



South East Cornwall Multi Academy Regional Trust

Health & Safety Inc. First Aid and Supporting Children with Medical Conditions Policy

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Introduction

1. South East Cornwall Multi Academy Regional Trust Nurseries recognize their legal and moral responsibilities to persons who may be adversely affected by the Nursery's activities.
2. The Nursery is committed to ensuring, by all reasonably practical means, the health, safety and wellbeing of its children, employees, volunteers, visitors and contractors involved with the activities of the Nursery. The Nursery will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All reasonably foreseeable hazards associated with the Nursery's activities will be identified and either removed or controlled through a process of risk assessment and risk management.
4. All employees and volunteers will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The Nursery will seek to inform children' parents or carers of any health and safety issues relevant to their child.
6. The arrangements for health, safety and wellbeing are detailed in the Responsibilities section.
7. The Nursery will ensure, as far as is reasonably practical, that this statement of policy, individual Nursery policies and all supporting documents are kept up to date. A formal review and re-adoption will be carried out annually.
8. The Nursery expects staff to use common sense to inform their actions alongside agreed and accepted practice as laid down in this document. This is in acknowledgement that unplanned and unpredictable events can occur which go beyond anything that can be reasonably expected or planned for.

Legislation

This policy is based on advice from the Department for Education on [health and safety in Nurseries](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in Nurseries](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

The Nursery follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy complies with our funding agreement and articles of association.

Roles and Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and wellbeing in the Nursery. The individuals and groups identified are expected to have read and understood this policy (see Appendix 1) and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them, including ensuring their policy aligns with this document and ensuring any significant change proposals are ratified by the Governing Committee. Named individuals at Governor Committee level with specific responsibilities are listed in Appendix 1. Named individuals with Nursery level specific responsibilities are listed in that Nursery's policy.

Local Governors

Local Governors are given devolved responsibility from the Trust Board for ensuring that effective mechanisms and procedures are in place to enable the Nursery Board to fulfil its responsibilities for health, safety and wellbeing. The Local Governing Committee will receive regular reports to enable them, in collaboration with the Nursery Lead, to prioritise resources for health, safety and wellbeing issues.

The Local Governors will appoint a Health, Safety and Wellbeing Local Governor to receive information, monitor the implementation of policies, procedures and decisions and to feedback on health, safety and wellbeing issues, as appropriate, to the Local Governing Committee, the Health, Safety and Wellbeing Committee, the Client Manager and the Trustees.

The Local Governing Committee will approve this Health, Safety and Wellbeing policy, which will be reviewed at least annually. The Headteacher/ Nursery Lead will sign the policy as the persons with responsibility for Health and Safety in Nursery.

Trust Head of Estates/Head of Operations

The Trust Estates Team is responsible for managing health and safety arrangements across our nurseries - including building works, contract management, maintenance, and compliance in respect to fire protection, asbestos management, electrical inspections, gas inspections and structural safety. Responsibilities include:

- compliance and mandatory testing - done in line with regulatory requirements and with records recorded using the Nursery's compliance platform - MyCompliance.
- the management of contractors including procurement, competency checks, risk assessment, supervision, adherence to relevant H & S legislation and contract compliances.

Nursery Lead/Site Managers

The Nursery Lead/site managers have responsibility for:

- Day-to-day management of all health and safety matters in the nursery in accordance with the health, safety and wellbeing policy;
- Nominating a lead person to ensure children with medical conditions are identified and properly supported in the Nursery and to support staff who are implementing a student individual health care plan.
- Ensuring regular inspections of the nursery building and premises are carried out to ensure safety (communication with Estates Team to facilitate)
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Reporting, as appropriate, to the Headteacher/Local Governing Committee;
- Ensuring action is taken on health, safety and wellbeing issues;
- Passing on information on health and safety matters to appropriate people;
- Ensuring accident investigations and accident reporting is carried out;
- Ensuring adequate and appropriate staff training;
- Liaising with Headteacher/local governors on policy issues and any problems in implementing the health and safety policy, escalating where necessary;
- Co-operating with and providing necessary facilities for trades union safety representatives and all employees to be consulted on health and safety matters;
- Where contracts are negotiated directly between the nursery and the contractor, the headteacher/ Nursery Lead is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.
- Ensuring all risk assessments are completed, reviewed and shared with staff.

In the headteacher's/Head of Nursery's/Nursery Lead's absence, the Deputy/Assistant Headteacher/Nursery Lead assumes the above day-to-day health and safety responsibilities.

Employees

All Nursery staff have a general responsibility, so far as reasonably practical, to ensure the health, safety and wellbeing of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:

- Take reasonable care of their own health and well being and that of others who may be affected by what they do at work
- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring that they undertake or read all relevant risk assessments for activities involving their children, colleagues, themselves, and where relevant, volunteers, contractors, visitors or members of the public;
- Ensuring protective equipment is appropriate, suitable, sufficient and used whenever needed;
- Participating in inspections and engaging with the relevant staff and the Health, Safety and Wellbeing Committee, as appropriate;
- Bringing problems to the Nursery lead/site managers for attention;
- Reading the poster 'Health and Safety Law - what you need to know', which is displayed in each Nursery.
- Undertaking general annual awareness training (mandatory for all staff).
- Undertaking the specialist training required for their role.

In addition, all employees have a responsibility to co-operate with the employer on matters of health, safety and wellbeing.

Volunteers

All volunteers have a general responsibility, so far as reasonably practical, to ensure the health, safety and wellbeing of themselves and others who may be affected by anything they do or fail to do.

Volunteers have a responsibility to act in accordance with Nursery policies and procedures for health, safety and wellbeing and to report any incident or defective equipment to a member of staff immediately.

Volunteers are expected to act only under the supervision of an experienced member of staff when working with children.

Parents/ Carers

Parents/carers are responsible for following the Nursery's health and safety advice on-site and for reporting any health and safety incidents to a member of staff. Parents should keep the Nursery updated on any change to personal (emergency contact numbers) or medical details. Parents have a duty of care to ensure their children are well enough to attend the Nursery and to discuss with staff if unsure. The Nursery can refuse the admittance of a child based on the information provided.

First Aid

The nurseries have assessed the need for first aid provision and provide suitably qualified staff to meet the needs of the children in the nursery.

Coordinator

The first aid coordinator (named in Appendix 1) is responsible for overseeing the arrangements for first aid within the nurseries. Their duties include ensuring:

- that first aid equipment is available and fully equipped at strategic points in the nurseries including kitchens, vehicles and rooms;
- that the correct level of first aid equipment is maintained in each first aid box;
- that a sufficient number of personnel are trained in first aid procedures;
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years);
- that the list of first aiders is kept up to date and displayed;
- that a record of all treatment provided to children is kept;
- that the nurseries' accident books are kept up to date, and that incidents are reported online to Cornwall HSW when required;
- that an annual review of medical needs is carried out

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury and report any observations to SMART Operations Manager.

First Aiders

The first aiders listed in Appendix 1 will provide first aid treatment for anyone injured on site during the nursery day. They will also provide, as appropriate, first aid cover for:

- trips and visits;
- extra-curricular activities organised by the nurseries (e.g. parents' evenings, nursery- organised fund-raising events, etc.);

First aid cover is not provided for:

- contractors working outside of the Nursery day;
- events organised by third parties (fetes, evening clubs, etc.).

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents and near misses (see Reporting of Accidents section).

Accidents and First Aid

When an accident or incident occurs, we ensure:

- The child is comforted and reassured;
- The First Aider assesses the extent of any injury and if necessary a call is made for an ambulance / medical advice (999/111);
- First aid procedures are carried out where necessary by a trained paediatric first aider;
- The accident or incident is recorded on an Accident/Incident Form

- Parents are notified of the accident/injury and informed of any first aid treatment given. They are asked to sign the accident form on the same day, or as soon as reasonably practicable after;
- The Nursery Lead will consider where an incident may need to be investigated. The Nursery Lead or appointed staff (reporting officers) will investigate and report via [AssessNet](#), in line with guidance, any accidents, incidents or near misses arising from the Nursery's activities that involve students, staff, volunteers, visitors, contractors or members of the public;
- The Nursery Lead will review accident reporting information to identify any trends in order to inform any preventative or mitigating action.
- Records will be held and disposed of in line with the relevant retention policy.
- Reporting of injuries, diseases or dangerous occurrences that may be defined under RIDDOR 2013 legislation are done in line with HSE and our LA Health, Safety and Wellbeing team guidance.
- The LA Health, Safety and Well-being team review all incidents reported on AssessNET and make relevant reports to HSE on behalf of the Trust as required.
- The Nursery Manager/registered provider will report any accidents of a serious nature to Ofsted and the local authority children's social care team (as the local child protection agency), where necessary.

Head Injuries

If a child has a head injury in the setting then we will follow the following procedure:

- Comfort, calm and reassure the child;
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below);
- If the skin is not broken we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child;
- If the skin is broken, then we will follow our first aid training and stem the bleeding;
- Call the parent and make them aware of the injury and if they need to collect their child;
- Complete the accident form;
- Keep the child in a calm and quiet area whilst awaiting collection where applicable;
- We will continue to monitor the child and follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/> ;
- For major head injuries we will follow our paediatric first aid training

Transporting Children to Hospital

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. We will not attempt to transport the injured child in our own vehicles;
- Whilst waiting for the ambulance, contact the parents/carers and arrange to come to the Nursery or meet them at the hospital;
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter;

- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children.
- Inform a member of the leadership team immediately;
- Remain calm at all times. Children who witness an incident may well be affected by it.

Personal Protective Equipment (PPE)

The nurseries provide staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

Allergies and Allergic Reactions

We are aware that children may have or develop an allergy resulting in an allergic reaction.

We aim to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction.

Our Procedures

- All staff are made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis;
- We ask parents/carers to share all information about allergic reactions and allergies on their child's registration form. This allows the Nursery lead to support the parent/child in managing their needs, reducing risks and informing staff as necessary
- Seating is monitored for children with allergies.
- In the event of a serious allergic reaction and a child needing to be transported to hospital, the above 'Transporting Children to Hospital' procedure will be followed.

Administration of Medicines

We promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness and infection sections below). If a child requires medication, we will obtain information about the child's needs for this and will ensure this information is kept up to date. We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed (lockable) box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

Medication Prescribed by a Doctor, Dentist, Nurse or Pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Parent/carers must complete a consent form to allow for the administration of any prescribed medicines
- Prescription medicine will only be given when prescribed and for the person named on the bottle / box and in the dosage stated;
- Medicines must be in their original containers with their instructions clearly printed and readable.
- medication will only be administered to children with parental consent and by staff that are competent in administering medication.;
- The parent/carer confirms when the child has last been given the medication before coming to nursery;
- If the child refuses to take the appropriate medication, then a note will be made on the form and the parent contacted to discuss;

Non-Prescription Medication

(These will not usually be administered. Medicines containing aspirin will only be given if prescribed by a doctor)

- The nursery may administer non-prescription medication for a short, agreed period, dependent on the medication or the condition of the child. This would be agreed on an individual basis with parents and would include discussion on professional medical advice being sought.
- We reserve the right to refuse nursery care until the child is seen by a medical practitioner;
- For any non-prescription cream for skin conditions e.g. barrier creams, this will be listed by the parent under the registration form

Infectious Disease Prevention, Management and Control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and children to follow this good hygiene practice, outlined below, where applicable.

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

- Following good hygiene practices
- Implementing an appropriate cleaning regime
- Keeping rooms well ventilated

In order to take appropriate action with children who become ill and to minimise the spread of infection, we implement the following procedures:

- If a child becomes ill during the nursery day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time, we care for the child in a quiet, calm area with their key person (wearing PPE), wherever possible;
- Should a child have an infectious disease, such as sickness and diarrhea, they must not return to nursery until they have been clear for at least 48 hours;
- We inform all parents if there is a contagious infection identified in their nursery, to enable them to spot the early signs of this illness. We clean equipment and resources that may have come into contact with a contagious child to reduce the spread of infection;
- We report potential public health matters in line with relevant guidance - [Infectious diseases - Cornwall Council](#) and will follow appropriate guidance in managing such incidents such as cleaning regimes and communication with parents
- We ask parents to keep children on antibiotics at home for the first 48 hours of the course (unless this is part of an ongoing care plan to treat individual medical conditions e.g. bronchitis and the child is not unwell).
- We have the right to refuse admission to a child who is unwell. This decision will be taken by the nursery lead on duty and is non-negotiable;

Meningitis Procedure

If a parent informs their nursery that their child has meningitis, the Nursery Manager will contact the Local Area Infection Control (IC) Nurse 01208 25130. The IC Nurse will give guidance and support in each individual case. If parents do not inform their nursery, we may be contacted directly by the IC Nurse and the appropriate support given. We will follow all guidance given and notify any of the appropriate authorities including Ofsted where necessary. Health Protection Duty Room (Duty Room) on 0300 555 0119.

Promoting Good Health and Wellbeing

We promote the good health of all children attending our nurseries by:

- Asking parents to keep children at home if they are unwell. If a child is unwell, it is in their best interest to be in a home environment rather than at nursery with their peers;
- Asking staff and other visitors not to attend the setting if they are unwell;
- Helping children to keep healthy by providing balanced and nutritious snacks, meals and drinks;
- Reducing the risk of infection through our cleaning and hand washing processes
- Ensuring children have regular access to the outdoors and having good ventilation inside;
- Sharing information with parents about vaccination programmes
- Sharing relevant information from the Department of Health

Our Staff

- Encourage all children to use tissues when coughing and sneezing to catch germs;
- Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of;
- Develop children's understanding of the above and the need for good hygiene procedures in helping them to stay healthy;
- Wear the appropriate PPE when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately;
- Clean toilets at least daily and check them throughout the day;
- Remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this;
- Clean all toys, equipment and resources on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser, or through washing in the washing machine;
- Wash or clean all equipment used by babies and toddlers as and when needed, including when the children have placed it in their mouth;
- Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross-contamination with other children;
- Store toothbrushes (where applicable) hygienically to prevent cross-contamination;
- Ask parents and visitors to remove all outdoor footwear, or use shoe covers, when entering rooms where children may be crawling or sitting on the floor;

Immunisations

We ask that parents inform us if their children are not vaccinated so that we can manage any risks to their own child or other children/staff/parents in the best way possible. The Nursery Manager must be aware of any children who are not vaccinated within the nursery in accordance with their age.

Our nursery does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents.

Emergency Information

We keep emergency information for every child and update it when advised of any changes.

Supporting Children with Special Medical Needs – Individual Health Care Plans

Not all children with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the Nursery, parents/carers and a relevant healthcare professional, such as the Nursery nurse, specialist or paediatrician, who can

best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has special educational needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed.

- The Nursery will make appropriate arrangements for children that are regarded as having special medical needs in order to support them in managing their attendance and in accessing the curriculum and extra-curricular activity;
- The Nursery will ensure that appropriate arrangements are in place to gather and record information on children's medical needs;
- The Nursery will ensure that appropriate arrangements are in place to share children's medical information with staff where necessary for their care and/or provide details on access to confidential information for those staff who require it;
- The Nursery will agree and document these arrangements in the student's Individual Health Care Plan;

Parents/carers will provide the Nursery with sufficient and up-to-date information about their child's medical needs. They will be involved in the development and review of their child's IHP and may be involved in its drafting. And carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

Local health / nursing services should notify the Nursery when a child has been identified as having a medical condition that will require support in Nursery. This should be before the pupil starts Nursery, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the Nursery's local health / nursing services and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

Our Nursery is clear about the need to actively support pupils with medical conditions to participate in Nursery trips and visits, or in sporting activities, and not prevent them from doing so.

The Nursery will consider what reasonable adjustments need to be made to enable these children to participate fully and safely on Nursery trips, visits and sporting activities.

Risk assessments in such cases will be carried out so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. In doing so, parents/carers and any relevant healthcare professionals can be consulted.

Fire

Fire Officer

The Health, Safety and Premises Governor and the Nursery Manager are responsible for organising the nurseries' fire precautions.

The Fire Officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the Nursery year and at least once every term (once per half-term where practical);
- Recording the significant results of the fire evacuation drills;
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, annual fire extinguisher checks, training etc.).

All Staff

All staff are responsible for ensuring that children and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Evacuation and Registration Procedures are detailed at Appendix 2.

Evacuation procedures are displayed in the appropriate areas.

Personal Emergency Evacuation Plans (PEEPs)

Any person (child, staff, visitor) that may not be able to evacuate the building in an emergency without assistance will require a PEEP, including for temporary conditions. For children with an Individual Health Care Plan, any requirement for a PEEP will be considered under that process and will form part of that plan. Completion of PEEP forms will be as follows:

- Children - to be completed **Rachel Sharman** for conditions requiring an Individual Health Care Plan;
- Children - to be completed by the First Aid Co-ordinator for injuries/temporary conditions;
- Staff - to be completed by the Line Manager.

Lydia Warwick and Lisa Rendall will assist in developing the PEEP as required.

Site Safety and Compliance

Electricity

- The Nursery will arrange for fixed wiring installations to be checked and recertified every 5 years;
- The Nursery will make arrangements for the testing of portable appliances at a frequency relevant to the equipment and its use.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

Work Equipment

- All work equipment must be purchased from a reputable supplier, taking into account installation requirements, suitability for purpose, positioning and/or storage, security, maintenance requirements, inspection, servicing, testing, training and procedures for the safe use of the equipment;
- Staff must not use new items of work equipment until appropriate training has been completed;
- The health and safety information for each item of work equipment must be shared with those managing and using the equipment.
- Any potential hazards will be reported immediately to appropriate staff (Headteacher/Operations Manager/Site Manager)

Display Screen Equipment (DSE)

- Staff that regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more) are known as DSE users and they must undertake a formal DSE assessment (and again at any change of location or equipment);
- DSE regulations do not apply to staff who use DSE infrequently or for short periods of time, although the same controls may still be useful for these staff;
- DSE considerations and controls apply equally when working from home, although a formal DSE assessment is not required;
- The Nursery will provide information, training, eye and eyesight tests (on request from DSE users) and funding towards specific corrective spectacles if needed specifically for DSE work beyond the normal prescription;

Working Alone

- The Nursery will assess and minimise the risks where staff are required to work on their own, including remotely on an occupied site, taking into consideration factors such as personal security, access to first aid, emergency notification and/or response,
- Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.
- If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.
- The lone worker will ensure they are medically fit to work alone

Violence and Aggression

We believe that staff should not be in any danger at work and we will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

- The Nursery should assess and mitigate the risk of violence of aggression towards staff and members of their learning community;
- All violent and aggressive incidents must be reported and recorded (via [AssessNet](#)) and support provided to victims;
- In dealing with violent and aggressive children where de-escalation strategies have not worked, staff must adhere to the [DfE guidance on the use of reasonable force](#), which is aimed at the safe and effective control of students.

Arrangements for Supervision of Children

- The core times at which children will be under The Nursery's care and supervision are available on the website [here](#). The Nursery will staff this accordingly to ensure appropriate supervision and supporting functions.
- Where there are variations that exceed the published times, such as extra-curricular activity, The Nursery must ensure that adequate supervision ratios and supporting functions are maintained.

Risk Assessment

The Nursery must ensure that:

- All reasonably foreseeable hazards are identified and either removed, or controlled through a process of risk assessment and risk management;
- The resultant mitigating actions are implemented in order to eliminate or minimise to an acceptable level the potential for any harm to arise from the Nursery's estate, facilities, equipment or activities;
- All risk assessments are recorded and shared with all those affected.
- The Nursery uses the Local Authority Health, Safety and Wellbeing team AssessNet portal to support the management of risk assessments. This Nursery also have access to CLEAPPS where applicable for the management of risk in relevant departments including Science, Technology and Art.

Personal Protective Equipment

The Nursery will provide PPE for staff and students, as identified via the risk assessment process;

- Staff and children will wear the PPE whenever this is required;
- Prescription safety spectacles and/or goggles will be provided free of charge for those staff whose work activities can be more safely delivered with such protective equipment.

The Control of Substances Hazardous to Health (COSHH)

The Nursery is required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals

- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

The Nursery does not hold or store hazardous chemicals. Our cleaning contractors store and manage their cleaning materials in line with Control of substances hazardous to health (COSHH). Risk assessments can be completed by the Nursery Lead if required and circulated to all staff who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. General advice around COSHH is that:

- Staff use and store hazardous products in accordance with instructions on the product label and safety data sheets.
- All hazardous products are to be kept in their original containers wherever practical. Clear labelling and product information will always be used for all hazardous products.
- If a non-original container is to be used this will be used in line with industry specific guidance or CLEAPPS. The container will be suitable for the product and the original container will only not be used where this isn't conducive to safe use or industry best practice of the product.
- All hazardous products will be stored in lockable containers/rooms with no access to children unless under the supervision of staff.
- Any hazardous products are disposed of in accordance with specific disposal procedures and registered waste carriers are used where required.
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Asbestos

The Nursery will engage expert bodies to inspect their premises for the presence (or potential presence) of asbestos;

Where asbestos is present (confirmed or potential), The Nursery must ensure that:

- key staff are trained in asbestos awareness;
- the premises are inspected regularly by experts;
- the asbestos register and management plan are reviewed and updated at each inspection;
- the management plan states the risk control mechanisms;
- procedures for managing work on site requires the asbestos register to be reviewed and signed by those undertaking work on the fabric of the building;
- any asbestos bearing materials will be safely removed and disposed of by licenced specialists.

Working at Height

Only those staff trained to work at height undertake such work and use the appropriate equipment to a commercial standard.

Manual Handling

- It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- The Nursery is to ensure that proper mechanical aids and lifting equipment are available in the Nursery where appropriate, and that appropriate staff are trained in how to use them safely.
- Relevant staff must undertake manual handling awareness training (including online training – site teams) and only undertake tasks that are within their personal limits;
- Staff that regularly move large, heavy or bulky items and those that use the associated handling equipment are to undertake face to face training.
- If an individual has not received manual handling training, they should not undertake a task involving manual handling.

Preventing Injuries

As with other health and safety issues, we recognise that the most effective method of prevention is to remove or reduce the risk of injury when carrying anything. This is particularly relevant with regard to the carrying of babies and young children. Staff should ensure they lift and carry babies and children safely and with due care and attention. The EYFS emphasises that practitioners should ensure the method of carrying is appropriate for the child's age and development stage. This is supported by staff training, supervision and risk assessment.

The Environment

We ensure that the nursery environment is safe at all times and we take active measures including monitoring to do this.

Arrangements for Procuring Contractors

The Nursery lead will ensure that checks are undertaken to assure the competence of any contractor or external agency that undertakes work on the Nursery estate.

Wellbeing

The Nursery must consider the general, long-term care of children and staff;

- For students, the Nursery must offer information on maintaining their physical and mental wellbeing, through the curriculum and by providing specialist staff and/or relevant signposting;
- For staff, the Nursery should provide access to relevant information and support services, including professional supervision for those in highly stressful roles, such as safeguarding;
- Zurich DAS Confidential Counselling service

- Occupational Health Service
- We recognise the specific impact that COVID-19 may have had on the mental wellbeing of some of the members our learning community and resources can be accessed here:
- [MindEd](#) - to support staff in managing their mental wellbeing.
- The Anna Freud Centre - [advice for professionals](#) - working with children and young people during the coronavirus (COVID-19) outbreak.

Room Temperature

- Staff should be aware of room temperatures in the nurseries, ensure that they are suitable and recorded on the appropriate sheet. There is a thermometer in each room to ensure this is monitored;
- Staff must always be aware of the dangers to babies and young children of being too warm or too cold;
- Temperatures should not fall below 18°C in the baby rooms and 16°C in all other areas;
- Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

Food, Nutrition and Mealtimes

We are committed to offering children healthy, nutritious, balanced meals and snacks, which meet individual needs and requirements.

We ensure that:

- We provide two balanced daily snacks (if attending late club)
- All allergens are displayed
- Snacks include at least 3 servings of fresh fruit and vegetables per day;
- Only milk and water are provided as drinks, to promote oral health. Fresh drinking water is always available and accessible. It is frequently offered to children and babies and intake is monitored. In hot weather, staff will encourage children to drink more water to keep them hydrated;
- Individual dietary requirements are respected and catered for. We gather information from parents regarding their children's dietary needs and this is shared with staff as relevant.
- A staff member will sit with children during meals to ensure safety and minimise risks.
- Staff use meal and snack times to help children to develop independence through making choices, trying new foods and serving food and drink.
- Staff support children to make healthy choices and to understand the need for healthy eating;
- Cultural differences in eating habits are respected;
- Children are given time to eat at their own pace and not rushed;
- Quantities offered take account of the ages of the children being catered for;
- We promote positive attitudes to healthy eating through play opportunities and discussions;
- The nursery provides parents with daily written records of feeding routines for children under two;

- No child is ever left alone when eating / drinking, to minimise the risk of choking;
- We do allow parents to bring in cakes on special occasions. We ensure that all food brought in from parents is checked to ensure in original packaging and the ingredients are allergen free.
- All staff who prepare and handle food are competent to do so and receive training in food hygiene which is updated every three years;

Food Safety and Play

At SMART Nurseries, we ensure any food we use for play with the children is carefully supervised. We will also use the following procedures to ensure children are kept safe:

- We follow safe methods of food preparation and service to reduce known hazards including choking (age dependent advice and guidance);
- Dried foods can be used for play but under supervision;
- All allergies and intolerances will be checked, and activities will be adapted to suit all children's needs so no child is excluded;
- All activities, including food, will be included on the planning sheets showing all allergens so all staff and parents are aware of the ingredients;
- Children's allergies will be visible to staff when placing out food play activities to ensure all needs are met;
- Any cooking activities will be checked prior to start to ensure all children are able to use all the ingredients based on their individual needs;
- We will not use food in play unless it enhances the opportunities children are receiving from the activity. Many of the food will be reused in other activities, especially the dry materials.

Sun Care

We are committed to ensuring that all children are fully protected from the dangers of too much sun/UV rays. We encourage the use of protective clothing and high factor sun cream (5 star UVA) during sunny/hot weather. See below for more detail:

- Children must have a clearly labelled sun hat which will be worn whilst outside in sunny weather. This hat will preferably be of legionnaires design (i.e. with an extended back and side to shield children's neck and ears from the sun) to provide additional protection;
- Children must have their own labelled high factor sun cream with prior written consent for staff to apply. This enables children to have sun cream suitable for their own individual needs. Staff must be aware of the expiry date and discard sunscreen after this date. Sun cream containing nut-based ingredients will not be allowed in the setting; Where sun cream is not provided by a parent we will offer sun cream.
- Parents are requested to supply light-weight cotton clothing for their children suitable for the sun, with long sleeves and long legs;
- Staff will make day-to-day decisions about the length of time spent outside depending on the strength of the sun (UV levels). Shaded areas are provided to ensure children are able to still go out in hot weather, cool down or escape the sun should they wish or need to;

- Children are encouraged to drink cooled water more frequently throughout sunny or warm days and this will be accessible both indoors and out;

Outdoor Play

At SMART Nurseries, we recognise the importance of daily outdoor play and physical development and are committed to ensuring all children have daily access regardless of their age and stage of development. Where possible this includes the children having free access to the outdoors, allowing them the freedom to play indoors or out. We provide an inclusive outdoor play environment with areas for non-mobile children to freely explore. We make reasonable adjustments where required, in line with the Equality Act 2010. We go out to play with all children in all weathers (unless it is deemed unsafe).

The outdoor areas, both within the nursery grounds has a wealth of experiences and resources, which help children to learn and develop in a variety of ways, including independence, exploration and investigative skills, risk taking and self-esteem, all of which support children to develop skills now and for the future.

We take reasonable steps to ensure the safety of children through risk assessments whilst balancing the benefits to learning through providing an element of 'risky play'. This type of play allows children to explore and find their own boundaries in a safe environment with supportive practitioners. Staff are informed of the importance of safety procedures and are trained appropriately to ensure these procedures are followed effectively.

We ensure outdoor play is adequately supervised and we have robust safety checks in place, including regular head counts.

We plan all outdoor play opportunities and outings to complement the early years curriculum. This includes providing children with purposeful activities and quality resources that support and follow their individual interests and the seven areas of learning and development. We plan both adult-led and child-initiated opportunities to enable children to learn and practice new skills, knowledge and behaviours. Where possible and in line with the children's needs, we will also often have snacks and meals outdoors.

Where activities take place away from the setting (e.g. in the local wood) then a nursery mobile phone and first aid kit will be taken to ensure the safety of children at all times. A trained paediatric first aider will be present when away from the main setting.

Lock Down Policy

We will use the lock down procedure when the safety of the children, staff and others on the premises are at risk and we are better placed inside the current building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of situations but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the nursery)

- An intruder on the nursery site (with potential to pose a risk to staff and children in nursery)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the nursery – as long as it is safer staying in the premises than leaving.

In this case the staff will be notified by the following action:

Bell Rung

All individuals (including children) will remain in the area they are in if safe to do so. If the children are outside, staff are to promptly and calmly direct children into the building if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from the windows and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see any situation developing outside.

The manager will ensure all children, staff and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation via updates. The manager on duty will manage the situation dependent upon the information available. If the nursery is in immediate danger the relevant authorities will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority, then the nursery will await further instructions.

Once the all-clear has been given externally, the manager will issue the all-clear internally. After this time, the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.

Any children showing worries or concerns will have one to one time with their key person to talk about these.

Contracted Cleaning Services

Where The Nursery contract cleaning services to external service providers, all necessary checks and assurances are carried out as part of the tendering and contract agreement process. The management of those services is monitored by the Trust Head of Operations. This includes ensuring that all H & S compliance requirements are kept up to date and staff are managed effectively. External contractor responsibilities include:

- Employee vetting responsibilities
- Risk assessments
- COSHH
- Allergen information and control
- Adherence to H&S measures and appropriate Health, Safety and Wellbeing legislation and best practice.

Gas Safety

- installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- gas pipework, appliances and flues are regularly maintained
- all rooms with gas appliances are checked to ensure they have adequate ventilation

Legionella

- regular water checks (temperature) are carried out in line with guidance
- risk assessments will be reviewed when significant changes have occurred to the water system and/or building footprint

Site Security

- The Nursery's Lead/ site manager is responsible for the security of the Nursery site in Nursery hours. The Estates Team is responsible for out of hours security. They are responsible for visual inspections of the site, access control, and for the intruder and fire alarm systems.
- The Nursery has key holders and these individuals will respond to an emergency. A keyholder list can be obtained from the Trust Head of Estates or the Nursery Lead.
- The Liskeard Nursery will be open to children from 0800 to 1700 on normal Nursery days, other than on Bank holidays.
- The Dobwalls Nursery will be open to children from 0800 to 1700 on normal Nursery days, other than on Bank holidays. Between these times, supervision will be provided.
- Children will not be allowed on site outside of these times unless it is an organised activity supported by parent/carer consent forms.

Smoking

Smoking is not permitted anywhere on Nursery premises.

Business Continuity

The Trust is responsible for ensuring that our Nursery can within reason continue to function effectively in the event of a critical incident e.g. a major fire or other significant risk affecting the health and safety of users.

The Nursery will have a separate Business Continuity Plan which is reviewed annually. Procedures will also be in place for Fire Evacuation/ Emergency Evacuation / Emergency Closure / Lockdown.

Lost Child from Nursery

We take all reasonable steps to ensure the safety of children on the premises. We only release children into the care of individuals who have been notified to us by the parent and have safety systems in place to ensure that children do not leave the premises unsupervised. Our specific safety measures are as follows:

- locked door/gate to prevent uncontrolled access;

In the unlikely event of a child going missing within/from a nursery, we have the following procedure which will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing;
- The nursery manager will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate, thorough search of the nursery, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children so they remain supervised, calm and supported throughout;
- The manager will call the police as soon as they believe the child is missing and follow police guidance. The parents/carers of the missing child will also be contacted;
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery;
- The manager will meet the police and parents;
- The manager will then await instructions from the police;
- In the unlikely event that the child is not found, the nursery will follow the local authority and police procedure;
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings;
- Ofsted will be contacted and informed of the incidents;
- With incidents of this nature, parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary;
- In any cases with media attention staff will not speak to any media representatives;
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

Lost Child from Outings Procedure

We take all reasonable steps to ensure children are kept safe while on outings. We assess the risks or hazards that may arise for children and identify steps to remove, minimise and manage those risks and hazards. This includes the consideration of adult to child ratios and carrying out regular head counts of children throughout any outing or visit.

In the unlikely event of a child going missing whilst on an outing, the search, communication and reporting procedure stated above will be actioned.

Appendix 1 - Named Individuals with Responsibilities

Responsibility	Named Individual
SMART Nursery Health and Safety Director	Ian Foy
SMART Manager for Health and Safety	Dobwalls: Andy Sanders Liskeard: Andy Sanders
Health, Safety and Premises Local Governor	Dobwalls: Rebecca Manning Liskeard: Rachel Sharman
Competent Persons	Cornwall Council's Health, Safety and Wellbeing Team [healthsafetyandwellbeing@cornwall.gov.uk 01872 323138]
The person/s who will carry out the inspection each term	Andy Sanders
The person responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled	Andy Sanders, Nursery Estates and Facilities Officer, Dobwalls Nursery: Andy Sanders Liskeard Nursery: Andy Sanders
The persons appointed with the authority of the Headteacher to request action from the Contractor where conditions are considered to be unsafe	Andy Sanders, Nursery Estates and Facilities Officer, Dobwalls Nursery: Andy Sanders Liskeard Nursery: Andy Sanders
First aid coordinator	Rachel Sharman
Reporting Officer (Accidents)	Rachel Sharman
Deputy Reporting Officer (Accidents)	Liskeard: Lisa Rendall Dobwalls: Lydia Warwick
Investigating Officer (Accidents)	Lead: Rachel Sharman Liskeard: Lisa Rendall Dobwalls: Lydia Warwick
PAT Testing Coordinator	Andy Sanders, Nursery Estates and Facilities Officer
Estate and Facilities Development Manager	Andy Sanders, Nursery Estates and Facilities Officer,

Equipment Safety Coordinator	Rachel Sharman Supported by SMART Nurseries Practitioners
COSSH Coordinator	Rachel Sharman PURGO for Cleaning
PPE Coordinator	Rachel Sharman
Coordinator for Children with Special Medical Needs	Rachel Sharman
Personal Emergency Evacuation Plan	Children - to be completed by Rachel Sharman for conditions requiring an Individual Health Care Plan Children - to be completed by the Rachel Sharman for injuries/temporary conditions Staff - to be completed by Rachel Sharman
Educational Visits Coordinator	Rachel Sharman
First aiders Liskeard Nursery	Paediatric First Aid Trained: 5 staff
First aiders Dobwalls Nursery	Paediatric First Aid Trained: 6 staff
Staff in each department responsible for ensuring that risk assessments are carried out	The Nursery Manager and all staff members

Local Authority Children's Social Care Team	0300123 4101
Local Authority Environmental Health Department	0300 123 4212
Health & Safety Executive	Ian Foy
RIDDOR Report Form	http://www.hse.gov.uk/riddor/report.htm
Millie's Mark	https://www.milliesmark.com/

Appendix 2 - Fire, Evacuation and Registration Procedures

Fire Drill Procedure

On Discovering a Fire:

- Calmly raise the alarm by ringing the bell;
- Immediately evacuate the building under guidance from the manager/ fire marshal (Collecting children's room register, where applicable);
- Using the nearest accessible exit, lead the children out and assemble at the agreed assembly points:
- Close all doors behind you wherever possible;
- Babies to be evacuated in the fire trolley;
- Children with mobility issues please refer to PEEP;
- Do not stop to collect personal belongings on evacuating the building;
- Do not attempt to go back in and fight the fire;
- Do not attempt to go back in if any children or adults are not accounted for;
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe (agreed location);
- Keep the children calm and together;
- Alert the manager of your location and the identity of the children and other adults with you.

Evacuation of Mobility Impaired Persons

Where mobility is impaired, people should be escorted to the designated refuge areas where they should await instructions, unless the threat of fire or smoke is obvious. This is to avoid the risk of injury through unnecessary physical removal during any false alarms.

A message should be relayed to Deputy Headteacher giving the names of the persons in the refuge areas.

When necessary, mobility impaired persons will access escape routes using specialist Evac Chairs (one on every staircase landing). Only staff trained in their use are permitted to use Evac Chairs; refresher training must be undertaken once per year.

Roll Call

The Nursery Manager / Deputy Manager is nominated to have overall responsibility to ensure that a roll call is conducted in the event of an evacuation. A roll call must be made to ascertain that no one remains in the premises. Any visitors or contractors in the premises at that time must be included. The roll call at the assembly point must be checked with the attendance registers and visitor book to verify that everyone is out of the building.

Attendance registers of children and staff, student-absence list, signing-out book, visitor book, children' emergency contact details and first-aid kit should be held in reception. They must be brought to the assembly point when the alarm sounds.

Each member of staff must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

Instruction, Training and Recording

During the first week of term or as soon as practically possible thereafter, all new entrants whether children or staff should be taken around the primary escape routes of the buildings. They should also receive instruction on the Nursery fire evacuation routine and their responsibilities in the event of an emergency.

All members of staff shall be reminded annually. In the case of newly engaged staff, instruction shall be given as soon as possible after appointment. A record of the training and instructions given and fire drills held, shall be entered in the log book and will include the following:

- Date of the instruction or fire drill;
- Duration;
- Name of person giving the instruction;
- Names of persons receiving instruction;
- Nature of instruction or fire drill.

The Operations Manager is responsible for organising staff training and co-ordinates the actions of the staff in the event of fire. The EFDM is responsible for ensuring appropriate recording.

Frequency of Fire Evacuation Drills

Fire evacuation drills should be held at least once per term, preferably at the commencement of each term. The fire drill should simulate that one escape route is not available. Each fire drill should be started by a pre-determined signal and the whole premises checked as if an evacuation was in progress.

Fire Assembly Plan

Fire assembly points are shown on plans in the staff office and classrooms.