



## **Westfield Nursery School Health and Safety Policy**

### **Vision**

At Westfield Nursery we aim to deliver against our vision 'Inspired beginnings; outstanding futures'.

### **Philosophy**

Our school believes that the health and safety of children is of paramount importance. We make our school a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

### **General Statement**

The Governors and Headteacher of the School are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in school activities. They also recognise their responsibility to consider the health and safety of contractors and any other person whose health and safety may be affected by school activities.

The effective management of health and safety ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with their employer by following established procedures and bringing to the attention of school management any health and safety problems of which they are aware.

It is the intention of the Governors and the Headteacher that the established policies and procedures issued by the LEA shall be followed and developed locally to meet the needs of the school, as set down in this policy statement. The aim is to ensure that health and safety becomes an integral part of school activities.

### **Organisation and Responsibilities**

#### **General**

Overall responsibility for health and safety rests with the School Governors, assisted by their Health and Safety and Buildings Sub-Committee. Day to day executive responsibility rests with the Headteacher or in their absence with the Office Manager.

#### **Headteacher**

The Headteacher will:

1. Ensure that this policy and the County Council's health and safety policy are complied with.
2. Ensure that a Health and Safety Officer is appointed, is provided with appropriate training and undertakes their duties as required.
3. Ensure that all accidents, dangerous occurrences, diseases, near misses and property damage are reported and that the cause is investigated and

- that all reasonably practicable steps have been taken to prevent its re-occurrence.
4. Ensure the maintenance and repair of machinery, plant and equipment is carried out as appropriate, by a competent person, in accordance with County Councils procedures.
  5. Ensure that adequate first aid provisions are made in accordance with the first aid arrangements management guidelines
  6. Ensure that all employees including new employees receive adequate health and safety information, instruction and training to enable them to work without undue risk.
  7. Be available to any member of staff to discuss and attempt to resolve the health and safety issues not resolved through established arrangements.
  8. Ensure that staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required.
  9. Ensure effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that fire fighting equipment is readily available and properly maintained.
  10. Liaise with and consult local trade unions on health and safety procedures and ensure their effective implementation.
  11. Cleaning materials are assessed in accordance with the control of substances hazardous to health regulations (COSHH) 2002 and the management guidelines. Safety data sheets and file in the utility room.

### **Health and Safety Staff Liaison Officer is Joanne Sharp**

The Health and Safety Officer (HSO) shall:

1. Ensure that the health and safety policy is complied with and shall report deficiencies to the Headteacher.
2. On receipt of complaints from a member of staff investigate the issue and take the appropriate action.
3. Following training, to undertake risk assessments in accordance with the management guidelines.

### **The Caretaker**

The Caretaker has a duty to check the general conditions of the premises and, including the non-classroom areas, and for ensuring that health and safety hazards are dealt with or reported to the HSO. Where action required is outside his authority or ability, the matter will be reported to the Headteacher or Health and Safety Liaison Officer for appropriate action.

### **Teachers**

All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then the Headteacher or the HSO should be advised of the hazard/issue.

### **All Staff**

All staff have a health and safety responsibility to ensure that they are safe in what they are doing, and their actions/activities do not cause harm/injury to others. Accordingly, all staff shall ensure that they comply with the school's health and safety policy, training or instructions.

Non-teaching staff shall report hazards to their immediate line manager or HSO who shall address the issue in accordance with the policy. Teaching staff shall follow the guidance outlined in the teacher's responsibilities.

### **Specific Responsibilities**

The following staff have been nominated to be responsible for the following areas of health and safety:-

Fire Safety	- Joanne Sharp
First Aid	- Christine Begley
Administration of Medicines	- Christine Begley
COSHH	- Anne Cavendish
Electrical Safety	- Joanne Sharp
Asbestos	- Anne Cavendish
Playground Equipment	- Joanne Sharp
Display Screen Equipment	- Anne Cavendish

The above-named people shall ensure that the County Councils Management Guidance, contained within the Health and Safety Manual, and the requirements outlined in this policy, are complied with at all times.

### **Arrangements**

#### **Training**

All new employees, teaching and non-teaching, shall be provided with induction training appropriate to their health and safety needs.

In the case of volunteers, it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them.

All employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Head Teacher.

#### **Emergency Procedures (Fire and Bomb)**

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.

The fire alarms shall be tested weekly and those staff not hearing the alarm shall report the fact to the nominated fire safety officer. The fire alarm shall be tested once a week as follows: Monday 3:30pm for 10 seconds.

The fire evacuation drill shall be carried out once a term for each session as instructed by the Headteacher.

Staff are required to report defects or missing fire fighting equipment to the fire safety officer immediately.

Fire exits, routes and fire fighting equipment shall not be obstructed at any time. Procedures laid down in the school's Emergency Plan will be followed in the case of a major incident.

### **First Aid**

A list of trained first aiders and the location of first aid boxes will be posted up in the staff room.

The staff member responsible for first aid shall ensure that the contents of the first aid boxes are replenished as necessary and comply with the contents laid down within the Regulations.

All first aiders and staff shall ensure that accidents are reported as outlined below and that the staff member responsible for first aid is informed if items from the first aid box are used.

### **Administration of Medicines**

Guidance on the administration of medicines to pupils is set out in 'Supporting pupils at school with medical conditions' (DfE Dec 2015). The Governing Body has agreed that prescription medicines may be administered to children, at the specific request of the parent or guardian and in accordance with the procedures laid down in the Guidance. Medicines will be administered by a named member of staff who will undergo training to carry out the task. Medicines will be stored in a safe place and in accordance with the guidance.

### **Accident and Ill Health Reporting**

All staff are required to ensure that all accidents, incidents and near misses are reported to the school's main office, who will then ensure that serious incidents are reported to the Headteacher and that the appropriate management guidelines, contained within the Health and Safety Manual, are followed.

### **Equipment and Electrical Testing**

The Headteacher will ensure that testing, inspection and maintenance of equipment as outlined within the Health and Safety Manual are undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labeled, locked

away and the defect reported to the Headteacher or HSO who will arrange for repair or replacement.

The Headteacher will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines.

### **Asbestos**

A copy of the Asbestos Log Book is kept in the school office.

The nominated member of staff responsible for asbestos, Anne Cavendish, shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the Log Book.

All contractors shall be referred to the asbestos log book before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log book before commencing work.

### **Contractors**

The Headteacher shall ensure that the management guidelines regarding contractors are adhered to.

### **Educational Visits and Journeys**

All educational visits and journeys are required to be approved by the Headteacher, who shall ensure compliance with the Educational Visits and Journeys Policy.

### **Risk Assessments**

Risk assessment processes follow five steps as follows:

- Identification of risk: Where is it and what is it?
- Who is at risk: Children, staff, parents, cleaners etc.?
- Assessment as to the level of the risk as high, medium, low. This is both the risk and the likelihood of it happening: as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What you will need to do, or ensure others will do, in order to reduce the risk?
- Monitoring and review: how do you know if what you have said is working, or is it enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Risk assessments and this policy are written /reviewed at least annually.

We have a grid of health and safety issues. These are checked before each session begins. Other risks are checked on a weekly, monthly or termly basis when full risk assessment is carried out.

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To be reviewed: November 2018

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