

PENNTHORPE HEALTH AND SAFETY POLICY

THIS POLICY INCLUDES THE EARLY YEARS FOUNDATION STAGE



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Policy Author:	Brian Dempster, Bursar
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INTRODUCTION:

This Health and Safety Policy ("**Policy**") is produced in accordance with the requirements of Section 2 (3) of the Health and Safety at Work etc. Act 1974 and the standard relating to the welfare, health and safety of pupils contained in the Education (Independent School Standards) Regulations 2014.

This Policy applies to all areas of the School and includes specific sections relating to the Early Years Foundation Stage ("**EYFS**").

STATEMENT OF INTENT:

Legal responsibility and accountability for health and safety at an independent school rests with the employer. In the case of Pennthorpe ("**the School**"), the 'employer' is Pennthorpe School Trust Limited ("**the Trust**").

The Trust recognises its duties under the Health and Safety at Work etc Act 1974 and other health and safety legislation relating to its activities and considers that the health and safety of the School's staff, pupils, contractors, visitors (including parents) and others affected by the School's activities is of the utmost importance. Concerning health and safety matters, it is therefore the aim of the Trust to establish clear responsibilities and make comprehensive arrangements for the maintenance of a safe and healthy working environment in compliance with applicable health and safety legislation.

Through the implementation of this Policy, the Trust is committed to achieving the following objectives:

- To provide, as far as reasonably practicable, a safe and healthy working and learning environment, and safe premises and facilities for staff, pupils and visitors.
- To create for staff, as far as is practicable, a working environment where potential work-related stressors are avoided, minimised or mitigated through good management practices, effective human resources policies and staff development.

- To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them.
- To ensure that staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned to them.
- To have an effective system for communicating and consulting on health and safety matters, and securing the co-operation of staff and pupils in implementing this Policy;
- To have in place arrangements to plan, implement, monitor and review measures to address risks to health and safety arising from the School's activities.
- To strive to improve continuously the School's health and safety performance.

It is not the intention of the Trust that all risk in relation to the School's activities should be eliminated. Instead, by this Policy the Trust seeks to promote a sensible and proportionate approach to health and safety management that promotes risk awareness rather than risk avoidance.

ORGANISATION AND STRUCTURE:

While everyone within the School community has a responsibility for the health and safety of themselves and others, specific responsibilities are outlined in the description of the organisational responsibilities and arrangements for Health & Safety at Pennthorpe below.

GOVERNING BODY:

The Trust's Board of Governors ("**the Board**" or "**the Governors**") has overall collective responsibility for health and safety concerning the School. In respect of the Trust's role as employer, the Board attaches high priority to ensuring that all the operations within the School environment, both educational and support, are delivered in an appropriate manner. The Board is committed to promoting the welfare of all in the School community so that effective learning can take place.

The Board seeks to ensure, so far as reasonably practicable, the health and safety of the School community, its visitors and others affected by its activities and in particular shall:

- Review and approve the School's Health and Safety Policy annually at the start of each academic year.
- Take all reasonable steps to ensure that appropriate financial and physical resources are available to implement the School's Health and Safety Policy.
- Ensure that competent advice on health and safety matters is available.
- Ensure, so far as is reasonably practicable, that practices and procedures based on competent advice are in place in relation to:
 - risk assessments;
 - health and safety training;
 - the reporting and analysis of accidents and incidents;
 - the implementation and monitoring of the School's Health and Safety Policy;
 - the involvement of employees or their representatives in decisions that affect their health and safety.
- Nominate a Governor as Health and Safety Governor to carry out the following duties:

- Report to the Board on matters concerning health and safety reported to them each term;
- Ensure the School Health and Safety Policy is reviewed and updated at least annually;
- Attend the termly meetings of the School Health and Safety Committee;
- Provide support to the Head, Bursar and Estates Manager for the implementation of the School's Health and Safety Policy.

The Health and Safety Governor carries a separate job description.

- The Finance and Estates Committee of the Board will monitor the health and safety matters on behalf of the Board. It will review compliance with legislation policies, procedures and resourcing and will review the School's Health and Safety Policy annually.

Day-to day responsibility for the operation of health and safety arrangements concerning the School lies with the Bursar by delegation from the Head. However, the Board has specified that the School should adopt the following framework for managing health and safety:

- That the governor nominated by the Board as Health and Safety Governor attends the meetings of the School's Health and Safety Committee termly and receives copies of all relevant paperwork.
- That a report on health and safety including all new or revised health and safety-related policies and procedures, statements of health and safety-related procedure is provided by the Bursar at the Summer Term Governors' Board Meeting
- That the minutes of the most recently held meeting of the School's Health and Safety Committee Meetings are tabled at each meeting of the full Governing Board, together with any other issues on health and safety that the Bursar wishes to bring to the Board's attention
- That an annual review cycle of policy and process (managed by the Bursar) in respect of the School's Health and Safety Policy, all other health and safety-related policies and all statements of health and safety-related procedure and their implementation is in place and undertaken, with the Statement of Intent is signed upon its, each health and safety-related policy [and each statement of health and safety-related procedure?] referred to in this Policy as amended and/or reviewed?] to be signed upon completion. This will be managed by the Bursar of each review
- That the external fabric of the School, its plant, equipment and systems of work are surveyed and, inspected and reported on at the appropriate statutory or Best Practice intervals by qualified professionals
- That the Fabric inspection/survey reports are considered by the Finance and Estates Committee, of the Board when applicable and its recommendations (together with other defects) form the basis of the School's routine maintenance programmes, taking into account any health and safety aspects identified
- That the School's catering contractor arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Finance and Estates Committee of the Board
- That the School has a fire risk assessment carried out by a recognised Fire Risk Assessor (as defined by the Fire Risk Assessment Competency Council) every three years, which is reviewed by a competent person every year or more frequently if significant changes are made to the interior of buildings, or new buildings are added. The Bursar should

review this risk assessment every time it is amended and submit a report to the School's Health and Safety Committee

- That an external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, and the general state of the School, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the School's Health and Safety Committee
- That School has a professional risk assessment for legionella, every two years and an annual water sampling and testing regime in place
- That the School has a comprehensive procedure in place for the training and induction of new staff in health and safety related issues, which should include basic 'manual handling' and basic 'working at height' training
- That health and safety training that is related to an individual' member of staff's functions, such as Science Technician, will be provided in addition to the "standard" induction training
- That first aid training and minibus driver training will be provided to any member of staff who is involved with trips, visits and the transportation of pupils
- That estates staff will receive additional health and safety training germane to their tasks, such as asbestos awareness and training for use of the scissor lift.

HEALTH AND SAFETY COMMITTEE:

The Health and Safety Committee is responsible for ensuring that the Health and Safety Policy is properly and fully implemented across the School and for reporting and making recommendations to the Fabric and Finance Committee where applicable.

Each member of the Health and Safety Committee is responsible for a part of the School, thus ensuring coverage of all areas. The Committee will meet once a term, and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- The Head
- The Deputy Head, [who is also the Educational Visits Coordinator]
- The Estates Manager
- Head of Art & D&T
- Head of Science
- Head of Drama
- Heads of Sport
- Matron
- A representative from the Early Years department

The role of the Health and Safety Committee is to:

- Review and update the Health and Safety Policy as necessary and at least annually and reports and makes due recommendations to the Fabric and Finance Committee;
- Review as necessary (and at least annually) compliance with legislation and health and safety practices, procedures and resourcing across the School; and recommends updates and improvements to the Estate Committee; • Monitors the communication and publicity of Health and Safety information across the School community and identifies and implements ways of improving perception and culture;
- Provide members of staff with a means of raising serious issues of concern, including issues which may not have been resolved satisfactorily at a local level;

- Monitor accident and incident statistics; identifying patterns and discussing possible ways of reducing accidents;
- Review fire alarm activations and identifies changes to the physical estate and to operational procedures in order to reduce risk and the number of false alarms;
- Review and identify training needs and ensures that any necessary training is carried out;
- Review and identify risks and risk assessment needs, and ensure that the Risk Assessment Register is up to date and that all necessary reviews are carried out;
- Identify improvements, priorities and initiatives, and the resources necessary to manage risks and improve the Health and Safety performance and management; and makes recommendations to the Fabric and Finance Committee to implement and obtain budgetary approval for any changes;
- Set up and monitor working parties as appropriate on specific issues;
- Undertake any other Health and Safety related review or activity requested by the Finance and Estates Committee.

THE HEAD:

The Head is responsible for the executive management and direction of the School and as such is responsible for the health and safety management of the School. The Head will discharge her responsibilities by delegating to the Bursar operational responsibility for ensuring there are arrangements in place for implementing this Policy through the operation of the School's Health and Safety Committee.

The Head will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Head will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

The Head will:

- Ensure health and safety remains an agenda item for all staff meetings.
- Work with the Governors and the Bursar to ensure this Policy and all other health and safety-related policies, and all statements of health and safety-related procedures are regularly reviewed and successfully implemented.
- Support the Bursar in developing a culture in which staff are fully aware of their role in keeping pupil's safe and apply the policy in practice pupils safe and comply in practice with this Policy, all other health and safety-related policies and all statements of health and safety-related procedure.
- Ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and the DfE Guidance on Health and Safety: Advice on legal duties and powers and subsidiary regulations.
- Support the Bursar in providing regular health and safety training opportunities for staff.
- Support the Bursar in ensuring health and safety remains a key part of the induction process for staff and that all staff have access to relevant policies and documents.

THE BURSAR:

The Bursar is the School's Health & Safety Coordinator and in that role:

- Is responsible for drafting this Health & Safety Policy and all necessary supporting policies;
- Ensuring that all staff have access to the Health & Safety policies for the school and notifying staff of any policy or procedural changes that directly affect them;
- Is responsible for advising the Head on any measures that may be needed in order to carry out maintenance work without risks to health and safety;
- Co-ordinates advice given by specialist safety advisors and produces associated action plan;
- Chairing the School Health and Safety Committee.

ANNUAL REVIEW CYCLE:

The Bursar is responsible for ensuring the completion of the annual Review Cycle. review cycle as follows:

Term 1	Review of policies and risk assessments. Report to Governors and key risk assessments shared
Term 2	Governors inspect and review implementation of on-site risk assessments. Governors inspect and review implementation of off site visits and trips risk assessments.
Term 3	Governors on the Finance and Estates Committee with responsibility for health and safety report to Full Governing Body and make recommendations. Chair and Designated Health and Safety Governor complete cycle by signing Statement of Intent

HEALTH AND SAFETY TRAINING:

The Bursar holds responsibility for organising and maintaining records of training including:

- Minibus training
- Risk Assessments
- Risk Assessment training
- Science-related health and safety training
- Design and Technology-related training
- Briefing new staff and pupils on emergency fire procedures
- Inducting new staff in health and safety
- Identifying specific health and safety training needs of staff
- First aid training

USE OF EXTERNAL ENGINEERS, HEALTH AND SAFETY ADVISORS/CONSULTANTS ETC:

The Bursar coordinates a programme using external engineers, advisors and consultants to undertake or advise on matters of on health and safety-related activities/matters within the School, including:

- Annual or more frequent monitoring and servicing of the School's plant and equipment, including boilers and lifts.
- Annual servicing of gym and fitness equipment and design and machinery used in both Design and Technology and in the maintenance department.
- Annual audits by the catering contractor to ensure the School's adherence to health and safety in catering and cleaning.
- The carrying out of a fire risk assessment by a recognised Fire Risk Assessor (as defined by the Fire Risk Assessment Competency Council) every three years, which is reviewed by a competent person every year or more frequently if significant changes are made to the interior of buildings, or new buildings are added.
- Annual maintenance and servicing to the fire alarm system, together with all smoke detectors, emergency lighting and extinguishers.
- An annual report on the arrangements for health and safety in all lessons, support areas, public spaces and sports facilities.
- Annual water sampling and testing.
- Risk assessment for legionella, every two years.
- Provision of up to date electrical test certificates for all School buildings. NICEIC qualified electrical engineers are used to inspect and maintain the School's electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Annual servicing of all gas boilers and appliances, by registered Gas Safe Registered Engineers
- All domestic boilers are serviced annually and all domestic properties have current Landlord's Gas Safety Certificates.
- Annual testing by a specialist contractor on all lightning protection and earthing to conform to BS 6651-1999 or to BS EN 62305.
- Ensuring compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken.
- Ensuring relevant training takes place and records are maintained; including:

THE ESTATES MANAGER:

The Estates Manager coordinates the programme using external engineers, advisors and consultants to undertake or advise on health and safety-related activities/matters within the School, including:

- Annual or more frequent monitoring and servicing of the School's plant and equipment, including boilers and lifts.
- Annual servicing of gym and play equipment.
- Regular servicing of machinery used in both Design and Technology and in the maintenance department.
- The carrying out of a fire risk assessment by a recognised Fire Risk Assessor (as defined by the Fire Risk Assessment Competency Council) every three years, which is reviewed by a competent person every year or more frequently if significant changes are made to the interior of buildings or new buildings are added.
- Annual maintenance and servicing to the fire alarm system, together with all smoke detectors, emergency lighting and extinguishers.
- An annual report on the arrangements for health and safety in all lessons, support areas, public spaces and sports facilities.
- Risk assessment for legionella every two years.

- Provision of up to date electrical test certificates for all School buildings (NICEIC qualified electrical engineers are used to inspect and maintain the School's electrical installations).
- Servicing of all gas boilers and appliances by registered Gas Safe Registered Engineers.
- Annual testing by a specialist contractor on all lightning protection and earthing to conform to BS 6651-1999 or to BS EN 62305.
- Ensuring compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken.

MATRON:

Matron is responsible for:

- Implementing the school's First Aid and Medical Policy.
- Maintaining comprehensive records of all accidents (including reporting under RIDDOR), near-misses and treatment given.
- Maintaining pupil records for medical details, allergies and dietary requirements and for ensuring all staff are made aware of these as needed.
- Reporting on such matters to the termly Health & Safety Committee.

HEADS OF DEPARTMENT AND LINE MANAGERS:

All Heads of Department and line managers are responsible for:

- Ensuring those under their control (including new staff and any contractors engaged) are appropriately inducted and a written record kept of the induction.
- Keeping themselves and their teams up to date with innovations and issues pertinent to health and safety and risk assessment that are of relevance for their department.
- Displaying statutory notices and keeping records for their department (especially concerning hazardous substances).
- Ensuring the implementation of the School's Health & Safety Policies.
- Keeping their areas/departments tidy and clean with substances properly stored.
- Prompt reporting of all accidents and injuries in their department to Matron, the Estates Manager and the Bursar as appropriate.
- Review and update the safety training needs of staff in their department and ensure that any outstanding training is carried out as soon as practicable and that evidence of training is lodged with the Bursar.
- Ensure suitable and sufficient risk assessments exist for the areas or activities for which they are responsible.
- Ensure risk assessments are reviewed in accordance with the risk assessment policy.
- Ensure there is adequate first aid cover in the areas for which they are responsible.
- Where appropriate, ensure that all plant, machinery and equipment under their control is regularly inspected, maintained in accordance with manufacturers and statutory requirements, and a record kept of the inspection and findings.
- Monitor the area(s) for which they are responsible to ensure that all control measures and other health and safety requirements are being complied with.
- Immediately remove from use equipment which is faulty.
- Ensure health and safety matters are taken into account when new or improved technology is introduced to an area, or when there are changes to systems of work.

- Ensure, so far as practicable, all equipment, devices and areas used by persons under their responsibility are safe, appropriately guarded and free from defects that may cause injury.

ALL STAFF:

While they are working, all members of staff are responsible for taking reasonable care of their own safety and that of any other persons who may be affected by their acts or omissions at work (including pupils, visitors, temporary staff, volunteers and contractors). In addition, all members of staff are responsible for co-operating with the Head, the Bursar, the Estates Manager, Heads of Department and their Line Manager in order to enable the Governors to ensure that the Trust complies with health and safety duties.

Health and safety is included as part of the induction process for all members of staff. All health and safety-related policies and documents are made available on the School network.

Information on health and safety and safety training opportunities is provided by the Bursar

ALL STAFF SHOULD:

- Apply this policy (and all other School health and safety related policies and procedures) to their own area of work and be directly responsible for the application of such policies and procedures.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that they and all staff under their control are familiar with the health and safety related policies and procedures for their area of work.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to the Bursar any health, safety and welfare problems for which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Exercise good standards of housekeeping and cleanliness.
- Assist in the investigation of any accidents that occur within their area of responsibility.
- Undergo regular health and safety and first aid training as recommended by the Bursar.
- Follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- Carry out all reasonable instructions given by managers / senior staff.
- Make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence.
- Comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.
- Keeping fire escape routes and fire exits clear at all times.

- Reporting hazardous shortcomings in health and safety arrangements, including any shortcomings in departmental risk assessments, to their line manager for action.
- Taking such action as may be necessary to ensure the safety of pupils.
- Informing the Bursar of any ill-health issues which may affect their own health and safety, or that of others while they undertake their role.
- Reporting accidents and incidents promptly.
- Reading the Material Safety Data Sheet for any hazardous substance before use.
- Using correct manual handling procedures when lifting, carrying or moving loads.
- Being fully aware of the risk assessments particular to their department.
- Ensuring they know and understand all risk assessments relevant to any tasks they perform.
- Ensuring that specific risk assessments are completed when necessary, including but not limited to:
 - any hazardous lifting activity which could cause harm.
 - whenever using a hazardous substance or carrying out a potentially hazardous activity.
 - when going on a visit or trip.
 - if using a visual display unit for more than an hour a day.
- Ensuring that before undertaking any activity they have received any necessary training.
- Ensuring that any protective/preventive measures identified by risk assessments are complied with including, but not limited to, Safety Signage, Safe Systems of Work, Emergency Procedures, Guarding and Personal Protective Equipment (PPE); and
- Using any equipment provided for their health and safety in accordance with the training given and manufacturer's instructions.
- Carrying out pre-use inspections on any potentially hazardous pieces of kit before use and put out of action any piece of kit which could potentially be hazardous, informing line manager responsible.
- Maintain any equipment in accordance with the manufacturer's instructions or training given but not to carry out maintenance if training has not been provided.

All employees receive a copy of this Policy with the Staff Handbook, annually and within their induction process. They will be advised as and when it is reviewed, added to or modified.

Any member of staff who is found to be deliberately or consistently negligent in the performance of their duty in relation to this Policy, any other health and safety-related policy or procedure, may be subject to disciplinary action.

PUPILS:

Allowing for their age and aptitude, pupils are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the School and in particular the instructions of staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with equipment and resources provided for their health and safety.

In the event that any pupil is found to be deliberately or consistently negligent in respect of the safety of themselves or others, the Head, in consultation with the Chairman of Governors, shall use their discretion to exclude a pupil where their continued participation is held to be a threat to themselves or others.

EARLY YEARS HEALTH AND SAFETY:

In the EYFS we believe that the health and safety of the children is of paramount importance.

We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Our premises, including overall floor space (More than 2.5m² per child in Honey Pot and 2.3m² per child in Beehive and Reception) and outdoor spaces are fit for purpose and suitable for children in the EYFS and the activities we undertake.

HEALTH AND SAFETY GENERAL STANDARDS IN THE EYFS:

We aim to make children, parents and staff aware of health and safety issues and minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

As a school, we subscribe to health and safety information services and have access to advice and help lines via our insurers.

We have public liability insurance and employers' liability insurance. The employers' liability insurance certificate is displayed in the School Reception.

Clear procedures are in place for fire and other emergency and evacuation procedures (See Fire Risk policy).

EARLY YEARS PROCEDURES:

- Children are made aware of health and safety issues through discussions, planned activities and routines;
- All classroom equipment/toys must be checked on regular basis and repaired or replaced;
- Toys and equipment must be washed, cleaned and disinfected when necessary;
- Any premises, fixtures and fittings that need repair should be reported by the unit leader to the Bursar/maintenance team as soon as possible;
- All adult tools and equipment (scissors, staplers etc)/cleaning materials are to be stored out of reach in designated cupboards or high shelf;
- Children using scissors or tools must be closely supervised and taught how to use them with care. They must be stored safely when not in use;
- Any activities using flowing materials e.g. sand, water and paint should be supervised and any spillages cleaned up straight away;
- Spilt sand should be swept up and put in the bin. The garden sand is covered and disinfected;
- The sand in the sand tray/sandpit should be checked daily and cleaned and changed as necessary;
- Protective aprons should be worn for messy activities;
- Children must wash their hands after these activities.

BATHROOM AND KITCHEN AREAS:

- All classes have access to adequate toilet facilities and hand basins;
- Separate toilets are provided for adults;
- Adequate supplies of towels and spare clothes and other items are always available;
- All bathroom and kitchen areas are to be kept clean and tidy at all times. (See procedure notes);
- Cleaning materials are stored out of reach in the locked store cupboards and kitchen areas where children do not have access;
- The Estates Manager will be alerted should any cleaning matters arise;
- The entrance to the kitchen areas are fitted with a safety gate which must be kept securely closed at all times. Children may only enter under adult supervision to receive First Aid;
- Children using the bathroom area must be supervised at all times, being given privacy and help if they require it. (See procedure notes).

OUTDOOR AREAS:

- All EYFS settings have direct access to an outdoor play area and outdoor activities occur daily;
- The outdoor area needs to be kept clean, safe and secure for the children to be able to play and extend their learning experiences and for them to be able to explore, experiment and develop their personal and social skills (Enabling Environments EYFSP 2008);
- It is the duty of the nominated member of staff to check closely that all garden gates are secure and that all garden toys and equipment are safe to use. If any of the garden areas or garden equipment should need attention this must be reported to the unit leader who will then report this to the School maintenance team as soon as possible or immediately if it requires urgent attention;
- The garden area must be checked for hazardous plants and for any animal or bird excrement which must be removed and the area cleaned and disinfected as required;
- The children must be closely supervised at all times in all the outdoor areas, especially if they are using the climbing equipment and when playing with or near water;
- The children must be helped to learn the garden rules and use the outdoor areas correctly;
- Water in water trays/containers must be changed daily or more frequently if required;
- Sand must be swept up frequently to avoid children and staff slipping over;
- On a daily basis the sand should be checked for foreign bodies and sieved and raked if necessary;
- To clean the sand, a diluted sterilising agent (Milton) may be added, the sand turned and raked when needed. Sand may need to be removed and new play pit sand added as necessary;
- The sand pit must always be kept covered when not in use.

SUN PROTECTION:

- During the summer/hot weather we ask the parents to put a high factor sun cream on their children before the start of the session;
- We ask parents to equip their children with a sunhat and a named bottle of sun cream so a member of staff can apply more cream on their child if required. Parents give their permission for this on their child's entry information sheet;

- The EYFS staff will encourage the children to wear a sun hat and ensure that there are some shaded areas in the garden for the children to play in;
- EYFS staff will supply drinking water for the children to drink when required.

KEEPING WARM:

ALL EYFS staff will be responsible in ensuring that the children in their care are kept warm during cold weather and that they are dressed appropriately for outdoor play/activities;

Should the heating fail the unit leader must inform The Head of EYFS and the Estates Manager immediately.

REST AND QUIET TIME:

Facilities are available in The Honey Pot and The Beehive for children to have a rest/sleep after their lunch or when required;

Mattresses and blankets provided are cleaned and washed every half term or when necessary;

In the Honey Pot, Children have their own fitted sheet supplied from home. This is laundered at home when required or at least every half term.

ANIMALS AND PETS IN THE SETTING:

- Children learn about the natural world, its animals and other living creatures as part of the EYFS. This may include contact with animals or other living creatures, either in the unit or in visits. We aim to ensure that this is in accordance with sensible hygiene and safety control:
- All EYFS staff must ensure any animals on the premises are safe in the proximity of the children and do not pose a health risk. (Specific welfare legal requirement EYFSP 2008);
- The children are encouraged to handle and to look after the animals to raise their sensitivity and awareness of animals and their behavior;
- When introducing class pets or visiting animals to the children it is the duty of the unit leader to check with parents and the children's emergency information forms regarding allergies, anxiety, cultural and religious beliefs (sharing information);
- Children are taught correct handling and care of the animal or creature and are supervised;
- After handling the pets the children must wash their hands (Health & well being);
- When helping to clean the pets out, children are supervised; staff and children wear protective aprons and disposable gloves (latex free) and wash their hands when finished;
- Animals or creatures brought into the unit they are the responsibility of the owner.
- Class pets are kept in safe suitable housing and are cared for as part of the group's daily routine;
- We ensure the correct food is offered at the right time;
- We ensure the health of the class pets and access to a local vet if required;
- We ensure arrangements are in place for weekend and holiday care.

VISITS TO FARMS:

- Before a visit to a farm or any attraction that might have animals, a risk assessment is carried out in accordance with the Educational Visits Policy

- Outings procedure is followed;
- Children wash their hands after contact with animals;
- Outdoor foot wear worn to visit farms are cleaned of mud and debris and should not be worn inside.

EARLY YEARS RISK ASSESSMENTS:

We take all reasonable steps to ensure staff and children in our care are exposed to minimal risk or unnecessary risk. See School Risk Assessment Policy.

OUR RISK ASSESSMENT PROCESS COVERS ADULTS AND CHILDREN. IT INVOLVES THE FOLLOWING:

- Identification of risk: Where is it, what is it;
- Who is at risk: children, parents, staff;
- Assessment as to the level of risk as high, medium, low
- Control measure to reduce/eliminate risk;
- Monitoring and review

DAILY RISK ASSESSMENTS BY EYFS STAFF ENSURE THAT:

- Checking and noticing hazards and risks indoors and outside and for activities
- Before each session begins all class areas are clean and safe to use
- Report any damage to the unit leader
- Cleaning materials have been stored away correctly
- No sharp or harmful items have been left within the children's reach
- The adult to child ratios are correct
- Any equipment indoors and outside is in good condition with no sharp or broken edges
- Fire doors and exits are clear inside and outside the unit
- In cold weather the heating is working and the rooms are kept at a warm temperature
- The rooms are kept ventilated
- All daily activities are risk assessed on an individual basis where appropriate and identified on the weekly planning sheet. This allows staff to be aware of the risks involved. This may include how each activity is maintained, for example:
 - Water play – slip hazard - floor to be monitored & spills mopped up
 - Dry sand activity – eye hazard- ensuring there is no throwing of sand
 - Cookery activity – a child's allergy information /safety in the kitchen/Craft/creative activities
- Outside areas
- Equipment being used etc
- Snack time /lunch time Allergy /food intolerance lists are checked
- Garden /outdoor areas & equipment are safe to use
- Children must be supervised by at all times

School buildings and grounds risk assessments are the responsibility of the Estates Manager. EYFS risk assessments are the responsibility of the Head of Pre-Prep

It's the responsibility of all staff to report any health and safety matters to the Head of Pre-Prep who will in turn inform the Bursar or Estates Manager in accordance with the whole School Health and Safety Policy.

NO SMOKING POLICY:

We comply with health and safety regulations and the welfare requirements of the EYFS in making our setting a no-smoking environment, both indoor and outdoor in compliance with Pennthorpe whole -School policy.

No smoking signs are displayed and can be seen as you enter the School premises.

HEALTH AND SAFETY: RELATED GUIDANCE AND DOCUMENTS:

The following Health and Safety documents are maintained and updated within the Health and Safety Handbook or within other regulatory policy documents.

Accident Reporting (RIDDOR) (see First Aid Policy)
Administering Medication (see First Aid Policy)
Asbestos (Management of asbestos)
Competent Advice
Construction Work (CDM)
Contractor Management
Control of Substances Harmful to Health (COSHH)
Display Screen Equipment
Educational visits (EYFS and <u>non EYFS</u>)
Electrical Safety
Emergency Situations
First Aid (Including <u>accident reporting and recording</u>)
Fire safety, procedures and risk assessment
Gas Safety
General Workplace Safety (including slips, trips and falls)
Hot Works
Human Flu Pandemic (see First Aid Policy)
Infection Control (see First Aid Policy)
Letting and Hiring
Lightning Protection
Manual Handling

Minibus Use
New and Expectant Mothers
Noise
Occupational Health
Risk Assessment
Safety Training (including induction)
Security, workplace safety and lone working (including violence towards staff)
Smoking
Stress Management
Sun Protection
Vehicles and on-site movements
Water Quality (including Legionella)
Working at Heights