



Westfield Nursery School Health and Safety

Statement of Intent

Introduction

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work-related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l. Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name _____ Signature _____ Date: _____

(Chair of Governors)



Vision

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

Introduction

In order to achieve compliance with the Governing Body's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

The Governing Body

The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds and resources are set aside with which to operate safe systems of work.
- f) Health and safety performance are measured both actively and reactively.
- g) The school's health and safety policy and performance are reviewed annually.

The Head teacher

The Head teacher supports the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Ensure appropriate health and safety notices displayed as identified.
- h) Emergency procedures are in place.
- i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to monitor premises and performance.
- l) Accidents are investigated, and any remedial actions required are taken or requested.
- m) A report to the Governing Body on the health and safety performance of the school is completed annually.

The Health and Safety Representative

The Health and Safety Representative is Anne Cavendish. She is responsible for:

- a) Co-ordinating and managing the risk assessment process for the school.
- b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.

- c) Making provision for the inspection and maintenance of work equipment throughout the school.
- d) Keeping records of all health and safety activities.
- e) Advising the Head teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the school generally.
- g) Carrying out any other functions devolved by the Head teacher or Governing Body.
- h) Unsafe conditions being reported and dealt with to agreed timescales.

The Health and Safety Co-ordinator

The Health and Safety Co-ordinator is Jo Sharp. She is responsible for:

- a) Reviewing risk assessments.
- b) Testing fire alarms and emergency lights.
- c) Inducting new staff about their roles and responsibilities in relation to health and safety.
- d) Inducting students and volunteers in their responsibilities in relation to health and safety.
- e) Ensuring all Health and Safety room checks are completed

Teaching/ Non-Teaching Staff Holding Posts of Special Responsibility

This includes Senior teachers, Class leaders and Caretakers. They must:

- a) Apply the school's Health and Safety Policy to their own area of work and be directly responsible to the Head teacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Head teacher or the School Health and Safety Representative.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them or refer to the Head teacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.
- h) Include health and safety in the annual report for the Head teacher.

Class Leaders

Class leaders are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Head teacher on health and safety equipment and on additions or necessary improvements.

- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with the Early Years Foundation Stage Curriculum requirements.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Head teacher or Health and Safety Representative.

Trade Union Health and Safety Representatives

The Governing Body and Head teacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Head teacher or Governing Body.

All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- k) All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered. Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are reassigned in their absence. Such re-assignments must be approved by the Head teacher.

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Procedures and Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident Reporting, Recording and Investigation

All staff are required to ensure that all accidents, incidents and near misses are reported to Anne Cavendish the school AssessNET administrator is Anne Cavendish. Accidents report identifying trends in accidents/incidents are provided to Governors on a termly basis. (See CBC Health and Safety Guidance: Who should be notified, how reported to LA (online reporting system), recording of details and who undertakes investigation, RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrence Regulations, monitoring).

Asbestos

The Head teacher is responsible for the CBC Asbestos Log Book, location of the manual (i.e. school office), arrangements to ensure contractors have sight of and complete the log book prior to starting any work on the premises, instructions to staff not to drill or affix anything to walls, ceilings etc., without first obtaining approval from the Head teacher/checking manual, how staff should report damage to asbestos materials, CBC Asbestos Policy..

Audit

Record monitoring and frequency of inspections of school (termly inspections and reports to committee

Behaviour Management/Bullying

See Behaviour and positive handling policies. The lead teacher is responsible for staff training, support and monitoring.

Catering

At Westfield Nursery there is no kitchen to provide hot meals. Children staying for the 30-hour offer are provided with a packed lunch by their parent/ carer. Information is shared with parents/ carers about healthy food options and items that cannot be included for safety reasons. Lunchtime supervisors monitor these lunches and liaise with parents/ carers where required e.g. if a lunchbox contains nuts.

Caretaking and Cleaning

The school has a caretaker responsible for unlocking, locking and a maintenance schedule and 'odd jobs'. Training is available to support the caretaker's role. The Nursery uses a contract company for cleaners and the caretaker oversees the work of the cleaners.

Contractors

CBC contractors have been used or contractors recommended by other schools. For work over a certain amount (see purchasing policy). Contractors are selected having obtained three quotes and with best value for money in mind. All contractors are briefed about safety information e.g. asbestos and agree safe working practices, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to, liaising with contract supervisor. Anne Cavendish deals with contractors.

Covid-19

The governing body, Head teacher and Strategic Leadership Team are clear about the importance of strategies to support safer practices during the covid-19 pandemic. These are shared with staff, parents, children and visitors. There is a separate risk assessment for this. Control measures include:

- Preparing the site before opening (reducing provision/ moving classrooms/ Site Health and Safety Check)
- An enhanced cleaning regime
- Supplying appropriate cleaning and personal protective equipment (PPE) and ensuring staff are aware of how to use this
- Changing movement onto/ around and off site to allow for social distancing, including staggered drop-off & collection times
- Changing timetables to allow 'bubbles' where children/ adults do not come into contact
- Adapting events e.g. Harvest to celebrate in classes, not as a whole school
- Reviewing and implementing practices for fire evacuation procedures and lock down procedures
- Adapting activities e.g. see messy play risk assessment
- Following government guidelines about testing and tracing
- Ensuring visitors follow the visitor's protocol

These plans are put in place following government and local authority advice and these are regularly reviewed. See School Plan and Covid-19 Risk Assessment.

Curriculum Safety

Requirements for risk assessments will be completed for all schoolwork activities including those off site.

Display Screen Equipment

See CBC Health & Safety Guidance workstation risk assessments, arrangements for eyesight testing, how to report health concerns and to whom, advice on maximum time to be spent on VDU without break. DSE assessments will be completed annually or following an office move or new equipment.

Educational Visits and Journeys

Liz Collins is the EVC Lead for educational visits. She will assess all requests for visits and ensure staff competency, pre-visit planning, risk assessments, costs, activities, first aid and medical provision, notes for helpers and parental authorisation are all carried out satisfactorily.

Electrical Equipment

Equipment is PAT (portable appliance testing) tested annually by a competent person. Anne Cavendish maintains records of inspection and testing. Staff should not bring personal items to school. Every five years there is a main electrical test of all electrics in the school.

Fire Precautions and Emergency Procedures

Liz Collins, Head teacher is responsible for ensuring fire drills are carried out termly. Anne Cavendish, Health and Safety Representative is responsible for ensuring that all fire escape routes are maintained and clear; fire extinguishers are maintained, and fire signage is adequate.

Jo Sharp, Health and Safety Co-ordinator is responsible for weekly testing of the fire alarms, different points are checked on a rota, and monthly checks of the emergency lighting.

Anne Cavendish is responsible for ensuring there are adequately trained fire marshals.

Jo Sharp is responsible for the fire risk assessment, emergency plan.

First Aid

Anne Cavendish is responsible for booking staff first aid training. Liz Collins is responsible for updating and displaying the list of trained first aiders. There are first aid boxes in each classroom with basic first aid equipment. A full first aid equipment box is kept in the kitchen.

Class leaders are responsible for checking the first aid equipment in their class and reporting when new equipment is needed. Chris Begley checks first aid boxes and equipment termly.

All classroom staff are paediatric first aid trained. Chris Begley has first aid at work training.

In the event of an ambulance being called the first aider will remain with the child/ adult and someone in the school office will call an ambulance.

See First Aid and Medication Policy.

Grounds Maintenance

The care of the school grounds is contracted to Country Wide. They sign in/ out and liaise with Anne Cavendish about works required and record keeping.

Hazardous Substances

See CBC Health & Safety Guidance; Manual for Site Agents and Caretakers - Section T, for selection and use of substances, hazard data sheets, risk assessments, staff training in use, selection and use of protective equipment, storage arrangements.

Home Visits

See Home Visits Policy.

Inclusion

The school has a named SENDCo with responsibility for SEND. They ensure planning and assessment for SEN pupils and making reasonable adjustments in respect of access under DDA where access required. Leigh-Ann Andrews is the SENDCo. The SENDCo ensures staff are suitably informed and trained to be able to support pupils safely and effectively. See Positive Handling Policy.

Lettings

See lettings policy. There are no current lettings.

Lock Down

In case of a dangerous adult on site all staff are required to ensure that they are familiar with the emergency lock down procedures. Lock down routes are displayed in each classroom cupboard. The muster points are the class story room-Butterflies class/ Ladybirds class, the lunchroom-Caterpillars class and the toilet area- Bumblebees class. Lock down procedures need to be practised at least annually.

Lone Working

Staff do not work alone.

Managing Medicines & Drugs

Chris Begley is the managing medicines Co-ordinator. Parents/ carers must give permission for medicines to be administered. Staff store medicines safely and record when medicines are administered. See First Aid and Medication Policy. Refer CBC Health & Safety Guidance – Managing Medicines in Schools and Early Years Settings

Maintenance and Inspection of Equipment

Anne Cavendish ensures arrangements are in place for the periodic inspection, examination and testing of equipment using suitable trained contractors. She maintains records in the premises log. See CBC Health and Safety Guidance.

Manual Handling and Lifting

Staff must be aware of activities involving lifting and handling, risk assessments are in place to identify precautions to minimise manual handling tasks. Staff are trained where required. See CBC Health & Safety Guidance.

Outdoor Play Equipment

Children have access to play equipment in the garden. Staff assess the weather conditions and teach the children that the green sign means the equipment is safe to use and the red sign means the equipment is not safe to use e.g. too slippery in wet weather. There are risk assessments in place for the play equipment. The play equipment is checked annually by an approved contractor. Staff report any damage.

PE Equipment

Staff check small games equipment before using and discard any damaged equipment.

Risk Assessments

Jo Sharp is responsible for completing and reviewing risk assessments, at least annually. She also completes risk assessments in special circumstances e.g. for staff who are pregnant. Risk assessment processes follow five steps as follows:

- Identification of risk: Where is it and what is? (checking for hazards)
- 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? (Developing an action plan)
- 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.

Safety Committee

The Head teacher reports to the governing body termly. The link governor for Health and Safety is Maxine Boyle. The governors complete an audit for Health and safety at least annually and complete a termly site walk.

School Transport

The school has no minibus.

Security

The perimeter of the school site has tall, metal security fencing. Staff man the gates at entry and exit times monitoring who is on site. Staff are made aware of adults who cannot collect particular children. Class leaders are responsible for closing windows

and locking doors in their classroom. The caretaker is responsible for securing school site at the beginning and ends of the day.

Site Maintenance

Anne Cavendish arranges the schedule for the upkeep and maintenance of school buildings, equipment and site, safety signage and reporting of hazards.

Smoking

Westfield is a no smoking site.

Staff Training & Development

All new staff, volunteers and students have a Health and Safety Briefing by Mrs Sharp. Training is organised for certain roles e.g. caretaker, health and safety coordinator, first aid, fire safety and managing medicines).

Stress

Parents/ carers are signposted for support to www.bedfordshirewellbeing.service.nhs.uk

Staff are signposted either to the Bedfordshire well-being service above or <http://www.centralbedfordshire.gov.uk/health-social-care/mental-health/employment.aspx>

Swimming

There is no swimming pool and children are not taken swimming.

Violence

The school has a zero tolerance to violence; perpetrators on violence will be warned and the police will be contacted if the violence or threat of violence is continued.

Visitors

All visitors need to sign in/ out at Reception. Safeguarding and Health and Safety expectations are shared with new visitors.

Work Experience

We do support placements for work experience students. All students have a health and Safety briefing explained by Jo Sharp. Students work under the supervision of the class leader.

Working at Height

There are risk assessments, guidance and procedures in place for working at height following CBC guidance and staff sign against this. Staff working at height will be trained appropriately.

Conclusion

The implementation of this policy will ensure that all stakeholders are all aware of Health and Safety procedures and practices

Reviewed- November 2020

To be reviewed November 2021