



Pyrford Church of England Primary
Academy Trust

EYFS
HEALTH & SAFETY POLICY

Approval Date: September 2017

Review Date: September 2018

Pyrford Church of England Primary School Academy Trust

Summary Statement of Intent

The Academy Trust was incorporated in November 2013.

Academy Members and Trust Directors acknowledge that Academy trusts are companies limited by guarantee and exempt charities. The Members and Trust Directors are subject to the duties and responsibilities of charity trustees and company directors, as well as any other conditions that are agreed with the Secretary of State. Members and Trust Directors recognise that these responsibilities are mutually reinforcing, to ensure the proper governance and conduct of the trust.

The key requirements are reflected in the Trust Articles of Association, the DFE funding agreement and the guidance of the Academies Financial Handbook. Members and Trust Directors accept the Charity Commissioners' guidance as to their statutory duties as company directors, which are set out in the Companies Act 2006. Members and the Trust Directors will incorporate the seven principles of public life in their decision making and demonstrate the proper stewardship of public funds for ensuring economy, efficiency and effectiveness in their use - the three key elements of value for money.

The Trust Directors are responsible for the strategic management of the school. This includes the Christian ethos of the school; its strategic vision and direction; annual budgets; senior staff appointments; and policy changes. Operational management is the responsibility of the headteacher and staff. It is carried out at a number of levels: i.e. Senior Leadership team, the Inclusion Manager and middle leaders.

The roles and responsibilities of the Trust Directors have been delegated to two committees: Efficiency, covering Finance, Personnel, Premises and Health and Safety; and Effectiveness, covering Standards and Curriculum, Safeguarding, Ethos and Admissions.

School* policies are developed by senior members of staff, to reflect both the strategic direction agreed by Trust Directors and also the statutory and recommended policies appropriate to the school. These policies are approved and adopted by the Trust Directors, and implemented as procedures and systems by the Senior Leadership Team and other designated members of staff. These policies are available on the website and at the school.

**Where 'school' is referred to this encompasses Squirrels Nursery of Pyrford Primary.*

Aims and Objectives

- The aim of this policy is to create and maintain a safe, stimulating and healthy environment for all children, parents, carers, volunteers and staff
- We aim to raise awareness of health and safety issues among children, parents, carers and staff and take steps to minimise risks to children to help them stay safe.
- We aim to have clear procedures for identifying, reporting and dealing with illnesses, accidents, hazards or faulty equipment that all staff adhere to.
- This policy is to be read in conjunction with the school's Health & Safety policy

In order to accomplish this we will:

- Ensure that premises, including overall floor space and outdoor spaces are fit for purpose and suitable for the age of children we care for and activities provided as stated in EFYS Statutory Framework 2014-3.54)
- Staffing arrangements meet the needs of all children and ensure their safety (See Early Years Policy for Ratio guidance)
- Ensure that all staff recognise that they have a duty to maintain a safe, stimulating and healthy environment. This is communicated during staff inductions, staff meetings and inset training days. All staff, volunteers and students are required to read and agree to the school and nursery's Safeguarding Policy.
- Parents are informed of any safety issues at drop off and collection times. Information regarding health and safety is also made available via regular newsletters and notices
- A daily check list of the environment is completed by a member of staff in each room, any faulty or damaged equipment is reported to the designated Health and Safety Officer.
- The daily risk assessment includes checks on:
 - Fire extinguishers in place
 - Locks working
 - Clear fire exits
 - Toilets clean and well stocked with aprons and gloves
 - Plugs and sockets undamaged
 - Indoor and outdoor furniture and equipment clean and safe to use
 - Outdoor fences and gates secure
 - Fridge temperatures
 - Cleaning products stored safely
 - Electricity, water and phones in working order

These daily checks are in line with the EYFS Safeguarding and Welfare Requirements (2014). The daily checks are recorded and displayed in the classroom. These records are kept in the setting for a minimum period of three years.

- Premises are fit for purpose and suitable for the age of children we care for and activities provided.
- The fire procedure and completed health and safety poster is displayed in all rooms

Outside Area

Daily safety checks are carried out on all boundaries, gates, resources and equipment to ensure they are secure and in a good state of repair.

All trees and plants are regularly checked for broken branches, berries and other hazards

Sand pits are covered overnight and at weekends and holidays to keep them free of contaminants

The setting actively promotes Sun Safety for children and staff;

Parents are requested to apply sun cream to their child before the start of their session.

Parents are requested to ensure their child is appropriately clothed and has a sun hat. Regular reminders are sent out by email and in newsletters. Some spares are available in the setting for use if the child's own is forgotten or misplaced.

If the child is with us all day, sun cream is reapplied by staff members as long as written parental consent has been received.

Children wishing to apply their own sun cream are encouraged to do so with support.

Staff members are reminded to re-apply their own sun cream regularly.

Additional shaded areas are created so that outdoor play is not limited

Sun cream is reapplied after water activities or wet play.

Water Activities

All water activities are closely supervised by staff at all times. Staff are aware of dangers such as slippery surfaces and drowning and monitor wet play carefully.

Sleeping Children

Children sleeping in the setting is carefully monitored. A staff member will remain with the child at all times checking that the child is comfortable and not too hot or cold.

Times are noted so that the parents can be notified on collection.

If the child appears unwell, i.e. a raised temperature, the parents will be telephoned and early collection of the child arranged.

Hygiene

We aim to prevent the spread of infection by ensuring high standards of personal hygiene and good practice is adhered to particularly hand washing and maintaining a clean environment. We follow the guidance of the Health Protection Agency.

All areas of the setting are cleaned daily with special attention given to high traffic areas. Tables are cleaned with antibacterial spray and disposable towels between activities and always before eating.

Toilet and nappy changing areas have soap, warm running water, paper towels and hand driers. Children are encouraged to wash their hands after every visit and before eating. These areas are stocked with protective gloves, aprons and appropriate cleaning materials, which are kept out of the reach of children, and are checked and cleaned throughout the day.

Nappies and bodily fluid spillages, including blood, are dealt with wearing protective gloves and aprons. The contaminated area is immediately cleaned thoroughly with antibacterial products. All resulting waste is hygienically wrapped before disposal.

Any hazardous substances, in line with COSHH regulations, are stored in a lockable cupboard that is not accessible to the children.

To minimise spread of infection, tissues are available in every room and staff and children are encouraged to 'catch it, kill it, bin it' when coughing, sneezing or wiping their noses.

Staff who supervise lunch club have completed the appropriate food hygiene course. Packed lunches are provided by parents and none of the children's food is reheated.

A list of notifiable diseases, as defined by the Health Protection Agency, is displayed in the school office. Should any of these occur Ofsted will be informed immediately.

Any Injuries, diseases and dangerous occurrences will be reported in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences 1995).

Equipment

All resources and equipment are checked as they are put out for session and put away at the end of session to ensure the cleanliness and good condition. Any broken, unsafe, dirty equipment is cleaned or disposed of as appropriate. Breakages are reported to the Manager and we endeavour to replace items as soon as possible

COSHH

All hazardous substances are recorded with their COSHH data sheet in the COSHH folder accessible to all staff.

All cleaning products are stored safely and securely in a lockable cupboard, in accordance with the COSHH regulations 2002.