



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)



Westfield Nursery School Health and Safety Policy

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.

Roles and Responsibilities

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

Safety Committee

The Headteacher reports to the governing body termly. The link governor for health and safety is Ms Boyle. The governors complete an audit for health and safety at least annually and complete a termly site walk.

The Headteacher

The Headteacher supports the governing body by ensuring that:

- a) This policy is communicated adequately to all relevant persons
- b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process
- 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 Sam Hitchcock. She is responsible for:

- a) Co-ordinating and managing the risk assessment process for the school
- b) Appropriate information on significant risks is given to visitors and contractors
- 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 Headteacher 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 Headteacher 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 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 Headteacher 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 update the Headteacher 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

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 Headteacher 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 Headteacher or health and safety representative

Trade Union Health and Safety Representatives

The governing body and Headteacher 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 Headteacher 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 health and safety 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 (HSE).
- 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 the health and safety representative. The school AssessNET administrator is the school manager. Accidents report identifying trends in accidents/incidents are provided to governors on a termly basis. See CBC Health and Safety Guidance: Accident, Incident and Near Miss Reporting last updated July 2021 & available via school's portal.

Asbestos

The school manager is responsible for the CBC Asbestos Logbook, 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 Headteacher/checking manual, how staff should report damage to asbestos materials, CBC Asbestos Policy last updated March 2019 & available via school's portal.

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. The school manager deals with contractors.

Covid-19

See Covid-19 Outbreak Management Plan.

Curriculum Safety

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

Display Screen Equipment (DSE)

See CBC Health & Safety Guidance Display Screen Equipment last updated March 2019 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

The Headteacher 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. The school manager 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, and they are responsible for organising work to address any issues.

Fire Precautions and Emergency Procedures

The Headteacher is responsible for ensuring fire drills are carried out termly. 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.

The 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 and the fire risk assessment, emergency plan.

The health and safety representative is responsible for ensuring there are adequately trained fire marshals.

First Aid

The lead first aider is Vicky Sunderland.

The Headteacher and lead first aider have first aid at work training.

The lead first aider checks first aid boxes and equipment termly.

The school manager is responsible for booking staff first aid training and 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.

All classroom staff are paediatric first aid trained.

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 the school manager about works required and record keeping.

Hazardous Substances

All processes, which use or generate substances hazardous to health, must be assessed and a COSHH risk assessment used. See CBC Health & Safety Guidance Hazardous Substances last updated March 2019 & available via school's portal.

Home Visits

See Home Visits Policy.

Hot Works

The Headteacher and health and safety representative have completed hot works training and are aware of the risks and control measures. These include assessing alternatives and completing a hot works permit if required. They share information with relevant staff e.g. caretaker.

Inclusion

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

Legionella

The Headteacher and health and safety representative have completed legionella training and are aware of the risks and control measures. These include flushing of taps. They share information with relevant staff e.g. caretaker. See CBC Health & Safety Guidance Legionella last updated March 2019 & available via school's portal.

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 and points are displayed in each classroom. The muster points are the class story room-Butterflies class/ Caterpillars Class and Ladybirds class, the inner room in Dragonflies class and the toilet area- Bumblebees class. Lock down procedures need to be practised at least annually.

Lone Working

Anyone working alone includes anyone working on site out of hours, the caretaker opening and closing and the school manager going to the bank. Staff must consider whether they need to work alone what the risks are and the control measures in place. All staff are advised not to put themselves in danger and to keep a mobile phone on them. They should let someone know when they arrive on site, how long they expect to be there and when they leave site. They should consider all the relevant risk assessments to not put themselves in unnecessary danger.

Unnecessary lone working activities include working at height, manual handling of heavy or bulky items and undertaking work for which they are not trained e.g. using machinery. All lone workers should comply with instructions given by the Headteacher.

Managing Medicines & Drugs

The lead first aider 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.

Maintenance and Inspection of Equipment

The school manager 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.

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 last updated March 2019 & available via school's portal.

Noise

Staff must be aware of any works where noise levels could cause a risk to someone's hearing and take steps to mitigate the risk such as providing ear protection. See CBC guidance Control of Noise Guidance last updated March 2019 & available via school's portal.

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

The health and safety co-ordinator 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.

School Transport

The school has no minibus.

Security

The perimeter of the school site has tall, metal security fencing. Staff stand at 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 the health and safety co-ordinator or Headteacher. 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 & Aggression

The school has a zero tolerance to violence and aggression; perpetrators on violence will be warned and the police will be contacted if the violence or threat of violence is continued. See CBC guidance Violence and Aggression Guidelines last updated March 2019 & available via school's portal.

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 health and safety co-ordinator. 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. See CBC Working at Height guidelines last updated December 2019 & available via school's portal.

Conclusion

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

Reviewed- September 2023 – pending approval