



# Health and Safety Policy Includes Early Years Foundation Stage

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## 1. General Statement of Health and Safety Policy

As governors of Sunninghill Prep School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Sunninghill Prep School by appointing the Chairman Finance and Business Committee with responsibility for overseeing health and safety as part of his general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmaster. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

- The governor overseeing health and safety attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- The minutes of the Committee's discussion on health and safety are discussed at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Finance and Business sub-Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the catering manager arranges for regular external deep cleaning and pest control services.
- The school has a fire risk assessment which is reviewed every year or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added.
- The school has a competent person undertake a risk assessment for legionella, every two years and a water sampling and testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. 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. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

Signed ..... Chair of Governors, for and on behalf of the Board

Date 9<sup>th</sup> October 2017

**2. Organisation**

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. A diagram showing the health and safety structure within the School, is included at the end of this section.

**2.1. Board of governors ("The Board")**

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

**2.2 Headmaster**

The Headmaster 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 Headmaster 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.

### **2.3 Bursar**

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Headmaster on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and raising concerns with the Headmaster
- chairing the School Health and Safety Committee

### **2.4 Heads of Department (Teaching)**

The Heads of Department will ensure, as far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities - Head of PE
- Art (including harmful substances and flammable materials) - Head of Art
- Music & Drama - Head of Creative Arts
- Trips and visits - Educational Visits Officer

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

### **2.5 Caretaker**

The Caretakers will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities

## **2.6 External Health and Safety Advisors**

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment, including boilers annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:
  - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc annually.
  - appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every year, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are tested bi-annually by a qualified contractor.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a water sampling and testing regime in place.
- The school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. She is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.

## **2.7 School Health and Safety Committee**

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:

- Headmaster
- Head of Science
- Head of Sport
- EVC and Outdoor Education Co-ordinator
- Caretaker
- Catering manager
- Head of Junior Prep

The role of the Committee is to:

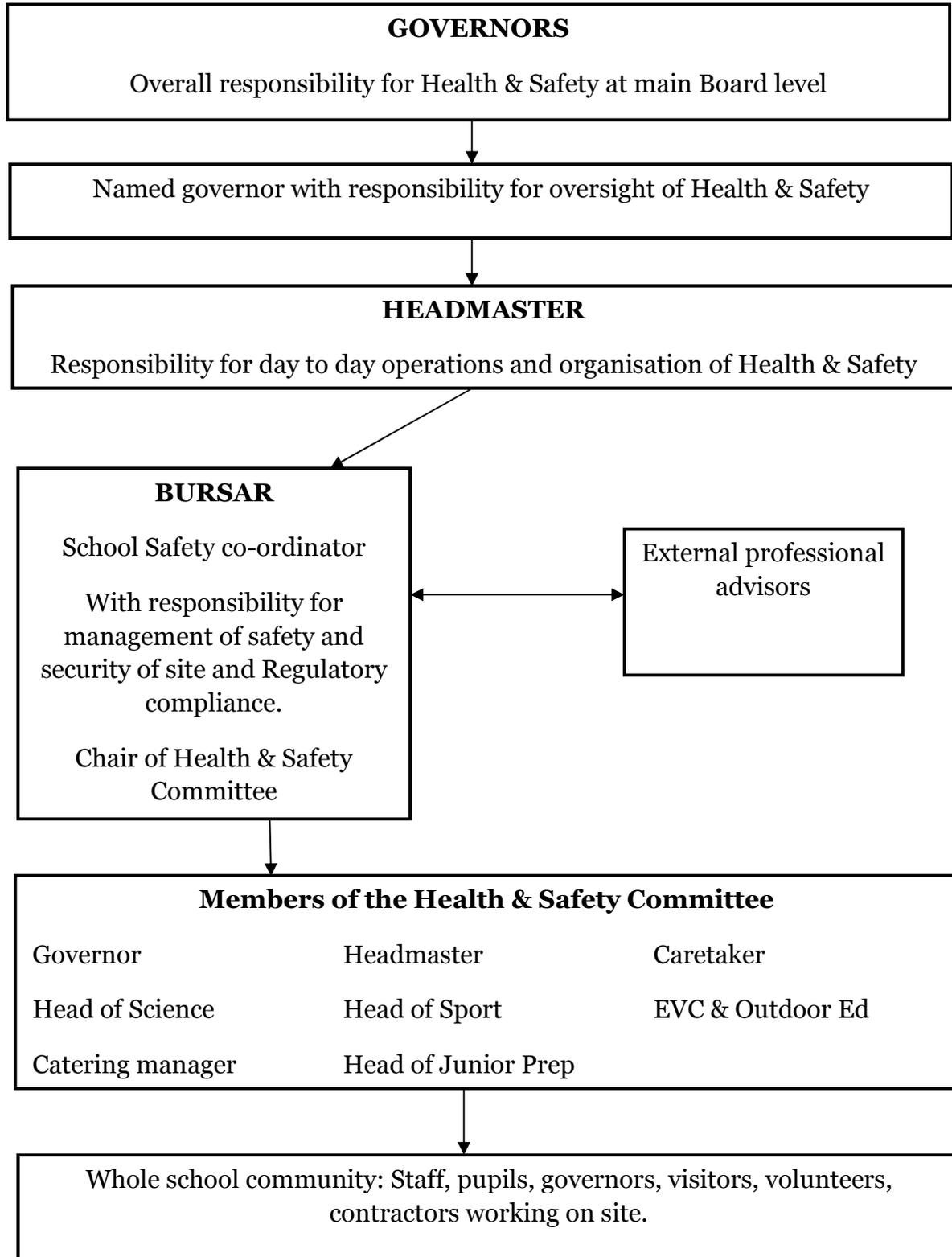
- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- ensure that all issues relating to health & safety are rectified;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- encourage suggestions and reporting of defects by all members of staff.

## **2.8 Staff**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / School Safety Co-ordinator of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected
- 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.

**ORGANISATION FOR HEALTH & SAFETY  
AT SUNNINGHILL PREP SCHOOL**



## **Fledgling's nappy changing/potty training policy and procedure.**

**This policy also includes any child within the Early Years Foundation Stage.**

The staff in Fledgling's baby room intends to change nappies at regular times during the day, so that no child is left feeling uncomfortable.

- It is expected that staff members can change nappies during the session time without written permission in line with our infection control policy.
- All nappy changes will be recorded in the child's daily diary and changing room chart.
- All staff wear disposable gloves and aprons when changing your child or soiled clothing.
- All nappies are bagged and disposed of in the nappy bin, which is then disposed of in accordance with local authority regulations.
- Should families wish to use non-disposable nappies we will support them in this.
- Staff use anti-bacterial disinfectant spray to clean down the changing mat after every change, and the spray is kept on a high shelf above the changing area.
- Wipes and gloves will be stored safely out of reach.
- The child's skin will be cleaned with supplied wipes.
- If the child has a toilet accident it will be dealt with without fuss, and in private. The child will be put into clean clothes as soon as possible. Staff will not show any disapproval to the child if they have an accident.
- All staff will have completed an enhanced DBS check before they are allowed to change your child's nappy.
- The staff member who is changing nappies will tell their colleague that they are going to change nappies. They will leave the classroom door open and the door to the changing room so that they are within earshot.
- All children are told that it is their turn to have their nappy change so they are prepared for what is about to happen.

**CHILDREN MUST NEVER BE LEFT UNATTENDED ON A CHANGING MAT.**

## **Procedure**

1. Make sure you have a clean nappy, wipes and any other supplies before changing the child. Each child will have a named box with items that are personal to them for changing.
2. Put a new set of gloves and a new disposable apron on.
3. Lift the child onto the changing mat removing any items of clothing from the bottom half in order to access nappy, remove the child's nappy.
4. Clean and dry the child using the appropriate cleaning materials, such as wipes or cotton wool and water as per parental instruction.
5. If requested by parents/carer apply nappy cream. Use a clean set of gloves to apply the cream.
6. Put on a clean nappy. The child may need a new set of clothes as well. These should be supplied by the parents/carer.
7. Put the soiled nappy into a nappy bag. Dispose of the nappy in the nappy bin provided along with the gloves and the apron.
8. Lift the child from the nappy changing area and either clean with a wet wipe or wash hands with soap and water. Dry the child's hands with a disposable towel.
9. After returning the child or baby to the nursery classroom put items used back in the child's box and store back on the shelf
10. Record nappy change on the chart then clean the changing table thoroughly with anti-bacterial spray ready for the next person to use.
11. Wash your hands thoroughly with liquid soap and running water. Dry your hands on a disposable paper towel.

## **Potty training**

Fledgling's nursery works in partnership with parents. When you decide that your child is ready, please let us know when you would like to start potty/toilet training. Staff will then in partnership continue this within the setting. It is important that this process is child led when they are ready.

- The potty should be accessible to the child and not tucked away in the toilet. Gentle regular reminders will be provided.
- In Fledglings there are toilets available at both ends of the building these are easily accessible from the play room and the sensory room.
- The child will receive lots of praise and encouragement and will not be referred to in a negative way if they have an accident. Star charts can be used for encouragement if the parent wishes.
- Whenever your child shows signs of needing the toilet they will be offered the potty or option of using the small toilets, and the process explained to them. Children will only be kept seated for a few minutes at a time and will not be forced to sit if this is against their wishes, in which case potty/toilet training may be put back to a later time when the child may be ready.

- For the older children attending the pre-school and reception (Foundation unit), regular opportunities will be provided for children to be toileted. Should a child require the toilet at any other time they are free to go. Children should be supervised and are expected to wash their hands after using the toilet. The foundation stage toilets are adjacent to the pre-school classroom. Any pre-school children who are still in nappies are changed using Fledglings facilities.

When your child is ready for potty/toilet training we request that they are put in pull up pants or pants. Suitable clothing that is easy to take off will ease the process. During this time your child is likely to require more spare clothes should they have accidents.

We understand due to changes in routines or at home that some children will regress. If your child has been dry for a while and they begin to have accidents your key person will work with you and support your child through this time. They will not be put back into pull ups, as this may make them more insecure but will be encouraged more than usual to use the toilet.

Author : NC

Reviewed September 2017

Review date September 2018

## **Fledglings rest and sleep policy and procedures**

Throughout the day children will be given the opportunity to rest and sleep appropriate to their age/stage of development and their individual needs. The individual sleep and rest pattern of children will be discussed and agreed with parents, and met as far as possible within the daily routine.

### **Rest times**

- Comfortable areas and an appropriate environment will be provided to allow children to rest as and when they wish to throughout the day.
- Opportunities will be given for children to sit quietly, listen to music, look at books and be read or sung to.

### **Sleep times**

- Staff will recognise that children have individual needs when being settled to sleep.
- Comfort items such as blankets, toys from home etc., will be used in line with parent's wishes and never used as a punishment or bribe.
- Staff will ensure that children are clean and comfortable before being put down to sleep.

### **An appropriate environment will be provided to encourage children to settle to sleep such as:**

- Drawn curtains to darken the room.
- Sufficient room between cots to prevent disturbance.
- Relaxing music played if stated by the parents.
- Children who are not sleeping or unable to settle may be taken to another area to prevent disruption.

### **In order to ensure that children sleep safely:**

- Children will be provided with a cot for their use at nursery, in some cases if parents wish it babies may be put to sleep in a pushchair.
- Personal bedding will be provided by the parent/carer which is clean and in good condition.
- Personal bedding will be changed weekly and also when soiled, parent/carers will be responsible for laundering and ensuring there are two sets supplied at all times.
- Babies will be slept in line with the most up to date guidance on safe practice from relevant bodies such as the Department of Health or FSIDS. Babies will be placed on their backs to

sleep, unless stated otherwise by the parent/carer. In which case written permission needs to be provided by the parent/carer.

- Babies who are sleeping will be checked at a minimum of 10-minute intervals.
- Older children will be supervised at all times while sleeping.
- A baby monitor will be switched on at all times allowing staff in the classroom to continually listen out for the babies.
- Older children will be offered a sleeping bag/mat.

**Staff will help children to settle to sleep by:**

- Rocking them.
- Comforting them.
- Rubbing their back or hair.
- Singing to them.
- Reading to them.

Physical restraint will **never** be used when settling a child to sleep. If a child does not settle to sleep after a period of time, they will be allowed to get up and play in another room.

Approved by the Finance & Business Committee:

**Related Whole School Policies**

Accessibility Policy	The School's plan to ensure the accessibility of education to pupils with special educational needs and/or disabilities
Accident Reporting and Investigations	Requirements for recording accidents and reporting them to enforcing authorities
Anti-bullying Policy	How to prevent and tackle bullying in school.
Asbestos Policy	Managing asbestos within buildings, arranging for works and maintaining records
Catering & Food Hygiene Policy	Menus, special diets, managing food hygiene
Display Screen Equipment	Usage of computer equipment, associated furniture/workplace needs and provision of eye tests
Electrical Safety	Maintenance of electrical systems and portable appliance testing
Emergency Plan	Managing serious incidents, school trips, lock down procedure
E-Safety	Usage and monitoring of electronic based systems by pupils and staff
Fire safety, procedures and risk assessment	Fire risk assessment requirements, the testing of fire protection systems and management of evacuations; also the keeping of records
First Aid	Provision and implementation of first aid for pupils and staff
Health & safety on Educational trips Policy	Assessing, approving and undertaking of educational visits
Legionella/ Water Quality Policy	Risk assessment, Contractor responsibilities, record keeping (manual)
Manual handling Policy	Risk assessing, training, techniques.
Mini bus and Transport Policy	Minibus operation, safety during the journey, vehicle and driver licencing
Risk Assessment Policy	Areas requiring a Risk Assessment, completion and review, SORP responsibilities

Security Policy	Security, Access Control, Workplace Safety and Lone Working
Swimming Pool Policy	Operating procedures, hiring of the pool
Working at Height Policy	Guidance and flow chart