



# Ladybird Forest Pre-School



## Safeguarding and Welfare Requirements: Safety and Suitability of Premises, Environment and Equipment

### 8.1 Health and Safety

#### Policy Statement

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff, volunteers and visitors.

We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

#### Procedures

#### Specific Responsibilities

- The Pre-School Manager and Deputy are Health and Safety Officers. They are responsible for health and safety in the setting and:
  - ensure that the Health and Safety Policy is satisfactorily implemented;
  - ensure that all new employees, whether paid or voluntary, are aware of and observe this policy;
  - conduct a full investigation of any accidents or incidents that result in injury;
  - have undertaken health and safety training and regularly update their knowledge and understanding;
  - ensure all new staff have received Health & Safety Training within three months.
- All employees, whether paid or voluntary, have a responsibility for Health and Safety including the safety of others that may be affected by their acts or omissions. As such, they should familiarise themselves with the Health and Safety Policy and the safe practices appropriate to their place of work.



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## Risk assessments and routine checks

- Detailed risk assessments are in place which identify potential hazards and risks.
- Risk assessments will be conducted on all areas of the Pre-School, including rooms, activities, outdoor areas, resources and cleaning equipment. These are reviewed annually and when arrangements change
- We also undertake a risk assessment for each outing and follow the guidance in our outing procedure below. All outings away from the Pre-School (however short) will include a prior risk assessment - see below.
- We also maintain lists of health and safety issues which are checked daily before the session begins.
- All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe/removed from the area by this member of staff to promote the safety of children. If this cannot be achieved the Manager will be notified immediately.

## Cleanliness and hygiene

- Staff are aware of general hygiene in the Pre-School and ensure that high standards are always kept.
- Regular toy cleaning rotas are in place in all rooms and recorded. Toys are regularly cleaned with sanitising fluid.
- Floors are cleaned during the day when necessary. Vacuum cleaner bags (where used) are changed frequently.
- Staff are requested to use the appropriate coloured mop for the task or area and mop heads are changed regularly.
- All surfaces are kept clean and clutter free.
- Children should learn about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing.



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- Any accidents/incidents that have occurred due to lack of cleanliness are investigated and appropriate action taken in response.
- We maintain stock of cleaning materials to achieve a good standard of cleanliness;
- facilities for the safe and convenient storage of cleaning equipment and materials are provided;
- good housekeeping practices amongst employees and other users of the premises are promoted.
- Staff observe good personal and environmental hygiene practices;
- Rubbish is disposed of in appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned;
- equipment and materials are tidied up and put away after use;
- Spillages, debris, litter etc. are cleaned up as soon after the occurrence as possible;
- Shortfalls in standards are reported to the Pre-School Manager / Deputy.

### *Kitchen*

- Fridges to be cleaned out weekly
- Microwave to be cleaned after every use
- Oven to be cleaned out regularly and recorded
- Freezers to be cleaned out every three months and recorded
- All cupboards to be cleaned out termly
- Surfaces to be cleaned with anti-bacterial spray after each use
- Only appropriate coloured kitchen cloths to be used (staff follow an information chart on the wall).
- It is the responsibility of every member of staff to ensure that the staff room is kept clean and tidy
- All implements used for lunch or break to be washed and tidied away.



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### *Toilets*

- Staff are made aware of the cleaning schedule and what cleaning products to use to ensure all are kept clean throughout the session.
- Toilets are checked continually, cleaning up where necessary.
- Colour code mops, buckets and disposable cloths are used to ensure bathroom supplies are not used elsewhere.
- Management hold daily checks and brief new staff properly during their induction on what to look for, and action to take during inspections.
- Urine disinfectant is used at the end of the day before being cleaned with disinfectant.
- Daily opening and closing checks are carried out and documented to ensure soap, toilet paper, hand towels (Disabled/Staff), aprons, gloves, nappies and baby wipes are well stocked.
- Sound child protection is in place to ensure a staff member is never behind a closed door with any child.
- All potties and nappy changing facilities are sanitised after every use
- All staff wear gloves and aprons when supervising children with toileting.
- Children are encouraged to go to the toilet independent by the time they start school.
- All staff must fill in the toilet log while children are toilet training or still in nappies and feed back to parents.

### *Windows and doors*

- Windows are protected from accidental breakage or vandalism and secured so that children cannot climb through them. (Low level ones should be made of suitable materials or made safe.)
- Precautions are taken to prevent children's fingers being trapped in doors.
- Windows in the kitchen when open, blinds must remain down
- Doors to the kitchen to be always kept closed/locked.

## Kitchen and food handling

- Children must NOT enter the kitchen.
- Children must always be reminded to wash their hands after using the bathroom and before meals.
- Staff should always encourage good hygiene standards.
- Hot drinks are not allowed while supervising children.
- Fridge and freezer temperatures are recorded first thing in the morning by the named Lead and the staff member preparing tea
- Staff are made aware of the basic food hygiene standards through appropriate training and this is reviewed every three years.
- Staff refrain from handling food when they or anyone at home are suffering from an infectious disease or have boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge.
- Report shortcomings to the appropriate person, e.g. faulty or damaged storage, preparation and service equipment.
- All foods must be checked to ensure that they are of the quality, substance and temperature required and that they are within their use-by-dates.
- All foods must be stored under conditions that will prevent their deterioration. Instructions on the label, if present, should be followed.
- All food to be always covered in and out of the fridge and dated to show when each product was opened
- Food and food only, must be stored in areas designated specifically for that purpose (refrigerators, cupboards etc.).
- Saucepan handles should not overhang stove or worktop edges.
- Any food or liquid spillage must be cleaned up immediately.
- When cooking food, recipes or packet instructions must always be followed.



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- Food not eaten at the meal for which it was prepared/issued must not be kept or offered for service later.
- Signs of any type of pest infection must be reported immediately.
- Care must be taken to ensure that food is correctly stored in fridges
- Food prepared on the premises must be checked with the probe thermometer before serving
- Cooked food is always served immediately. If this is not followed, food should be discarded immediately
- All opened packets to be dated when opened and placed in an airtight container.
- All electrical equipment must be switched off.
- Refrigerators, freezers and other types of temperature control equipment must be routinely checked to ensure their effectiveness.
- All equipment must be used according to manufacturer's instructions.
- Doors and lids of equipment in use should fit securely.
- Hob burners, grills, ovens etc., must always be turned off when not in use.
- All cooking equipment should be checked when in use to ensure that it is functioning correctly. Any slight electrical shocks received from the equipment must be reported immediately.
- All equipment and working surfaces must be kept in a clean and hygienic condition.
- Cleaning chemicals should be used at the prescribed dilution rate.

### Electric/gas/water

- The Pre-School will have an electrical test carried out every five years and documented.
- All switches are switched off where practicable (except for the fridge and freezer and CCTV).
- It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc., BEFORE using them. Electrical faults must be reported immediately. Faulty



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equipment must be removed from usage and clearly labelled as such. No-one should attempt to repair the equipment themselves.

- Radiators and hot water are made safe or inaccessible to children to prevent burns or scalds.
- Staff ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions;
- Sockets must not be overloaded using adaptors (when in doubt on the side of safety/seek qualified advice);
- If extension cables are used, then these must be placed in such a way so not to cause a hazard to anybody else.
- The electricity meter and fuse box are in the office. The stopcock for the water located in the locked cupboard in the Children's Toilet. There is also a hot cold mixer control located in the toilets. Water checks are completed weekly and Legionella's controls are in place and documented.

### Outdoor area

- Systems are in place for the safe arrival and departure of children.
- Registers are used to record the arrival and departure times of children, staff, volunteers and visitors.
- Systems are in place to prevent unauthorised/unsupervised access to building.

### Control of substances hazardous to health

- A list will be kept by the Pre-School Manager of all hazardous or potentially hazardous substances that are used in Ladybird Forest Pre-School. All such items will be purchased from a regular supplier/source and safety data sheets will be obtained from the manufacturers for all items.
- All materials - including paint and glue - are non-toxic.



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- In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.
- All substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe place.
- All hazardous substances e.g. bleach, solvents, glues containing solvents are to be used with care.
- Always read the label before use and follow the manufacturer's instructions.
- Avoid inhalation, ingestion and skin contact of all chemical substances.
- Always wear the appropriate protective clothing e.g. gloves etc.
- Products must never be mixed as this could give rise to hazardous by-products e.g. bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic.
- Those using the substance must be familiar with the First Aid procedures to be used in the event of an accident.
- All equipment is regularly checked for cleanliness and safety and dangerous items repaired or discarded.
- There are agreed procedures for outings, administering medication, sickness and emergency treatment.
- In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

### Safety of staff

- All employees have the responsibility to cooperate with senior staff and the manager to achieve a healthy and safe Pre-School and to take reasonable care of themselves and others.
- Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures).





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### *Uniform*

- Footwear should be comfortable - shoes /boots/sandals should be non-slip and provide support.
- All staff are expected to wear the Pre-School uniform whilst working and suitable black trousers/Knee length shorts or dark jeans (All staff should bring a change of clothes for emergencies).

### *Staff breaks*

- It is the responsibility of the Pre-School Manager/Deputy to ensure that all staff working five hours or more take a break of 15 minutes, 30 minutes or 60 minutes' dependant on hours worked and ensuring that ratios are maintained.
- Staff under 18 require a break of 30 minutes in circumstances where they work 4.5 hours a day.
- All breaks should be taken away from an employee's normal work area (where this is applicable).

### *Induction and training*

- All employees, paid or voluntary, read through this policy as part of their Induction programme.
- The Pre-School Manager and Deputy have a duty to ensure they are aware of current legislation and that relevant information is disseminated to the appropriate person.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings
- Please see the Training Table at Appendix 1.



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### *Lifting and manual handling*

- Ladybird Forest Pre-School has a moral and legal responsibility to its employees, paid or voluntary; to reduce the risk of work associated back problems and other lifting and carrying injuries.
- It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person.
- For general guidance, all employees may from time to time have to lift or handle some objects. Firstly, staff should consider whether it is necessary to lift the object, consider if there are any alternatives and if they are at all unsure they should not attempt to lift. Staff are responsible for their own safety and for the safety of those they work with.
- If staff decide to proceed with the lifting activity the correct way to lift is as follows:
  - Keep the back straight.
  - Place the feet slightly apart.
  - Bend the knees.
  - Grip firmly (with palms not fingertips), then lift slowly holding the object as close to the body as possible.
  - Do not twist the body during the lifting procedure.

### *Office working*

- Staff that use the computers for excessive use will be entitled to a two yearly paid eye test.
- We carry out risk assessments to assess any health and safety risks to employees carrying out office duties and provide appropriate equipment for their role.
- Staff using computers can help to prevent health problems in the office by:
  - Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eye level with the top of the screen

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- Maintaining a good posture
- Avoiding repetitive and awkward movements by using a copyholder and keeping frequently used items within easy reach
- Changing position regularly
- Using a good keyboard and mouse technique with wrists straight and not using excessive force
- Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light
- Adjusting the screen controls to prevent eyestrain
- Keeping the screen clean
- Reporting to their manager any problems associated with use of the equipment
- Planning work so that there are breaks away from the workstation.
- Seating and posture for typical office tasks:
  - Good lumbar support from the office seating
  - Seat height and back adjustability
  - No excess pressure on underside of thighs and backs of knees
  - Foot support provided if needed
  - Space for postural change, no obstacles should be under the desk
  - Forearms approximately horizontal
  - Minimal extensions, flexing or straining of wrists
  - Screen height and angle should allow for comfortable head position
  - Space in front of keyboard to support hand/wrists during pauses in typing.
- If an employee requires additional support, please let the manager know as soon as possible.

### *Lone working*

- At Ladybird Forest Pre-School we aim to ensure that no member of the team is left alone working in either a room alone or within the building at any time, unless they

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can be seen or heard. However, there may be occasions when this isn't always possible due to:

- Toilet breaks
  - Lunch cover
  - Nappy changes
  - Comforting a child that may be unwell in a quiet area
  - Following a child's interest, as this may lead staff away with a child to explore an area
  - Supporting children in the toilet area that may have had an accident
  - The duties some team members have, e.g. management, opening and closing the setting, carrying out cleaning or maintenance at the settings and staff operating outside operating hours.
- We always ensure that our staff: child ratios are maintained.
  - It is the responsibility of both the employee and their manager to identify the hazards and minimise the risks or working alone.
  - Considerations when deciding on lone working include how lone workers manage with a variety of tasks such as talking to parents and supervising activities whilst maintaining the safety and welfare of children and ensuring that each member of staff required to work alone has the training and/or skills for the role; e.g. paediatric first aid certificate, child protection/safeguarding training and competency, food hygiene training and if children younger than school reception age are present; hold a level 2 qualification.
  - Public liability insurance for lone working will be sought where applicable.
  - Employees/managers' responsibilities when left in a room alone include ensuring:
    - To complete a risk assessment for staff working alone
    - Ratios are maintained
    - There is someone to call on in an emergency if required
    - The member of staff and children are always safeguarded (relating to additional policies as above).

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- Employee's responsibilities when left in the building alone:
  - To make a member of the management aware of when they are working and make plans to check in at their expected time of completion of the work
  - To ensure they always have access to a telephone in order to call for help if they need it, or for management to check their safety if they are concerned
  - Ensure that the building remains locked so no one can walk in unidentified
  - Report any concerns for working alone to the management as soon as is practicably possible.
- Management's responsibilities when left in the building alone:
  - To ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation
  - To ensure that the employee can contact them or a member of the team event if their lone working is outside normal office hours (i.e. access to a phone, contact numbers of someone they can call)
  - To check that the employee has someone they can contact in the event of an emergency, and the numbers to call
  - To ensure that employees can access a telephone whilst lone working
  - If reporting in arrangements have been made and the employee does not call in, to follow it up.
- Risk assessments are also completed for these occasions including hazards and risks and how these are controlled

### Environment and the workplace

- *Lighting* - There must be enough lighting in any area where adults or children are or may walk. Doorways and potential hazards like steps must be well lit. Artificial lighting apparatus must be properly maintained and fluorescent lights must be flicker free.
- *Noise at work Regulations 1989* - Apply to all workplaces requiring assessment of noise levels and the taking of appropriate preventative action where excessive.



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- *Space* - Around machinery and equipment must be adequate to ensure that safe working practices are achievable.
- *Heating* - Ladybird Forest Pre-School must ensure that a reasonable temperature (not less than 16 centigrade) can be maintained in every room in which people are employed to work.
- *Ventilation* - Must be effective to ensure circulation of adequate supplies of fresh air.
- *VDUs* - For safe operation the equipment needs to be properly installed and consideration given to the following points:
  - Make sure that the screen is sharp, clean and individual characters can be easily read;
  - The characters should not flicker or move;
  - There should be no reflection on the screen;
  - Ensure that there is adequate lighting to the desk surface adjacent to the machine;
  - Ensure that the user's chair has an adjustable height and back support so that a proper sitting position can be maintained.

### Security

- Access to the building should be controlled to prevent unsupervised/uncontrolled entry.
- Personal possessions should be stored securely in staff lockers.
- The main door is locked when all children have arrived.
- High level handles are applied on the doors to the Kitchen and Disabled Toilet to prevent access to the children.
- The named Lead is responsible for checking the number of children and staff on the premises.
- Staff members are always positioned by open doors on arrival and departure to prevent children leaving alone or with inappropriate adults.



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### Fire precautions

- The Pre-School Manager and Deputy are responsible for ensuring that precautions are taken against fire through the routine maintenance of fire safety equipment, through risk assessments, through reviewing and posting emergency fire procedures in buildings and educating employees, whether paid or voluntary, in safe practices.
- Records are kept of fire drills and checks on the fire alarm and smoke detectors.
- It is the duty of all employees, paid or voluntary, to co-operate in the implementation of this Policy and to report to the Pre-school Manager/Deputy any instances where the property procedures are not being implemented e.g. wedging open of fire doors, escape routes obstructed by furniture or rubbish and the reporting of faulty electrical equipment.
- Fire doors are clearly marked.
- Within the premises, Ladybird Forest Pre-School operates a No Smoking Policy. .

### Visits and outings

- We always seek parents' permission for children to be included in such outings.
- Visits and outings are carefully planned using the following guidelines, whatever the length or destination of the visit:
  - A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children
  - Written permission is always obtained from parents on the child permission forms and parents are notified before taking children on trips
  - We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.
  - All staff will hold a valid and current paediatric first aid certificate.



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- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required
- A completed trip register together with all parent and staff contact numbers will be taken on all outings
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the Pre-School manager/Deputy prior to the outing
- All staff will be easily recognisable by other members of the group; they will wear the Pre-School uniform and high visibility vests/jackets
- Children will be easily identified by staff when on a trip and all children will wear high visibility vests jackets.
- A fully charged mobile phone will be taken as a means of emergency contact
- In the event of an accident, staff will assess the situation. If required, the group will return to Pre-School immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the Pre-School.
- The full risk assessment and outing plan will be completed prior to the trip. This plan will include details of:
  - The name of the designated person in charge - the outing leader
  - The name of the place where the visit will take place
  - The estimated time of departure and arrival
  - The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
  - The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
  - Staff contact numbers
  - Method of transportation and travel arrangements (including the route)





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- Emergency procedures
- The name of the designated first aider and the first aid provision

### Missing child

- In the event of a child being lost, the Missing Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.
- There may be opportunities for parents to assist on outings. The Manager will speak to parents prior to the visit regarding health and safety and code of conduct.

### Accidents

#### *Prevention and Reporting*

- Maintenance of property and equipment to ensure personal safety is the overall responsibility of the Directors.
- Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the Manager/Deputy/Lead
- All employees, whether paid or voluntary, are responsible for the correct and safe use of all property and equipment in Ladybird Forest Pre-School and for the reporting of any faults or hazards to their supervisor or the Pre-School Manager.
- in the first instance every effort should be made to avoid an accident happening. The following list provides an indication of some areas that require special attention:
  - Beware of wet floors.
  - Equipment should not be left turned on when unattended and in such a position as to cause others to trip over it.
  - Doors and drawers should be closed when not in use.
  - Equipment should be stored in a safe manner in cupboards.

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- Filing cabinets should not be overloaded.
- Climbing onto chairs or desks is not permitted. Appropriate equipment should be used to reach high levels;
- Step-ladders must be properly adjusted and secured. If more than the three lower steps are to be used it needs to be supported by a second person.
- Correct methods must be employed when lifting or moving heavy objects.
- Working areas must be kept tidy and clear of obstruction.
- Fire doors must not be wedged open.
- In the event of an accident, employees, paid or voluntary, have a duty to report to their immediate supervisor any such incidents; to assist in determining the cause and to help in any subsequent investigation with the aim of preventing a recurrence.
- A report of all accidents should be brought to the attention of the Board of Directors.

### *Accident Record Books*

- All accidents resulting in personal injury will be recorded in the relevant accident book. There are two accident books: one for accidents to children and another for employees, paid or voluntary. These will be kept safely and accessible and will be reviewed at least half termly to identify any trends and potential or actual hazards.
- Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees. This will include health and safety matters.
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff will be notified of any policy changes, as and when they happen
- We have responsibility under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) to report certain work-related incidents to the Health and Safety Executive .



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- We will report any of the following that happens to a member of the public, including a parent or child, or an employee on our premises:
  - A death or major injury, which includes a fracture (but not of fingers, thumbs or toes), an amputation, dislocation, permanent or temporary loss of sight, and an injury from an electric shock;
  - A reportable disease;
  - A dangerous occurrence, which didn't but could have resulted in a reportable injury;
  - An injury resulting in hospital admission.

### **Legal framework:**

This policy is underpinned by or supported through:

- RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

### **Further guidance:**

- Health and Safety at Work Act (<https://www.hse.gov.uk/legislation/hswa.htm>)

### **Relevant Ladybird policies:**


- 1.2 Safeguarding Children and Child Protection
- 1.6 Drop Off and Collection
- 1.8 Online Safety
- 1.6 Missing Child
- 8.5 Animal Health and Safety
- 8.6 No smoking
- 10.6 Data Protection and Confidentiality



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### Key contact details:

<b>Organisation</b>	<b>Contact Number</b>
Health and Safety Executive	<b>Telephone: 0845 300 9923</b>

<b>This policy was reviewed by</b>	Amanda Sanders - Pre-School Manager Victoria Grimes - Admin Manager Rebecca McGough - Chair
<b>Date of review</b>	13 <sup>th</sup> January 2024
<b>Date for next review</b>	13 <sup>th</sup> January 2025
<b>Chair's signature</b>	

## APPENDIX 1

### Training table (example):

Area	Training required	Who
Paediatric First Aid	12 hour course	All staff
Dealing with blood	In house training/course	All staff and students
Safeguarding/Child protection	In house training/course	All staff and students
Risk assessment	In house training/course	All staff
Fire safety procedures	In house training	All staff and students
Use of fire extinguisher	In house training/course	All staff where possible
Food hygiene	In house training/course	All staff and students
Allergy awareness	In house training/course	All staff and students
Manual handling	In house training/course	All staff and students
Wellbeing	In house training/course	All staff
Changing of nappies	In house training	All staff and students
Fire warden duties	External course	Fire Warden
Medication requiring technical or medical knowledge e.g. Epi Pen	External course	As required
SENDCO	External course	SENDCO
Supervision and appraisal	External course	Manager, Deputy