

Strong Close Nursery School

Health and Safety Policy

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Section A**General Statement of Policy**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision, as they need for this purpose. We accept our responsibility for the health and safety of others including users, visitors and contractors who may be affected by our activities. We also adhere to the Health and Safety at work policies and guidance provided by the Local Authority.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will identify key responsibilities at each school and be kept up to date, particularly as the organisation changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Head Teacher.

Helen Jones
Head Teacher

Section B Responsibilities

1) Overall and final responsibility for health and safety in each school is that of the-

Head Teacher

2) The following people are responsible for safety in particular areas:-

A. Head Teacher

External Guidance
General Procedures
Nursery procedures
Risk Assessments
Staffing

Also supporting

- **Parental Involvement Co-ordinator** Parents Classes / Tutors
- **Teachers/Lead Practitioners** Rooms as agreed

B. The Headteacher and Senior Administrator

B.1 Accidents and First Aid
B.2 Fire Safety
B.3 Contract Maintenance
B.4 Contractors, Visitors, Room bookings
B.5 Records of statutory staff Training
B.6 Operational management of buildings.
B7 Security

Also supporting

- **Cook** Kitchen
- **Caretaker** General school premises
- **Admin Teams** B1-7

3) ALL EMPLOYEES have the responsibility to co-operate and communicate with Senior Leaders to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Failure to do this will lead to disciplinary action.

4) REPORTING: Everyone employed by the organisation has a responsibility to maintain Health and Safety for users and staff. This includes remaining vigilant and reporting any concerns to the Head Teacher / person in charge and complete an 'Incident Form.' Repairs and maintenance that do not affect Health and Safety will be recorded in the 'Buildings File' which is kept in the main office.

5) RISKS / HAZARDS: Whenever **any employee** notices a health or safety problem which they are not able to put right, they must straight away

1. Inform the Head Teacher and complete and Incident form
AND IF APPROPRIATE
2. Record in the Repairs File

Consultation and communication between Senior Leaders and employees is provided by and through - induction, staff meetings, memos, staff training, policies and procedures.

Carrying out safety inspections is the responsibility of - **all staff as well as senior leaders.**

Investigating accidents is the responsibility of - **all staff and senior leaders.**

Monitoring maintenance of premises and equipment is the responsibility of - **all staff and senior leaders this means all staff should be aware in all areas at all times the need for them to act vigilantly and follow the procedures set out in 4.**

5) REPAIRS / MAINTENANCE

It is everyone's responsibility to report a repair. Repairs not dealt with may become a hazard.

1. If you consider the repair to be an immediate danger to health or safety, please report immediately verbally to the Head Teacher / Person in Charge and complete an Incident Form.
2. For non-urgent items please record in Buildings Repairs file /inform the Administration Team and inform the Head Teacher /Person in Charge.
3. The Administration Team will gain approval from the Head Teacher at each site before authorising repairs.

Section C

General Arrangements

A. Head Teacher

Staff Well-Being

Staff well being

The Head Teacher will ensure due diligence to support staff well-being. An annual wellbeing audit including work /life balance will be conducted and used to inform both individual, team, school improvement planning. Professional guidance and support will be used as needed.

Also supporting

- **Parental Involvement Co-ordinator** Parents Classes / Tutors

See Parental Involvement in Children's Learning Policy / Guidelines for Tutors / Outreach/Home visiting alongside general Health and Safety Guidance

Also supporting

- **Teachers/Lead Practitioners** Rooms as agreed

This will include Nursery Risk Assessments and also general Health and Safety Guidance

Fire Safety

All schools will maintain appropriate Fire Evacuation and Safety Records. Key duties are as follows

	<u>Who checks?</u>	<u>How often?</u>
Escape routes	All staff	Daily

Via arrangement with Safety Section /Maintenance contractors

Fire Alarms	Caretaker	Weekly test
Evacuation drill	Head Teacher	Termly

General Maintenance

Advice and consultancy will be provided by the Local Authority from the relevant department

▪ Safety Advisor (S.S.)	01274 431007
▪ Environmental Protection Officer	01274 434366/433928
▪ Snr. Occupation Health Advisor	01274 434246

Regular checks are made by the local authority on;

- Kitchens
- Outdoor Apparatus
- Legionella
- Fire equipment
- Plugs

A Fire Risk Assessment is conducted by the LA approximately every 5 years, however if any changes to building these can be requested at any time. The Senior Administrator will complete the Fire Safety Checklist once a year.

Operational management of buildings.

The Headteacher will ensure clear guidance on the operational management of buildings as needed including security, maintenance of all areas, including cleaning schedules and correct use of equipment.

Also supporting

- | | |
|---------------|-------------------------|
| - Cook | Kitchen |
| - Caretaker | General school premises |
| - Admin Teams | B1-7 |

Individual guidance will be provided on the above areas.

B Senior Administrator

Accidents and First Aid

See Accidents and First Aid Policy and Guidance

Contractors, Visitors, Room bookings

See Policy on Visitors in School, Access and Security

Records of statutory staff Training

The Senior Administrator will be responsible for maintaining a record of statutory staff training. However, Health & Safety training will form part of the induction process and be the ongoing responsibility of all senior / team leaders.

Special Training_(Hazardous jobs may need special training)

<u>Job</u>	<u>Training required</u>
Lifting equipment and children	Lifting and Handling
Use of substances hazardous to health	Refer to COSHH manual completed by Senior Administrator
General Hygiene	Staff adhere to Hygiene Guidelines

Section D

Specific Guidance on Hazards

1. Risk Assessments

A risk assessment should be undertaken where there is a significant change to procedures or advice is not contained within policies and there is deemed to be issues regarding health and safety e.g. visits / visitors, building works, violence (from children or adults), health care.

Risk assessments should be completed by the most appropriate person for the risk being assessed, copies should be given to Head Teacher.

Daily Risk Assessments are conducted by the Caretaker and Nursery staff for outdoors as these are high-risk areas. All other areas of high risk will have been assessed and a risk assessment completed with advice inserted into relevant policy or procedures.

If the risk remains a health and safety issue, the Occupational Health and Safety Team will be notified and guidance taken.

2. Housekeeping and Premises

Each member of staff has a responsibility for-

- **The overall cleanliness of the premises and its contents with special care being given to kitchens, toilets and food preparation areas.**
- The appropriate disposal of waste, e.g. food waste disposal unit, sluice, sharps containers, wheelie bin
- The correct and safe storage and stacking of items without risk to others, or impact on service delivery.
- Keeping all walkways, corridors, exit routes, fire exits etc. clear at all times
- Withdrawing from use and reporting defective equipment e.g. faulty equipment, heating/water suppliers, obstructions e.g. boxes / ladders / tools to management

Any concerns about the above that cannot be dealt with immediately should be reported to the Head Teacher.

3. Kitchen

Health and Safety Inspections conducted by Local Authority

4. Large Apparatus / Outdoor equipment

Checked annually by Local Authority

5. Electrical Equipment

Routine for inspecting plugs and cables for loose connections and faults: Each member of staff has a responsibility to remove defective equipment from use and report to management. Only those persons who have attended an Electricity at Work course are allowed to change plugs

Education arrange an annual check of all plugs on any electrical equipment. Any brought from home should be submitted to the Senior Administrator for electrical testing.

Arrangements will be made for PAT testing at each site.

6. Machinery / Equipment

Rules of use: - all staff are responsible for ensuring that any electrical equipment and machinery used is in safe working order. If not, the item should be removed from use and the defect reported to a manager

<u>Equipment</u>	<u>Who checks?</u>	<u>How often?</u>
Photocopier	Admin / Contractor	As agreed
Videos/Cameras/ CD players	All staff	As needed
Staff kitchen appliances	Head Teacher	Annually
TV/Video/Projectors	Head Teacher	As needed
Computer (Staff)	Head Teacher	As needed
Computer (Children)	Head Teacher	As needed

Staff should not use machinery unless they have had appropriate induction in its use.

7. Dangerous Substances

Staff should be aware of the presence of any dangerous substances including gas leaks and report these immediately to the Health and Safety Co-ordinator (Head Teacher).

Staff should ensure the safe disposal of all items e.g. Broken glass.

Staff should dispose of all feminine hygiene waste, blood products etc. in the bins provided in adult toilets.

See also Drug and Alcohol Policy / Infection control guidelines

8. Fluids under Pressure

Rules for use: - Aerosol sprays should be kept in a locked cupboard out of reach of children, they should not be exposed to heat or sunlight. They should be disposed of according to the directions on the container.

9. Working at Height

Working at height concerns any activity where feet leave the floor and also working above your head.

-Staff have training and regular updates through training days and emails.

- Ladder inspection record updated termly and pre-inspection use information shared

-Staff should avoid or minimise work at height if possible, e.g. prepare displays as far as possible before putting them up.

- Always use suitable equipment for working at height, e.g. 'kick-step' type stools, properly designed and maintained low steps, poles for opening high windows etc. If you still can't reach without overstretching, ask for help from a premises manager.

- Staff should think of their personal safety and assess the risk from what they propose to do.

- Remember DO NOT use school furniture for you to stand on.

- Wear suitable footwear.

- Report poor maintenance, such as damaged window mechanisms, which could create hazards.

- Be aware of slippery surfaces, particularly stairs.

- Do not rush or push on stairs.

Section E

All other policies

The school will follow guidance in all relevant national /local authority policies

This policy has additional policies and guidance - see List of Health and Safety Policies and Guidance

Section F

Reporting Arrangements – these should be reviewed as part of the annual cycle of review

The school will keep files on the following

- Reporting files

- Accident records for staff/ children- online using the Sphera recording system and procedures

- Accident and dangerous occurrence report forms for staff and pupils

- Incidents
- Violence at work
- Racial harassment
- Union Health and Safety Reports

- First Aid Files
- Dietary / Health Concerns
- Risk assessments
- COSHH
- Fire manual