

## **Health and Safety Policy**

### **Policy Statement**

**At Cambridge Nursery Federation we aim to ensure the health, safety and welfare of all the staff, visitors and children.**

Cambridge Nursery Federation (CNF) recognise and accept the responsibility for implementing a Health and Safety Policy as outlined in the Cambridgeshire LA Manual in accordance with the requirements of the Health And Safety at Work Act 1974 and other applicable legislation. We will ensure the Health, Safety and Welfare of our staff, pupils and all visitors to our premises, and will adopt and incorporate the Health and Safety Policies and Procedures of the County Council and of the Local Authority. Responsibility for the day-to-day implementation and monitoring of this Health and Safety Policy rests with the Head teacher, who will work in collaboration with the staff to ensure compliance.

We aim to:

Ensure that the school is maintained in a safe condition

Create an environment that is safe and without risk to health

Prevent accidents and cases of work related ill health

Use, maintain and store equipment safely and without risk to health

Ensure that all staff are competent in the work in which they are engaged by providing information, instruction, training and supervision.

### **Responsibilities of the governors, head and staff**

The Governing Body hold ultimate responsibility for all aspects of Health & Safety at work and for ensuring that CNF operates in a safe and hazard-free manner. The Headteacher is responsible for the effective implementation of this policy and ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

All staff are responsible for implementing the policy on a day to day basis and must report any incidents to the headteacher; ensuring that a line of communication for problems exists; acting promptly on any reported problems; promoting good practice and developing general safety awareness amongst staff.

All staff have day-to-day responsibility for ensuring that safe methods of work exist and are implemented. They should also ensure that Health and Safety rules and procedures are applied effectively.

### **Management & Resources Committee**

- This Committee has responsibility for Health & Safety and is to comprise of:
- Headteacher
- Minimum of 3 x Governors

The Committee will meet once a term.

### **Terms of Reference**

Under Section 2 (7) of the Health and Safety at Work Act 1974, the Management & Resources committee have the function, of keeping under review the measures taken to ensure the health and safety at work of the employees and children. This is also under the Consultation with Employee Regulations 1996. Specific functions will include:

- The study of accidental and notifiable disease statistics and trends, so that reports can be made to the Governing Body on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- Consideration of reports and factual information provided by inspectors of the enforcing authority
- Consideration of reports which the health and safety team may wish to submit
- Examination of risk assessment reports
- Monitoring the effectiveness of safety procedures and safe systems of work
- Monitoring the effectiveness of the safety content of staff training
- Monitoring the adequacy of safety and health communication and publicity in the school

### **The governors and headteacher must:**

Provide adequate resources are provided to meet health and safety responsibilities

Provide adequate health and safety training

Ensure that all accidents are reported and recorded

Review all accidents and dangerous occurrences to enable corrective measures to be implemented

Carry out termly inspections and ensure reports are logged

Ensure all staff and volunteers have appropriate DBS checks

### **The headteacher must:**

Deal with any action required as quickly as possible

Distribute any relevant information to relevant staff

Carry out investigations after any incident or dangerous occurrence

Identify who needs health and safety training

### **All staff must:**

Ensure the health and safety of themselves and that of any other persons who may be affected by their acts or omissions at work

Use equipment in accordance with the instruction and training provided

Report any work situation that is considered to pose a serious and imminent danger

Co-operate with their employers to comply with any statutory requirement placed upon them

Report any areas where it is considered that the safety arrangements in force fail to reduce the risk to an acceptable level

### **Insurance**

Our Employer, Public, Professional Liability Insurance is displayed in the entrance.

### **Alcohol and drug use**

Cambridge Nursery Federation prohibits the use of cigarettes and illegal substances on our premises at anytime. Alcohol should not be consumed while the children are on the premises during the working day. If staff, students or volunteers break this rule it will be treated as a disciplinary matter.

If staff suspect that a parent is under the influence of drugs or alcohol they must inform the Headteacher or Designated Person for Child Protection.

Any person who arrives at CNF clearly under the influence of the above will be asked to leave immediately and disciplinary procedures implemented.

If a child is found in possession of any of the above the substance will be removed and kept by the Headteacher. The parent will be informed immediately.

The Cambridge Nursery Federation's full responsibilities and procedures in respect of Health and Safety, are contained in this policy, alongside the relevant sections of the following policies:

- Fire Safety Procedure
- Managing Behaviour
- Safeguarding & Child Protection
- PSED Policy
- Lone working policy
- Critical Incident policy
- Medical needs & first aid policy

## Health & Safety Arrangements

<p><b>Arrangements</b> The following procedures and arrangements have been established within the Cambridge Nursery Federation to minimise health and safety risks to an acceptable level</p>	<p><b>Action/Arrangements</b></p>
<p><b>Communication</b> The Federation recognises the importance of communication to such as staff, visitors, children, parents/carers, volunteers, contractors etc</p>	<p>Health and safety part of induction process for all staff Heath &amp; safety committee meetings (within M&amp;R)</p>

<p><b>Section 1 - Risk Assessment</b></p>	
<p><b>Risk Assessment (RA)</b> The federation uses a risk assessment process and template as standard for risk assessment and those of relevant professional bodies. Risk assessment is the responsibility of the Federation at various levels. RA's are reviewed periodically or where there is a change of circumstances.</p>	<p>Assessing and controlling risk rests with all staff team members within the federation Risk Assessments (RA's) will be carried out, liaising with relevant staff and documented Management of RAs – generic risk assessments with individual risk assessments for specific activities/areas</p>
<p><b>School trips/Offsite visits</b> The federation complies with DfE guidance on offsite visits and school journeys</p>	<p>All staff team members that arrange or actively participate in an educational visit must follow the procedures outlined in the 'Educational Visits Policy' Risk assessments are completed for all school trips/offsite visits by the trip organiser</p>
<p><b>Working at Height</b> The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as is practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>When using access equipment such as ladders, stepladders, kick stools, the correct equipment is to be used for the job to be undertaken Working at height training is undertaken Generic RA refers – a visual inspection for risk should be carried out before use</p>

<p><b>Violence to Staff</b> The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensures appropriate control measures are put in place. Staff report any incident of aggression or violence (or near miss) directed to themselves through the reporting process.</p>	<p>Make reference to the Lone Working &amp; Home Visiting Policy Generic RA refers</p>
<p><b>Security Arrangements Including Dealing with Intruders</b> Risks to the security of the premises and property are assessed through the risk assessment process.</p> <p>CNF is committed to providing care and learning for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all our children.</p> <p>Children must not be left unsupervised at any time.</p> <p>All visitors must sign in at the office</p> <p>Visitors must not be left unsupervised with the children.</p> <p>Visitors should wear a badge. Staff should approach any visitor not wearing a badge and instruct them to sign in at the office. If the person is not authorised to be on the premises and refuses to leave the police must be called.</p> <p>Visitors have a duty to ensure that they take care and look after themselves whilst on the nursery premises</p>	<p>Generic RA refers</p>
<p><b>Personal Security/Lone Working/Home Visiting</b> The school ensures that lone working is risk assessed and that appropriate control measures are in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.</p>	<p>Make reference to the Lone Working &amp; Home Visiting Policy, including risk assessments</p>
<p><b>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</b> Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local department policy relating to the specific</p>	<p>When using harmful substances all staff must ensure that they take adequate precautions to prevent injury to health No new chemical substances or materials are to be brought into use without a Safety Data Sheet</p>

<p>activities of that department/area.</p>	<p>All chemicals will undergo a CoSHH assessment (Control of Substances Hazardous to Health Regulations 2002). A safety data sheet is examined and a CoSHH Risk Assessment is completed which shows our assessment of the risk with using the product.</p>
<p><b>Personal Protective Equipment (PPE)</b>  Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required, PPE is appropriately selected and provided. A record is held which includes details of any expiry dates, if applicable, to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>	<p>Any PPE issued to staff is used and replaced within the expiry date, where applicable PPE covers duties carried out with regard to cleaning &amp; protection of infection control Rubber gloves and aprons are provided, along with safety goggles if required.</p>
<p><b>Manual Handling (typical loads and handling children)</b>  Risks of manual handling are communicated within the general risk assessment.  Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The headteacher is responsible for assessing the appropriate approach to handling tasks.</p>	<p>SENCO/Senior Leadership Team are responsible for coordinating training and risk assessments  Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.  Staff are not to lift or carry people unless training has been undertaken and risk assessments carried out.  Our manual handling training is completed for all staff by SENCO.  Individual assessments for children – carried out by SENCO as required  Lifting aids are provided - Hoist  Trolleys are provided to move resources/furniture – kitchen trolley, chair trolley</p>
<p><b>Curriculum Safety (including extended provision activities)</b>  The school ensures that risks related to curriculum areas are identified and controlled following available specific National Guidelines, where applicable. For any activity falling outside of applicable National Guidance a risk assessment is carried out. An inventory of all equipment is kept and all tools/equipment/machinery are checked, maintained and stored correctly.</p>	<p>Generic and specific risk assessments refer  Contact staff are vigilant and ensure equipment and tools used are fit for purpose  Checks are completed on tools/woodworking equipment</p>

<p><b>Work Experience Placements</b> The school liaises with the 'Work experience coordinators' of the school/college the student attends.</p>	<p>Deputy Headteacher coordinates student placements Student handbook issued</p>
<p><b>Display Screen Equipment (DSE)</b> The majority of staff within the Federation are not considered to be DSE users. The School Health &amp; Safety representative ensures workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment or office layouts change or when there are staff changes. Where it is assessed that support/equipment is required, this is appropriately selected and provided.</p>	<p>If support/equipment is required, this is appropriately selected and provided</p>
<p><b>Playground Supervision/Play Equipment and Maintenance</b> A risk assessment of potential hazards in the outdoor area and their likelihood to cause harm and the following have been considered within the risk assessment process</p>	<p>Daily visual check completed Outdoor equipment annual check Any remedial work is actioned</p>
<p><b>Section 2 - Premises</b></p>	
<p><b>Mechanical and Electrical (fixed and portable)</b> The Federation takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and the requirement to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable. Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely.</p>	<p>Only authorised and fully qualified personnel install, repair or attempt to repair electrical equipment The protective outer sleeve of electric cables is firmly secured within the plug. Where connecting live wires are visible, a qualified person re-wires the plug correctly Electrical equipment that is known to be, or suspected of being faulty, must not be used If electrical equipment becomes faulty whilst in use it is isolated from the source of supply and secured so that it cannot be used until it has been repaired. The item is removed by the responsible person in the area, the site manager/caretaker is informed and the item is then retrieved and stored awaiting repair/disposal. Details of our 5 yearly fixed electrical inspection are stored in the premises file Annual PAT testing is completed.</p>
<p><b>Maintenance of Machinery and Equipment</b> The school inspects and maintains its equipment on a regular basis; however the</p>	<p>Boilers – serviced via SLA with property services company, Zurich Insurance Annual</p>

<p>frequency of these inspections is much dependant on the use and type of equipment</p>	<p>Inspection Kitchen Extract Ducts - serviced via SLA with property services company/CCS Microwave leakage tests are carried out annually (alongside PAT testing)</p>
<p><b>Asbestos</b> To minimise the risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by</p> <ul style="list-style-type: none"> <li>• Complying with all regulations concerning the control of asbestos</li> <li>• Removing asbestos containing materials where the risk to building users is unacceptable</li> <li>• Having a named officer, our property surveyor, who has responsibility for implementing the Asbestos Management Plan.</li> <li>• Where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.</li> <li>•</li> </ul>	<p>The asbestos survey report is kept in reception and shown to all contractors when signing the asbestos register</p>
<p><b>Service Contractors</b> Service contractors have regular access to the site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact on staff, children and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements.</p>	<p>Our process re: contractor on site Contractors expected on site, with job details in diary If pictures of any areas/equipment are required, contractor must be accompanied by staff team member and children kept away Specific register for contractors to sign – includes asbestos survey report Where possible contractors booked at times when there are no children on site Major project work – managed by SLA property service company/property surveyor</p>
<p><b>Building Contractors</b> This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of children and contractors whilst on the school site.</p>	<p>Contractors Contractors working within the school are required to comply with the working rules as issued by the school. Any breach of these rules is to be reported to the site manager/caretaker Major building works are managed by our property surveyor/team Major contracts are carried out during holiday periods, where possible</p>
<p><b>Small Scale Building Works</b> This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>	<p>Handyman services – monitored and supervised by Site Officer/Caretaker</p>

<p><b>Lettings</b></p> <p>The school ensures that the hirer has public liability insurance in place in order to indemnify the school from all such hirer’s claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>	<p>Lettings Policy refers</p>
<p><b>Slips/Trips/Falls</b></p> <p>The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of line managers, with support from their team, to ensure that their areas have clear traffic routes and that exits routes are kept clear. All hazards, obstructions spillages, defects or maintenance requirements are reported to the site officer/caretaker by the reporting process. All staff are expected to be vigilant and be aware of possible hazards.</p>	<p>Accidents can be prevented by following the guidelines listed below:</p> <ul style="list-style-type: none"> <li>• Keep corridors and passageways unobstructed</li> <li>• Ensure shelves in storerooms are stacked neatly and not overloaded</li> <li>• Keep floors clean</li> <li>• Do not obstruct emergency exits</li> </ul> <p>Means of access</p> <ul style="list-style-type: none"> <li>• Always use correct routes of access – do not use short cuts as these can result in an accident.</li> <li>• Do not block an access route to or egress route from the Schools</li> </ul>
<p><b>Cleaning</b></p> <p>A cleaning schedule is in place which is monitored by the Headteacher/person responsible. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of all general equipment such as ladders etc. all members of staff adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p> <p>The Federation has a contract with Trojan Cleaning Services</p>	<p>Skin infections and hand care</p> <ul style="list-style-type: none"> <li>• To reduce the risk of skin diseases, always avoid unnecessary contact skin with oils and chemicals. Always wear gloves and protective clothing where necessary.</li> <li>• Always change clothing if it has become contaminated with chemicals, flammable liquids or oils</li> </ul> <p>Safe working procedures</p> <ul style="list-style-type: none"> <li>• All line managers, in conjunction with the a member of the Health &amp; Safety Team, must ensure that safe working procedures are developed through:</li> <li>• Assessing the tasks</li> <li>• Identifying the hazards</li> <li>• Defining a safe method</li> <li>• Implementing the system</li> <li>• Monitoring the system</li> </ul>

	<ul style="list-style-type: none"> <li>Once developed, safe-working procedures must be used to protect all staff from dangers to their health and safety</li> <li>Staff are to familiarise themselves with and be fully conversant with procedures</li> </ul> <p>Good housekeeping</p> <ul style="list-style-type: none"> <li>Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety</li> </ul>
<p><b>Caretaking and Grounds Maintenance/Grounds Safety</b> The Federation identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.</p>	<p>Grounds maintenance carried out when children are not around, if possible</p>
<p><b>Gas and Electrical Appliances</b> Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis. Gas and electrical appliances are subject to appropriate formal inspections</p>	<p>Records are stored Gas appliances (boilers) – checked visually on a regular basis. Documented by site officer/caretaker. Formal service is carried out on an annual basis. Our property management team schedule and request the inspections. Maintenance, servicing and commissioning is scheduled by CCPM. Insurance inspection carried out by Zurich Insurance. Electrical Appliances – Annual PAT tests scheduled by CCPM Staff carry out a visual inspection to check if suitable for use</p>
<p><b>Glass and Glazing</b> A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm) such as glazing in doors is toughened, laminated glass and complies with safety regulations. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately, with repairs carried out as soon as possible. Glazing is also</p>	<p>Repairs reported as part of site inspection</p>
<p><b>Water Supply/Legionella</b> An effective water hygiene management plan is in place to control the risk of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an</p>	<p>Legionella Risk Assessment - arranged every 2 years or as required through Local Authority Water checks: monthly carried out via Property Services (CCPM)/Site officer/Caretaker Classroom water play area – water changed daily</p>

<p>annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>	
<p><b>Snow and Ice Gritting</b> Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools on site and a sufficient supply of salt/grit is available.</p>	<p>Handling aids/tools – buckets, scoops, salt spreader, snow shovel, gloves Location of salt/grit – outside front entrance of buildings</p>

<p><b>Section 3 - Medical/Fire and Emergency Arrangements</b></p>	
<p><b>Infectious Diseases</b> The school follows the National Guidance produced by the Health Protection Agency (HPA), which is summarised on the poster '<i>Guidance on Infection Control in Schools and Other Child Care Settings</i>'.</p>	<p>Posters are located around the nurseries HPA helpline number called for assistance if required</p>
<p><b>Dealing with Medical Conditions</b> The school accommodates children with medical needs wherever practicable and makes reference to the DfE <i>Supporting children with medical conditions in school</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>	<p>Admissions pack – medical conditions form Paediatric First Aid &amp; Full First Aid trained staff Individual Health Care Plans First Aid &amp; Medical Needs Policies</p>
<p><b>Drug Administration</b> The school accommodates children with medical needs wherever practicable and makes reference to DfE Guidance on Managing Medicines in Schools and Early Years Settings. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain information from their child's General Practitioner (GP) or Paediatrician, if needed. Specialist bodies provide additional information for staff.</p>	<p>Individual Health Care Plans Medical Needs Policy</p>

<p><b>First Aid</b> The Federation follows the statutory requirements for first aid and provides suitably trained first aid staff.</p>	<p>Paediatric First Aid training - compliant with requirements All training carried out by qualified trainers – ETS First Aid List of all First Aider is placed near the First Aid Box in all areas List of all First Aiders and certificates available</p>
<p><b>Reporting of Accidents, Hazards, Near Misses</b> All staff are encouraged to report accidents, incidents and near misses to their line manager. Line managers inform the health and safety representative in order for an investigation of such incidents to be completed and implement means to prevent a recurrence. Investigations are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum</p>	<p>All accidents are recorded on the accident logs, child or adult, which are held in their place of work; this includes significant ‘near miss’ situations. All accident details are consolidated on a termly basis. Actions taken as appropriate. Any accident or injury is reported by the person involved in the accident, or by their line manager, or by class teacher in the case of a child. All near misses are reported. Investigations are carried out, appropriate actions taken All work related accidents i.e. caused by site defects, and accidents resulting in a visit to hospital are recorded on the online reporting system The Senior Leadership team ensures that the Management &amp; Resources Committee, and the Governing Body, are informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR, 2013) The SLT carries out an immediate investigation into a reported accident/incident/near miss to identify the cause and measures to be taken to prevent a recurrence.</p>
<p><b>Fire Safety and Emergency Evacuation</b> A risk assessment has been carried out and a fire safety management plan is in place Exits are not obstructed and fire detection and control and equipment are readily available.</p>	<p>Fire evacuation notices are posted in all areas of the Schools Staff team members are responsible for knowing the location of fire points, fire exits and the location of the assembly point in the event of a fire. Fire, police or ambulance can be contacted by dialling 99 for an outside line then 999 and asking for the service required. The most important part of fire control is prevention – all staff should be conversant with the fire potential of materials and substances that they use and should exercise correct use. Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with “Compliance monitoring in Council Building” duty under the Health and Safety at Work Act 1974. This is reviewed annually by the school and an external Fire risk assessment is</p>

	<p>completed every 3 years.</p> <p>Manual call point – weekly test carried out by Site Manager/Caretaker</p> <p>Fire alarm services - checks are carried out by Britannia Fire and Security. Dependant on the level of the check required – monthly, quarterly and a 3 hour test is conducted annually.</p> <p>Emergency lighting services – checks are carried out by Britannia Fire and Security. These are completed on a monthly by Site officer/Community Centre Manager/Admin Officer</p>
<p><b>Crisis and Emergency Management</b></p> <p>As part of our Critical Incident Policy, a Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communication these to all staff. All necessary equipment is available for rapid activation during an emergency. The emergency plan is reviewed following an incident to incorporate any required changes.</p>	<p>Make reference to Critical Incident Policy and procedures</p> <p>Equipment available includes – communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies, grab bag and appropriate building plans.</p>
<p><b>Section 4 – Monitoring and Review</b></p>	
<p><b>Monitoring</b></p> <p>Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the management of Health and Safety for staff, children, contractors and other visitors.</p>	<p>Management &amp; Resources Committee</p> <p>Staff team meeting</p>
<p><b>Inspections</b></p> <p>Regular safety inspections are carried out and all hazards and risks associated with the premises/grounds are monitored and controlled.</p>	<p>Site Inspections – Health &amp; Safety Governor and Site Officer. Carried out every term – issues are recorded with appropriate actions taken in a timely manner</p>
<p><b>Review</b></p> <p>The school has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each area of the school, supplemented by various ad-hoc and unplanned checks and inspections.</p>	<p>Termly Health and Safety report to governors</p> <p>Health and Safety Policy reviewed when necessary</p> <p>Other Health and Safety related policies reviewed either every 2 or 3 years</p>

<p><b>Section 5 - Training</b></p>	
<p><b>Staff Health and Safety Training/Competence</b>  The Federation is committed to ensuring that staff are competent to undertake the roles expected of them. The Headteacher ensures that appropriate training is delivered to fulfil competency requirements of specific job roles in terms of health and safety. Training records are held centrally and reviewed on an annual basis, as a minimum, or on the introduction of new legislation. Line managers conducting performance management reviews consider health and safety performance and address areas of concern with staff.</p>	<p>Details of training undertaken and certificates awarded are stored</p> <ul style="list-style-type: none"> <li>Risk Assessment Training</li> <li>Fire Safety</li> <li>CoSHH</li> <li>Paediatric First Aid</li> <li>Manual Handling</li> <li>Basic Health &amp; Safety Awareness</li> <li>Asbestos</li> <li>Legionella</li> <li>Working at Height</li> <li>Basic Food Hygiene</li> </ul>
<p><b>Supply and Student Teachers</b>  The Federation’s expectations are made clear to the supply and student teachers through the provision of and/or access to specific documents i.e. staff handbook, Health and Safety Policy and other relevant policies and procedures.</p>	<ul style="list-style-type: none"> <li>Code of conduct</li> <li>Safeguarding procedures</li> <li>Fire and evacuation procedures</li> </ul>
<p><b>Visitors</b>  Visitors are subject to the schools safeguarding arrangements. Visitors are given information on safeguarding, general health and safety and are expected to wear a visitors badge at all time and follow the school procedures. Conversations and any documentation to which the volunteer/parent helpers may have access to are strictly confidential and are treated as such.</p>	<ul style="list-style-type: none"> <li>All visitors must sign in at reception and are issued with a visitor sticker</li> <li>It is the duty of all staff team members to ensure the health and safety of all visitors to the Federation</li> <li>Visitors should not be allowed to enter work areas unaccompanied, unless authorised to do so i.e. health professionals</li> <li>Visitors have a duty to ensure that they take care and look after themselves whilst in the school</li> </ul>
<p><b>Volunteers, Parent Helpers and Students</b>  Volunteers, parent helpers and students are subject to the schools safeguarding arrangements. Volunteers receive an induction from a designated person for child protection on safeguarding, general health and safety and are expected to wear a visitors badge at all time and follow the school procedures. Conversations and any documentation to which the volunteer/parent helpers/students may have access to are strictly confidential and are treated as such.</p>	<ul style="list-style-type: none"> <li>The Senior Leadership Team is responsible for volunteers, parent helpers &amp; students throughout the CNF</li> <li>Student/volunteer handbook includes relevant safety information</li> </ul>

<b>Section 6 – Health &amp; Wellbeing</b>	
<b>Pregnant Members of Staff</b> Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried.	SLT completes RA
<b>Health and Wellbeing including Absence Management</b> The Federation endeavours to promote a culture of cooperation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.	Policies refer - Sickness and absence policy Family friendly policy Returning from long term sick - risk assessment/phased return
<b>Smoking on Site</b> Smoking is not permitted anywhere on site	

<b>Section 7- Environmental Management</b>	
<b>Environmental Compliance</b> The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	City Council
<b>Disposal of Waste</b> All waste classified as ‘hazardous’ is collected by specialist firms and disposed of in the correct manner	A contract is held with CLD Ltd to collect and remove all low risk waste from the site.

<b>Section 8 – Catering &amp; Food Hygiene</b>	
<b>Catering and Food Hygiene</b> The school ensures all food hygiene management systems and training requirements are in place.	In house catering Food hygiene training Temperature checks Environmental health inspections

<b>Section 9 – Health &amp; Safety Advice</b>	
<b>Information</b> The school seeks advice on Health and Safety from recognised reputable sources.	LA Health and Safety team Health and Safety Executive (HSE) website Health and Safety external trainers

Additional arrangements will be added as they are developed out of risk assessments carried out in accordance with this policy.

The Cambridge Nursery Federation Governing Body is committed to promoting quality and diversity, providing an inclusive and supportive environment for all. We are committed to equal opportunities and the promotion of non-discriminatory practices in all aspects of work undertaken within the Federation.

The Governing Body is committed to safeguarding and promoting the welfare of children. We expect and require all members of the school community to share this commitment.

Date: Summer 2017

Review: As required