

Dangerous chemicals

Safety code for handling and storing chemicals

Disposal of dangerous and unwanted chemicals

Animals: Examples of suitable animals

Animals which should not be kept

Safety code for keeping animals.

Plants: Examples of suitable plants

Poisonous plants

Safety code for using plants

Micro-organisms: Examples of suitable materials

Safety

Disposal of cultures

Ourselves: Safety code for investigating ourselves

Science ‘Out of Doors’: Safety code for environmental areas

**Violence at Work**

Our school is concerned that all employees should be able to carry out their work at all locations and in all circumstances with the minimum risk of encountering violent or aggressive behaviour from their clients or members of the public. Staff should report incidents of aggressive behaviour from children or parents to the Senior Management team as soon as possible.

**Building Maintenance**

Day-to-day repairs are scheduled on a priority basis by the Proprietor. Priorities are decided by:

* Health and Safety,
* Budget Allocation

The Proprietor is informed immediately about Emergency repairs e.g. loss of services.

**Security**

We aim to ensure that the premises are made as secure as is possible and protected against vandalism. The main building is alarmed. Keys are held by the Proprietor, the co-Principal, and any staff on early morning duties.

All visitors to the school must sign the Visitors Book and are required to wear a visitor badge for the duration of their visit.

* Staff at the Nursery should always send visitors to the School Office entrance on Ladbroke Grove.
* All doors should always be closed and secured so that they are not able to be opened from the outside.
* All entrances and exits must be kept clear at all times.

**Hygiene**

1. Hygiene is part of Staff Training. Staff direct children to wash their hands after using the toilet and before eating.
2. Children are encouraged to develop healthy habits through good practice and education.
3. A policy for healthy eating is maintained at school. Educational projects are carried out to encourage an understanding of healthy eating and good hygiene.

**Animals**

1. Staff and children must always wash their hands after handling pets.

**Cleaning of Buildings**

The school areas used by staff and pupils should be cleaned to a good standard by the cleaning team. Inspections will be made by the Senior Management Team.

There is a prepared cleaning schedule for the cleaning team.

**Water Hygiene**

The Proprietor is aware of Water Hygiene Regulations.

**Storage and Use of Hazardous Substances**

Storage of all cleaning materials is to be in locked cupboards – there is a hook on each door, which must be in place unless there is someone in the room/cupboard. The Proprietor is COSHH trained. COSHH records are kept in the School Office.

**Contractors on School Premises**

Work of a disruptive nature during the school day will be avoided. When necessary, a risk assessment will be carried out regarding the nature of the work to be carried out, working hours and duration of the work, and who will be present at the school to carry out the work.

Manual handling

Manual Handling operations are defined as *any transporting or supporting of a load including: lifting, putting down/lowering, pushing, pulling, carrying, moving, either by hand or bodily force. Load includes any person, animal or inanimate object.*

Best practice is to create a hierarchy of measures for reducing the risks involved in tasks requiring manual handling.

Risk assessments will include looking at the hazards, deciding who might be harmed and how, evaluating the risks and precautions needed to carry out a task, record findings and review the assessment as necessary.

Factors taken into consideration are:

* The nature of the TASK
* The LOAD
* The working ENVIRONMENT
* The INDIVIDUAL CAPABILITY

Manual handling tasks in the School are avoided so far as is practicable. For tasks which cannot be avoided, all possible steps are taken to reduce the risk of injury to the lowest possible level. All manual handling operations are subjected to the risk assessment process.

* General handling tasks such as moving paper supplies, furniture, materials, books, and equipment have standing risk assessments and must be carried out safely and with help, where necessary.
* A specific risk assessment MUST be completed for any specialist or unusual handling operation.
* NEVER attempt to lift or move something which is beyond your capability.
* Always ASK FOR HELP if you need it.
* When carrying large, heavy, or awkwardly shaped objects, choose your route carefully. Whenever possible, avoid the stairwell.

In the manual handling of a child with a physical disablility, a risk assessment will be made and advice will be taken from specialists such as: Physiotherapists, Occupational Therapists under the guidance of the SEN department of the LEA responsible for the child.

**Dealing with Asbestos**

There is one location in the school where there is asbestos – this is in the housekeeper’s Cupboard in the Staff Kitchen. Undisturbed asbestos is not a problem.

Whenever an asbestos problem *is* suspected, the Proprietor will contact the Health and Safety Department immediately.

**Monitoring, Evaluation and Review:**

The school will review this policy annually and assess its implementation and effectiveness.

Updated JULY 2019

Lucy Williamson

***Proprietor and Co-Principal***

**Appendix 1.**

**STAFF HEALTH AND SAFETY CONTRACT**

***This contract is part of your employment contract. You are expected to read it regularly to remind yourself of its contents and adhere to it completely.***

All adults have a duty of care in the School – all health and safety concerns should be dealt with immediately by yourself in the case of easily rectifiable points e.g., chair in front of the fire escape or, in the case of more complicated issues such as broken safety equipment, brought to the attention of the Proprietor and/or the Senior Management Team.

**HANDLING FOOD**

* Food waste to be cleared properly and disposed of immediately.
* Children to never enter main kitchen or Nursery kitchen.
* Nursery kitchen door to be kept shut, with the hook replaced when leaving.
* When preparing food, hands should be washed before and afterwards and using non-perfumed soap. It may also be necessary to wash hands during the preparation of food, especially if handling raw meat and fish, before handling other foodstuffs.
* All surfaces to be wiped with anti-bacterial spray
* No staff should enter the kitchens, prepare or serve food whilst suffering from stomach upsets or a heavy cold.
* Any cuts on adults, wherever they occur, must be covered by a blue plaster.
* All unwanted food must be put into kitchen bins, not in staff room etc.
* All staff’s dirty crockery, utensils etc to be washed up and put away by staff themselves.
* Kitchen counters to be wiped down immediately after use.
* No staff food to be kept in the main kitchen or the Nursery kitchen.
* No food containing nuts to enter the school kitchens. Any foodstuff containing nuts to be eaten directly from the wrapper and hands washed thoroughly afterwards.
* All opened packets of food to be placed in Tupperware and closed. A label with the following information to be placed on the lid:

Name of contents

Eat by or Best Before date

Date opened

Date frozen (if applicable)

* Kitchen Tupperware, utensils, crockery, etc., should not be used for non-food purposes – e.g., plastic cups as water utensils for Art.
* No hot pans/utensils to be used around children.
* No hot drinks to be consumed in the Nursery. All hot drinks in a mug should be placed in a Tupperware dish or similar receptacle when carried around the school.
* Water to be available to children, staff and visitors at all times. Teachers can prepare this in the morning before school begins.
* Cold drinks only to be drunk from plastic cups (not glass) during school hours.
* With the exception of water and beakers for water, all coffee cups, plates etc to be removed and washed as soon as practicable.
* Spillages anywhere in the School to be mopped up immediately.
* No food or drinks containers to be left in classrooms.
* All sell by dates on food to be checked regularly. All out of date foods to be disposed of.
* Fridge and freezer temperatures to be checked daily by kitchen staff.
* Children’s allergy sheets on fridge door to be checked and adhered to. Please note staff are personally liable if wrong food stuffs given.
* Staff to clean out the staff fridge regularly. Staff to keep the staff room and staff kitchen clean and free of rubbish. The staff microwave to be cleaned by staff following use – not just on a weekly basis!
* Staff food to be kept in designated staff fridges only.
* No alcohol, except by prior permission from the Proprietor and/or the Senior Management Team, to be consumed, or brought onto the school premises. No alcohol to be consumed by staff during the school day.
* No smoking allowed on the premises or around the outside of the school.

**RUBBISH AND RECYCLING**

* Recycling to be placed in red bins provided or orange recycling bags.
* Only the following items to be placed in recycling: plastic bottles with lids removed, tins (rinsed), cans, non-confidential paper waste, shredded paper, card and cardboard, flattened/collapsed boxes, newspapers and magazines, brochures, glass jars and bottles.
* The following items MUST be placed in normal bins or blue bags: food waste, plastic food containers, cellophane, plastic wrapping of any kind, plastic bags, pet food, sawdust, used tissues.
* All refuse bags to be placed along the designated wall away from the fire doors.
* All refuse bags to full before being removed.
* Recycling to be removed daily and not stored up.
* Junk modelling items to be stored in boxes.
* Classrooms to kept free of rubbish/waste.
* Food waste to be put in bins immediately.

**GENERAL**

* All staff to be involved, when required, to be involved in Health and Safety training and in implementing strategies.
* Minor, solvable health and safety issues to be dealt with immediately and reported to the Senior Management team and/or designated Health and Safety Coordinator.
* No staff to interfere with safety equipment at the school.
* Mats to be used with outside play equipment.
* School pets to fed and cleaned out regularly.
* All beads to be used only in senior classrooms, not in the nursery.
* Irreparable toys to be reported to the Proprietor and disposed of.
* Loose carpet threads to be cut off, rips to be taped over.
* The schoolyard to be kept clean and free of rubbish.
* Sand to be swept up after play.
* Staff scheduled to be at school until 6.15pm must check all windows and lights as part of the lock-up procedure.

**FIRE**

* Fire regulations, instructions and memos relating to FIRE and FIRE REGULATIONS to be read and adhered to.
* All staff to be aware of FIRE EVACUATION procedures in case of fire.
* All staff to participate fully and appropriately in fire drills.
* All staff to participate in fire extinguisher training and to be aware of location of all fire extinguishers.
* Staff on early shift to open all FIRE EXITS. All fire exits to be unlocked while on the premises.
* All doors with hooks to kept shut and ‘hooked’ at all times – check if anyone is inside a room! Staff to be vigilant for ‘unhooked’ doors.
* Fire doors to be kept closed and NEVER wedged open.
* Fire extinguishers only to be used for their purpose – never to hold a door open!
* Fire fighting equipment must NOT be removed from designated places unless to be used in the case of a fire.
* Fire exits and escape routes to be kept clear at all times.
* Rubbish to be removed from the premises and NOT stored.
* All electrical equipment to be unplugged when not in use.
* Only school electrical equipment to be used in school except by permission of the Proprietor and/or the Senior Management Team.
* Faulty wiring and equipment to be reported and NOT used.
* Socket covers to be in place at all times. Staff to be vigilant for sockets not covered. Teachers to check their classrooms and other rooms they use daily.
* Staff must sign in and out book located in the Nursery/School Office.
* Children in your charge to be with you, or accounted for, at all times.
* No gangways or fire door to be blocked at any time by furniture, toys etc.
* Nothing to be placed on steps of metal fire escape steps or along escape routes.

**PERSONAL HYGIENE**

* No staff member allowed on the premises if smelling of tobacco or alcohol.
* No member of staff to be under the influence of drugs or alcohol during the school day.
* All staff are expected to wash daily and to use deodorant.
* All staff to be dressed appropriately (see main contract) and to wear clean clothes and footwear – slippers or other soft footwear to be worn in the Baby Room.
* All staff to wash hands, using anti-bacterial soap, after using the lavatory, before, during and after preparing food, and after changing nappies.
* All wounds to be covered with blue plasters.
* Sanitary dressings to be disposed of only in the designated unit provided. No other rubbish to be placed in this unit.
* All personal medications to be kept out of the reach of children.

**CHILREN’S HYGIENE**

* Nappy changing procedures to be adhered to at all times.
* Nappy changing unit to be disinfected after every change.
* Nappies, wipes etc to be placed in disposal unit provided.
* Nursery staff and Housekeeper to regularly check that soap, handtowels and tissues are available for children.
* Used tissues and handtowels to be disposed of immediately.
* Disposable gloves to be used during the administering of First Aid.
* Nursery equipment and toys to be disinfected with Milton regularly.
* Nursery children’s faces to be wiped after meals.
* All children’s hands to be washed before snacks and meals.
* All children to be taught how, and to be encouraged to adhere to, good personal hygiene routines and practice.
* Any staff member declaring that a child has been checked/changed/toileted when in fact they have not been will face disciplinary procedures.
* Children to wear protective clothing for all forms of wet and messy play.
* Nursery equipment / toys to be washed and disinfected regularly.
* All tissues to be disposed of immediately.

I, (Name of employee) …………………………………………………… confirm that I have read and understood this policy. I agree, as part of my employment contract, to adhere to all points and keep myself abreast of changes and updates.

Signed: …………………………….………… Position: ……….……………………... Date:……../……../…….

**Employee**

Signed: …………………………….………… Position: ……….……………………… Date:……../……../…….

**Senior Management Team**

**Appendix 2.**

**Staff Induction Record**

|  |  |  |
| --- | --- | --- |
| **Information given:** | **Date:** | **Initials:** |
| **Reception:** |  |  |
| General tour of school |  |  |
| Policy on external doors |  |  |
| Introductions |  |  |
| Washroom facilities |  |  |
| Refreshment facilities |  |  |
| Smoking policy |  |  |
| **Fire Regulations:** |  |  |
| Identification of fire marshals |  |  |
| Location of telephone |  |  |
| Address to give to 999 |  |  |
| Signing in/out book |  |  |
| Identify guidelines notices |  |  |
| Emergency procedures |  |  |
| Location / use of extinguishers |  |  |
| Take to meeting point |  |  |
| Fire drills, alarm testing |  |  |
| Location and use of fire doors |  |  |
| **Health and Safety:** |  |  |
| Health and Safety Policy |  |  |
| Identification of First Aiders |  |  |
| Location of eye wash station |  |  |
| Location of H&S law |  |  |
| Location of first aid box |  |  |
| Location and use of travelling first-aid box |  |  |
| Ratios of staff:children |  |  |
| Drug administration / records |  |  |
| Accident book/reporting procedures |  |  |
| Identification of H&S coordinator |  |  |
| Reporting of H&S concerns |  |  |
| Responsibilities of employer and employees |  |  |
| Handling and storage of COSHH (including deliveries) |  |  |
| Correct manual handling techniques |  |  |
| **Food Safety:** |  |  |
| Tour of kitchens |  |  |
| Use of different sinks |  |  |
| Hand washing procedures |  |  |
| Storage of food / use of Tupperware |  |  |
| Allergy / special diet lists |  |  |
| Windows |  |  |
| Use / washing of cloths |  |  |
| Correct colour coding of mops/cloths |  |  |
| Use of COSHH and limitations |  |  |
| Banned substances/chemicals |  |  |
| Banned food stuffs |  |  |
| Staff fridge |  |  |
| Use of bins/recycling |  |  |
| Daily record keeping |  |  |
| Cleaning check lists |  |  |
| Personal use of kitchen |  |  |
| **Staff Roles:** |  |  |
| Heads of schools |  |  |
| Qualified staff |  |  |
| Child Protection Policy |  |  |
| Punctuality |  |  |
| Shifts and duties |  |  |
| Confidentiality issues |  |  |
| Staff awards |  |  |
| Equal opportunities policy |  |  |
| Answering the phone |  |  |
| Professionalism |  |  |
| Use of the telephone, fax, photocopier |  |  |
| Children’s awards |  |  |