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Westminster Nursery School

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Policy Statement

Children’s health and safety is our highest priority both on and off the premises. Every attempt is made to ensure our policies and standards keep children safe and healthy. The following policies and procedures always apply to our premises.

**Policies and Procedures**

**Smoking or vaping**

Westminster Nursery School is a no smoking site. It is against the law to smoke or vape on our premises. This applies to the whole premises, indoor and grounds. Signs are displayed for visitors. All staff, parents, visitors, and contractors are expected to follow this policy. Staff will challenge anyone smoking / vaping on the site and contractors are informed of the policy when contracting to hire or work in the school.

**Emergency Evacuation**

In the event of a fire the whole school evacuation procedure is to be followed. The whole school will practise evacuation each half term. Fire drill records are kept in the SBM’s office detailing date, time, specific circumstances, time taken to evacuate and any recommendations for improvement.

The school has a written Critical Incident Plan which outlines roles and responsibilities in the event of a critical incident.

The whole school assembly point is under the wooden shelter on the playground on the garden side of the building. If children are playing on roadside of building they will assemble at the chalkboard. Registers and visitors’ log will be taken out by the SBM and a check will be made on those present by each child’s group teacher.

Support staff are designated to check communal areas of the school and close doors as they evacuate the building, as detailed in the Nursery School’s Fire Evacuation Policy.

If the fire alarm sounds a check of the premises needs to be made by the Headteacher, teacher in charge, or caretaker to confirm the presence of fire or other circumstance requiring the support of the emergency services. It is essential that the school makes a call to the emergency services to confirm their presence is requested as they will not automatically attend site if the alarm sounds.

The building can only be reoccupied once the headteacher is satisfied it is safe to do so and has informed the staff and visitors that the building may be entered. If the emergency services attend site, the headteacher will wait for their instruction before the building is reoccupied.

If the whole site is deemed to be unsafe the school will follow the Nursery School’s critical incident procedure.

**Visitors**

The school site is fully secured from 8.30am until 3.30 pm. The security gate is locked and entry to the building between these hours can only be made using the electronic entrance access system.

* Visitors will use the door entry system at the main entrance.
* Office staff make a visual check on who is requesting entry. If they are unsure of the reason for requested entry, then the phone communication system will be used to establish the name and reason for requested entry. The door will only be released if staff believe the visitor is authorised to be on the school site and it is safe for them to enter the building.
* The receiving member of staff will establish the full reason for the visit.
* Visitors from other agencies will be asked to present their identification for checking.
* All visitors who are staying on site are required to sign the visitors’ log.
* Identification (if C. E. employee) or visitors badge will be worn for the duration of each visit. Badges must be collected before the visitor leaves the building.
* If a member of staff takes responsibility for letting a visitor into the premises, they must always supervise the visitor until the entry procedure is complete or until a member of the school office staff takes over the responsibility. At no time must an unchecked visitor be left unsupervised in the reception area without checking their identity and reason for visiting.
* Visitors who are not staying on the premises but need to access any part of the building for a brief period, for reasons such as deliveries or service reading, they must be accompanied by a member of school staff or an authorised member of the contracted service they are representing.
* The school will try to minimise entry by visitors to areas where there are children in session when possible. Contractors will be requested to attend site outside of school hours where possible.

At the normal entry and exit times of pupils the entrance and exit will be supervised by a member of the school staff to ensure no unauthorised visitors are able to enter the building. These staff will also meet and greet children.

**Safety of Adults**

* Adults are provided with guidance about safe storage, movement and lifting of equipment.
* Staff sickness and their involvement in accidents are recorded. Records are reviewed regularly to identify any issues that may need to be addressed.
* Staff are notified of any communicable diseases that may impact on their own health or the health of their unborn baby if pregnant.

**Windows**

* A glazing survey is regularly reviewed to ensure all glazing, especially low level, is compliant with required British Standards.

**Doors**

* External and internal doors are operated by a fob system for maximum security.
* The keypad code for the green security gate is kept secure and confidential.
* We take precautions to prevent children’s fingers being trapped in doors. Doors have finger guards and/or closers as appropriate.

**Floors**

* All floor surfaces are checked daily to ensure they are clean and not wet or damaged.
* Floor mops are easily available in the setting to mop up any spillages immediately.
* Wet floor signs are available and used by staff if a floor is wet.

**Cyclical Maintenance**

* The setting is kept safe by an extensive cyclical maintenance programme.
* Records of all cyclical maintenance and repairs are kept in the school office. An annual health and safety check is carried out by an external consultant. All records are checked as part of this visit.

**Storage**

* All resources and materials used by children are stored safely.
* All equipment and resources are stored in a way that prevents them from accidentally falling or collapsing.

**Outdoor Area**

* Our outdoor area is securely fenced.
* Our outdoor area is checked for safety each day before use.
* Grounds maintenance is carried out when children are not present in the area.
* Outdoor learning is always supervised by a nominated adult.

**Hygiene**

* We seek information from the Health Protection Agency to ensure that we keep up to date with the latest recommendations.
* Our daily routines encourage the children to learn about personal hygiene.
* We have a daily cleaning schedule for all areas of the Nursery.
* We have a rolling programme for cleaning resources, equipment, dressing-up clothes, and furnishings.
* The toilet area and changing room has a high standard for hygiene, including hand washing and drying, changing and disposal facilities for nappies.
* We implement good hygiene practices by:
* Cleaning tables between activities
* Cleaning, flushing, and checking toilets regularly
* Wearing protective clothing as appropriate when changing children or preparing snacks
* Following food handling procedures
* Providing clean sets of clothes
* Providing tissues
* Providing hand washing/sanitising facilities.

**Weather Safety**

* Staff will make themselves aware of weather conditions predicted for each day and risk assess the planned activities to be delivered in the outdoor area.
* The most senior member of staff will advise the staff team of any required health and safety control measures to be applied in each session.
* Parents and carers are advised in writing of their responsibility to provide suitable clothing at different times of the year associated with different expected weathers. In the summer term parents are advised to apply sunscreen prior to their child coming to the Nursery school each morning.
* In strong sunny weather we:
* Ensure all children wear sunhats.
* Check children’s clothing gives suitable protection from the sun without overheating them.
* Provide equipment that gives shade.
* Monitor individuals to ensure they do not overheat, burn, or are exposed to strong sunlight for a prolonged period. Staff will move children into shaded areas / indoors when appropriate.
* Ensure children drink fluids regularly.
* Apply parent provided sunscreen if required.
* In wet and wintery weather, we:
* Support children to wear appropriate clothing before going outside.
* Offer additional waterproof clothing and footwear when appropriate.
* Ensure surfaces are safe to play on.
* In some circumstances staff may restrict the areas where learning can be accessed.
* Monitor the time spent in adverse conditions, checking individuals regularly and moving them into warmer/drier areas when appropriate.

**Activities and Resources**

* Equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
* The layout of rooms allows adults and children to move safely and freely between activities.
* All equipment is regularly checked for cleanliness and safety, and any dangerous items are removed for repair or disposal.
* Sand is clean and suitable for children’s play.
* Physical play is closely supervised.
* Children are taught to handle and store tools safely.
* Children who are sleeping are regularly checked.
* Children learn about health, safety, and personal hygiene through activities we provide and the routines we follow.
* Disposal of items must have the approval of the headteacher.

**Legal Framework**

* Health and Safety at Work
* Management of Health and Safety Regulations
* Control of Substances Hazardous to Health Regulations
* Manual Handling Operations Regulations
* Statutory Framework for the Early Years Foundation Stage

Reviewed by Premises Committee: Autumn Term 2024

Signed by Premises Committee Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Ratified by Governing Body Autumn Term 2024

Next Review Autumn Term 2025