# Westfield Nursery School
# Health and Safety Policy

Date of document: 27th May 2026
Date for review: 27th May 2027
Lead reviewer: E Collins
Approval by Governing Body on:

Changes May 2026:
-Policy also on shared drive
-Changed name of link governor
-Updated name of caretaker
-Changed asbestos 'frontline' to 'shared drive' system
-Added sentence about fruit preparation to avoid choking
-Changed name of garden contractors
-Removed Bedford Borough as Occupational Health Provider
-Updated name of DSLs
-Corrected grammar

| Table of Contents | |
|---|---|
| Statement of Policy | 4 |
| Organisation | 4 |
| Responsibilities of the Head Teacher | 4-5 |
| Responsibilities of the Governing Body | 5 |
| Responsibilities of other staff holding posts of special responsibility | 5-6 |
| Responsibilities of employees | 6 |
| Responsibilities of pupils | 6 |
| Arrangements | 6 |
| Accident and incident reporting | 6-7 |
| Asbestos | 7-8 |
| Behaviour management and bullying | 8 |
| Building works | 8 |
| Cleaning | 8-9 |
| Contractors | 9 |
| Display Screen Equipment (DSE) | 9-10 |
| Dress code | 10 |
| Educational Visits and Journeys (EVJs) | 10 |
| Emergency and Business Continuity Planning | 10 |
| Fire prevention, evacuation and other emergency arrangements | 10-11 |
| First aid | 11-12 |
| Food safety | 12 |
| Grounds maintenance | 12 |
| Hazardous substances | 12-13 |
| Health and safety information and training | 13 |
| Health and safety monitoring and inspections | 13-14 |
| Health and wellbeing | 14 |
| Hot works | 14 |
| Legionella management | 14 |
| Lettings | 14-15 |
| Lone Working | 15 |
| Manual Handling | 15-16 |
| Medication and medical conditions | 16 |
| Noise and vibration | 16 |
| Personal Protective Equipment (PPE) | 16-17 |
| Personal safety: violence and aggression | 17 |
| Risk assessment | 17-18 |
| Safeguarding | 18 |
| Security and visitor management | 18 |
| Severe weather | 18 |
| Shared working | 18 |
| Site maintenance | 18-19 |
| Smoking | 19 |
| Supervision | 19 |
| Vehicles | 19-20 |
| Volunteering | 20 |
| Waste management | 20 |
| Work at height | 20-22 |
| Work equipment | 22 |
| Policy approval and review | 22-23 |
| Further information | 23 |

## 1. Statement of Policy

The Governing Body and Head Teacher of Westfield Nursery School will strive to achieve the highest standards of health, safety and welfare which are consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Westfield Nursery School will, so far as is reasonably practicable, take steps to meet its responsibilities through:

- the provision and maintenance of:

-plant, equipment and systems of work that are safe and without risks to health
-arrangements for the use, handling, storage and transport of articles and substances which are safe and without risks to health
-information, instruction, training and supervision to enable employees to avoid or manage risks and contribute positively to their own safety and health
-where under the school's control, a place of work which is safe and without risks to health, and with safe access to and egress from it; and
-a working environment, which is safe, without risks to health, and adequate as regards facilities and arrangements for welfare

- having health and safety policies, procedures and risk assessments which are communicated and accessible, supported by frequent meetings with health and safety as an agenda item; and
- making proportionate and proactive health and safety management an integral part of the school's overall culture and decision-making process.

This policy:

- will be brought to the attention of, and/ or issued to, all members of staff (a reference copy is kept in the policy folder, shared drive, on Governorhub and on health and safety notice boards)
- details the school-specific position on the management of health and safety at Westfield Nursery School, to outline how Westfield Nursery School fulfils its responsibilities under Central Bedfordshire Council's (CBC) Corporate Health and Safety Policy and
- will be reviewed annually, or sooner if circumstances require it

## 2. Organisation

As the employer, Central Bedfordshire Council (CBC) has overall accountability for health and safety at Community and Voluntary Controlled schools. At a school level, Elizabeth Collins as Head Teacher is responsible for operational delivery of health and safety policies and procedures, ensuring that risk assessments are conducted, followed and reviewed and that employees, governors and pupils are aware of their responsibilities and duties in respect of health, safety and welfare.

### Responsibilities of the Head Teacher

Responsibilities of the Head Teacher, Elizabeth Collins, include:

- co-operating with CBC and the Governing Body to enable this health and safety policy and procedures to be implemented and complied with
- communicating the policy and other appropriate health and safety information to all relevant people including contractors

- ensuring effective arrangements are in place to proactively manage health and safety, by conducting and reviewing inspections and risk assessments and implementing required actions
- reporting to the Governing Body on health and safety performance and any safety concerns / issues which may need to be addressed by the allocation of funds
- ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition
- reporting to CBC any significant risks which cannot be rectified within the school's budget
- ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction, training and supervision
- ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require that a health and safety committee be set up
- monitoring of purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- following all CBC, Ofsted and Department for Education requirements which may have an impact on health and safety; and
- engaging and working with CBC's Assets Team, as corporate landlord to the school's premises, on matters relating to premises health and safety compliance.

Whilst overall responsibility for health and safety cannot be delegated, the Head Teacher may choose to delegate certain tasks to other members of staff. Named responsible people are indicated in the sections in the 'Arrangements' section of this policy.

**Responsibilities of the Governing Body**

The Governing Body is responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day-to-day management of the school.
A Health and Safety Governor, Matthew Humfrey, has been appointed to receive relevant information, check the implementation of policies and procedures through site monitoring and to provide feedback on health and safety matters and identified actions to the Governing Body.

The Governing Body will receive regular reports from the Head Teacher in order to enable them to provide and prioritise resources for health and safety management. Where required, the Governing Body will seek advice and support on health and safety matters. CBC's Corporate Health and Safety Team provide competent health and safety advice for Community and Voluntary Controlled schools.

**Responsibilities of Other Staff Holding Posts of Special Responsibility**

Samantha Hitchcock (School Business Manager & Health and Safety Representative), Jo Sharp (Health and Safety Coordinator), & Paul Heading (Caretaker), members of the Senior Leadership Team (SLT) will:

- apply the school's health and safety policy to their own area of work
- ensure any staff under their control are aware of and follow relevant published health and safety guidance
- ensure health and safety risk assessments are in place for the activities for which they are responsible and that identified precautions are implemented
- ensure appropriate safe working procedures are brought to the attention of all staff and pupils under their control

• take appropriate action on health, safety and welfare issues referred to them, informing the Head Teacher or Health and/ or Safety Representative of any problems they are unable to resolve within the resources available to them
• carry out regular inspections of their areas of responsibility and report / record these inspections
• ensure the provision of sufficient information, instruction, training and supervision to reduce the risks from hazards and enable staff and pupils to contribute positively to their own health and safety; and
• ensure all accidents (including near misses) occurring within their area of responsibility are promptly reported, investigated and where required and reasonably practicable, that actions are taken to prevent recurrence.

**Responsibilities of Employees**
Under the Health and Safety at Work Act etc. 1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their acts or omissions.
All employees have responsibility to:
• take reasonable care for the health and safety of themselves and others in undertaking their work
• comply with the school's health and safety policy, procedures and risk assessments
• report all accidents and incidents in line with the reporting procedure
• co-operate with and support school management on all matters relating to health and safety
• not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare
• report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
• ensure that they only use equipment or machinery that they are competent/ have been trained to use
• observe standards of dress consistent with safety and/ or hygiene; and
• make use of all necessary precautions and personal protective equipment provided for safety or health reasons

**Responsibilities of Pupils**
Pupils, in accordance with their age and aptitude, are expected to:
• exercise personal responsibility for the health and safety of themselves and others
• observe standards of dress consistent with safety and/ or hygiene
• observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency; and
• not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare

**3. Arrangements**

**Accident and Incident Reporting**
Head Teacher, Elizabeth Collins is responsible for:
• The periodic review of local incident reporting arrangements for suitability and to ensure the requirements of CBC's Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy and Procedure are met

- Ensuring all staff are aware of their responsibilities under this policy and CBC's Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy and Procedure; and
- reporting incidents, including where required under the terms of the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013, with the assistance of the CBC Corporate Health & Safety Team (CHST), to the Health & Safety Executive (HSE).

Health and Safety Representative, Samantha Hitchcock is responsible for:
- reviewing all incident forms generated
- ensuring incidents are reported to AssessNET where required, including calling the CBC CHST immediately upon notification that a significant incident (i.e. one where the injured/ affected person has required transportation to hospital/ professional medical treatment/ time away from work or on amended duties, or which had the potential to cause significant harm or loss but did not) has occurred
- ensuring suitable and sufficient investigations are carried out following all incidents and all reasonable actions are taken to prevent recurrence of similar incidents
- liaising with and providing any information as is required by the CBC CHST; and
- updating and maintaining the school's local 'bumps and bruises' log, analysing incident trends and producing a quarterly incident overview report for the Senior Leadership Team (SLT) and the Governing Body

Samantha Hitchcock as the school's AssessNET Administrator is responsible for:
- reporting incidents to AssessNET (where required) as soon as possible and in any event within 24 hours of the incident occurring; and
- updating AssessNET incident records as required

All staff are responsible for:
- ensuring they report all incidents without delay and in any event on the day the incident occurred
- investigating incidents which occur within their area of work to provide comprehensive information on the incident form they submit and taking all reasonable immediate and longer-term actions as required to prevent recurrence of a similar incident; and
- providing to Samantha Hitchcock (School Business Manager & Health and Safety Representative) as soon as possible a copy of any written confirmation by a medical professional of an occupational (work-related) disease or illness with which they have been diagnosed

**Asbestos**
The Head Teacher, Elizabeth Collins is responsible for ensuring the school's Asbestos Management Plan is kept up to date and that the risks from asbestos present are managed.
Elizabeth Collins, as Head Teacher, has the duty to:
- understand the requirements for the management of asbestos in schools, as defined by the Department for Education and by Central Bedfordshire Council (CBC)
- appoint enough staff to act as 'asbestos Coordinators'
- ensure the asbestos Coordinators

-have access to the online 'shared drive' system, to enable them to view the school's Asbestos Management Plan
-attend training provided by CBC on how to manage asbestos within the school

-use the Asbestos Management Plan information to verify whether activities such as maintenance works may proceed safely and to set rules for staff or contractors based on the risks from asbestos
-ensure a record is kept which demonstrates those conducting activities which may disturb asbestos have been made aware of the risks (logbook) and
-conduct an annual (or frequency as specified in the Asbestos Management Plan) visual check of the condition of known asbestos identified within the Asbestos Management Plan and upload confirmation of their check (and any actions required) to the Frontline system as a record

- ensure all staff understand the risks associated with asbestos and they do not disturb it (e.g. first ensuring it safe to pin items to walls or ceilings)
- ensure in the event of any accidental damage to the building fabric (e.g. damage to ceilings, walls, floors), that the area is immediately isolated, and the Asbestos Management Plan checked to verify whether asbestos may have been disturbed. To contact CBC's Assets Team immediately in the event of concerns
- ensure CBC's Assets Team is contacted in advance of any works which may disturb asbestos (e.g. building works), where the Asbestos Management Plan does not provide absolute certainty that no asbestos is present on or within structures to be changed and
- commission any required asbestos surveys through CBC's Assets Team (which will also ensure that the Asbestos Management Plan on Frontline is automatically updated as part of the process).

The asbestos Coordinators at Westfield Nursery School are Samantha Hitchcock (Health and Safety Representative) and Liz Collins (Head Teacher)

All staff are responsible for reporting without delay to Health and Safety Representative, Samantha Hitchcock any accidental damage to the building fabric (e.g. damage to ceilings, walls, floors).

**Behaviour Management and Bullying**
Senior Teacher, Leigh-Ann Andrews is the lead for behaviour management.
The arrangements for behaviour management and bullying are outlined within the Westfield Nursery School:

- Behaviour Management Policy and Positive Handling Policy

**Building Works**
When making alterations to the premises, Head Teacher, Elizabeth Collins is responsible for ensuring alterations are designed, arranged and carried out in compliance with the Construction, Design and Management Regulations 2015. As part of this management, ensuring that:

- works requiring notification to CBC under the School Notifiable Projects process, are duly notified and approved before work commences
- statutory consents are sought as required for planning and building control
- alterations are competently designed to ensure compliance with legislation including the Building Regulations, the Workplace (Health, Safety and Welfare) Regulations, and the Regulatory Reform (Fire Safety Order) and
- relevant sections within this policy, including those on Asbestos and Contractors, are complied with

The duties required to manage such works may be delegated to other Westfield Nursery School staff but at all times the Head Teacher, Elizabeth Collins is responsible for monitoring and ensuring actions taken fulfil the above requirements.

**Cleaning**
Cleaning is carried out by cleaning contract provider Tatry Group; cleaners are monitored by Caretaker, Paul Heading and the cleaning contract monitored by School Business Manager, Samantha Hitchcock who holds regular meetings with the contractor for performance monitoring.

Cleaners (and others fulfilling cleaning roles) receive appropriate information, instruction, training and supervision to ensure activities are carried out safely in line with the arrangements detailed in this policy.

All staff are encouraged to immediately resolve small spills of known low-risk contamination such as spilt food or drink, to reduce the immediate risk from slips, trips and falls.

Spills of hazardous substances such as body fluids or chemicals must be cordoned off and assistance obtained from the Head Teacher, Elizabeth Collins or Health and Safety Representative, Samantha Hitchcock.

Risk assessments and working procedures are in place and regularly updated.

**Contractors**
School Business Manager, Samantha Hitchcock is responsible for managing the selection of contractors, to ensure:
- contractors are competent to carry out the works required
- risk assessments and method statements covering the extent of the works to be carried out are suitable and sufficient
- checks for the presence of asbestos are made and appropriate action is taken where asbestos may be disturbed and
- appropriate planning, update and monitoring meetings are held as required (e.g. pre-start planning meetings, updates during works and post-works review).

Head Teacher, Elizabeth Collins is responsible for reviewing selection and providing final authorisation to proceed.

Caretaker, Paul Heading is responsible for the management of contractors on site, to ensure:
- contractors sign in and are given an induction on site arrangements (e.g. fire and evacuation, welfare, first aid, smoking, etc.)
- planned works are reviewed before commencing on each working day
- contractors are periodically monitored to ensure that they are working safely and abiding by the pre-agreed safe working methods and
- unsafe working is challenged and works stopped if required

All staff are authorised and empowered to challenge contractors and demand works cease where they believe work is being carried out unsafely. In such circumstances, they must report this to the above responsible officers for action.

**Display Screen Equipment (DSE)**
'DSE users' are staff whose job role requires they use such equipment:
- for continuous or near-continuous spells of an hour or more at a time; and
- on most working days; and
- transferring information quickly; and

• requires high levels of attention and concentration; or are highly dependent on DSE / have little choice in using it; or need special training or skills to use it.

DSE Assessor, Joanne Sharp is responsible for:
• identifying employees who classify as 'DSE User'
• ensuring DSE Users have an up-to-date DSE Assessment
• providing appropriate information on DSE set up and assisting DSE Users to set up their DSE as required
• sourcing and providing equipment and
• referring recommendations for DSE-related eye tests to the School Business Manager, Samantha Hitchcock

School Business Manager, Samantha Hitchcock is responsible for ensuring DSE Users are provided with a DSE eye test when required.

**Dress Code**
Head teacher, Elizabeth Collins is responsible for the school's dress code guidance, which is incorporated into the Code of Conduct for Employees and includes consideration of the standards of safety and/ or hygiene required for school activities.

Jewellery should only be worn wear it does not interfere with the safety of pupils, or any activities undertaken. Appropriate clothing should be worn to ensure the safety of the staff member during their time on site. Appropriate footwear a should be worn to ensure the safety of the staff member during their time on site. Long hair must be tied back if a risk is posed. Staff with any queries about dress code should check with the Head Teacher, Elizabeth Collins.

Staff should ensure they are wearing appropriate clothing and footwear for all activities. For example,
-Aprons should be worn for food preparation
-Gloves should be worn at lunchtimes
-Wellington boots and gardening gloves should be used when in the mud kitchen or planting beds
Staff with any queries about activities should check with the Head Teacher, Elizabeth Collins.

**Educational Visits and Journeys (EVJs)**
The school's Educational Visits Coordinator (EVC) is Head Teacher, Elizabeth Collins.
Westfield Nursery School directly follows the CBC procedure for the safe management of EVJs, using EVOLVE, which is monitored by CBC's Children's Services department. All EVJs submitted on EVOLVE are reviewed and approved by Head Teacher, Elizabeth Collins.

**Emergency and Business Continuity Planning**
As Head Teacher, Elizabeth Collins is responsible for devising and maintaining the Westfield Nursery School Emergency and Business Continuity Plan (including Lockdown), which is reviewed for continued accuracy and sufficiency on a termly basis.

**Fire Prevention, Evacuation and Other Emergency Arrangements**
Health and Safety Coordinator, Joanne Sharp is responsible for:

• ensuring Fire Risk Assessments are carried out for all school buildings and these are reviewed annually or following any changes to the building or their use which might affect the validity of the risk assessment
• ensuring statutory maintenance and testing of equipment e.g. firefighting equipment, fire detection equipment, emergency lighting, etc. is carried out by competent providers
• ensuring local checks and testing of equipment is carried out
• ensuring termly fire drills are carried out
• ensuring all staff are given instruction in the action to take in the event of discovery of a fire or activation of the fire alarm

Health and Safety Coordinator, Joanne Sharp is responsible for:
• carrying out regular scheduled local checks of fire preventative and protective measures (including fire-fighting equipment, emergency lighting, signage, fire doors, etc.)
• carrying out weekly fire alarm testing and
• ensuring, before the start of each day, that building fire exits are unlocked and that they (along with escape routes) are unobstructed

Class leaders are responsible for ensuring those pupils within their class or staff they manage, who may have need of assistance to safely and promptly respond to an activation of the fire alarm, have in place a Personal Emergency Evacuation Plan (PEEP) which details the specific support or assistance that person requires.

All staff are responsible for:
• responding to the discovery of a fire or the activation of the fire alarm in line with instructions given and
• informing their line manager if they need assistance to safely and promptly respond to an activation of the fire alarm

**First Aid**
Vicki Sunderland is the named staff member with responsibility for first and medicines and for:
• carrying out and recording a suitable and sufficient assessment of first aid needs
• procuring such first aid equipment as is required following the completion of the first aid needs assessment
• ensuring lists around the school showing the names of first aiders and Paediatric first aiders are periodically updated as required
• arranging for the purchase of replacement first aid equipment and supplies as required
• ensuring first aiders have appropriate training and that certificates are in date
• periodically checking the location and contents of first aid kits and reporting deficiencies or faults to School Business Manager, Samantha Hitchcock and
• restocking first aid equipment as required

The names of First Aiders and Paediatric First Aiders are displayed around the school in the office, Headteachers office, staff kitchen and 2-year-old kitchen.

Whilst Westfield Nursery School is only obliged to provide first aid assistance to employees and pupils (within the scope of Department for Education requirements), first aid will be provided to other persons present on the school site (such as parents and contractors) where possible, appropriate and in line with first aiders' training.

First aid boxes are in the office, Ladybirds class cupboard, Caterpillars class cupboard, Butterflies class cupboard, Bumblebees kitchen, the staffroom and in both the front and back garden.

At Westfield Nursery School all classroom staff are paediatric first aid trained.
For further details, see the First Aid and Medication Policy.

**Food Safety**
There is no catering provided at Westfield Nursery School.

Health and Safety Representative, Joanne Sharp is responsible for food safety arrangements for snack times, food activities undertaken as part of the curriculum and in association with school events, complying to 'Safer Food Better Business' guidance from the food standards agency.

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 (nuts). Classroom staff and lunchtime supervisors monitor lunch boxes and liaise with parents/carers where required e.g. if a lunchbox contains a nut product.

We follow current guidance on chopping of fruit to avoid choking risk.

**Grounds Maintenance**
Grounds maintenance is provided by Brook Lloyd including grass cutting, clearing vegetation/ overgrown bushes, leaf clearing. They sign in and out of site and agree work to be carried out with Health and Safety Representative, Samantha Hitchcock. Where required staff move cars to allow access and prevent damage. Children are not allowed in the gardens whilst any works are carried out. Health and Safety Representative, Samantha Hitchcock manages the contract and monitors for quality and compliance with health and safety standards. She will conduct contract monitoring meetings as required.

Caretaker, Paul Heading maintains the grounds daily including ensuring the pathways and carpark are clear of weeds and rubbish. He records work undertaken in his logbook.

Health and Safety Representative, Samantha Hitchcock is responsible for ensuring formal tree surveys are conducted by a competent arboriculturist on a minimum 3-yearly basis (frequency may increase based on the competent arboriculturist's advice) and any remedial actions are tracked through to completion within the recommended timescale.

**Hazardous Substances**
Health and Safety Coordinator, Joanne Sharp is responsible for hazardous substance management arrangements for site agent and maintenance activities, for cleaning and generally across the site and for any activities.
Health and Safety Coordinator, Joanne Sharp is responsible overall for ensuring hazardous substance (Control of Substances Hazardous to Health – COSHH) management arrangements are in place, including:

- maintenance of hazardous substance inventories
- obtaining Safety Data Sheets for purchased products

• production and maintenance of detailed 'COSHH' Assessments for substances posing more significant risk (purchased products and those encountered naturally or because of a work process such as wood dust)
• ensuring staff only use or handle substances where appropriate to do so and in line with assessments (including provision of appropriate information, instruction, supervision, training and protective equipment)
• ensuring First Aid arrangements are updated in line with findings of COSHH Assessments, and
• arranging COSHH Assessment training for those required to assess risks
The new cleaning contractor manage their own COSHH sheets

**Health and Safety Information and Training**
The arrangements in this policy will only be possible where relevant health and safety information is communicated and discussed, and where staff are provided with sufficient instruction, training and supervision for the work they do.
Head Teacher, Elizabeth Collins is responsible for ensuring meetings of SLT, the Governing Body, and staff meetings include a specific agenda item on health and safety, and relevant information is discussed on those agendas.
Health and Safety Representative, Samantha Hitchcock is responsible for maintaining the Westfield Nursery School assessment of training needs, for the maintenance of training records and for the content of the staff induction.
Health and Safety Coordinator, Joanne Sharpe is responsible for the maintenance of content on staff notice boards and other direct staff communication methods.

All staff are responsible for ensuring they:
• act on health and safety information appropriately
• participate in health and safety initiatives
• they work in line with their training and competency level and
• raise without delay any health and safety concerns to the Head Teacher or Health and Safety Representative.

**Health and Safety Monitoring and Inspections**
The arrangements in this policy will be monitored as follows:
Daily site inspections, to check for hazards and condition of equipment are carried out by the Caretaker, Paul Heading.

Management inspections, covering both physical site and monitoring of general health and safety management arrangements are carried out at least annually by Head Teacher Elizabeth Collins, Health and Safety Representative Samantha Hitchcock and Governor with responsibility for Health & Safety Matthew Humfrey on behalf of the Governing Body.

Classroom staff complete and sign against daily checks of the classrooms and bathroom spaces.

Head Teacher, Elizabeth Collins is responsible for:
• monitoring inspections are being carried out consistently and issues resolved
• ensuring actions arising are dealt within appropriate timescales and
• providing inspection results to the Governing Body.

Westfield Nursery School is subject to periodic monitoring by the CBC Corporate Health and Safety Team of operational health and safety arrangements and CBC

Assets Team for property-related health and safety arrangements; monitoring frequency varies according to statutory requirements and on a risk-based approach.

**Health and Well-Being**
Head Teacher, Elizabeth Collins is the Westfield Nursery School lead for health and well-being, and this is identified as an area of focus on the school development plan. Employees are supported through the Positive Mental Health Policy and signposted to resources and services through the well-being file.

Occupational Health will be engaged where required in line with the school's health and attendance policies. Health and Safety Representative, Samantha Hitchcock is responsible for management of Occupational Health.

Head Teacher, Elizabeth Collins is responsible for ensuring that infection control procedures are in place across the school, in relation to matters such as administration of medicine, personal care, risk from behaviour of pupils and other such work-related activities which may pose foreseeable risk of infection. Information can be gained on specific illnesses at https://assets.publishing.service.gov.uk/media/626667ede90e0716982a3227/UKHSA-11412-managing-cases-of-infectious-diseases-in-schools_staff-practical-guide-opt2.pdf

**Hot Works**
The Headteacher has completed hot works training and is 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.

**Legionella Management**
Health and Safety Representative, Samantha Hitchcock is responsible for ensuring:
- legionella assessments are in place for Westfield Nursery School and these are reviewed at least every two years and in the event of any change or incident relating to the site/sites' water systems
- the findings of water risk assessments are acted upon within the recommended timescales
- the requirements for temperature monitoring, flushing and descaling identified within risk assessments are translated to operational monitoring schedules and maintained within a Legionella monitoring folder
- equipment and substances required for carrying out monitoring and water hygiene activities are provided and maintained
- staff carrying out Legionella risk management activities are provided with appropriate information, instruction, training and supervision to perform these tasks competently and
- sufficient staff are appointed and trained to carry out monitoring and water hygiene activities, to ensure that schedules are maintained

Caretaker, Paul Heading is the operational lead for monitoring and water hygiene activities on-site, in line with the requirements of the water risk assessment, and for maintaining the Legionella management folder.

**Lettings**
Head Teacher, Elizabeth Collins holds overall responsibility for lettings including
- the policy
- management arrangements, including hirer monitoring, DBS

- communication of health and safety arrangements, including the premises emergency arrangements (e.g. fire action and alarm handling, first aid, asbestos control, etc); and
- keyholding and site security arrangements

Westfield Nursery School does not presently offer lettings to private hirers.

**Lone Working**

Head Teacher, Elizabeth Collins is responsible for ensuring activity risk assessments consider the risks from lone working and that appropriate precautions are taken.

Lone working includes any work where a person may be at distance from immediate help and assistance in an emergency. It will therefore equally apply to working on school premises outside of 'normal' hours (e.g. during alarm callouts or during opening up / locking up the school). It includes the School Business 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 Head Teacher. Tatry have their own risk assessment for cleaning staff.

**Manual Handling**

The term manual handling relates to the moving of loads either by lifting, lowering, carrying, pushing or pulling.

The basic principles applied to manual handling tasks are to:

- avoid the need for hazardous manual handling, so far as is reasonably practicable
- assess the risk of injury from any hazardous manual handling that can't be avoided and
- reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable

Head Teacher, Elizabeth Collins is responsible for:

- identifying manual handling tasks carried out within the school
- conducting a general manual handling risk assessment (for lower risk routine manual handling tasks) and task-specific manual handling risk assessments (for higher risk manual handling tasks) which consider the task being carried out, the individual carrying out the task, the load being handled and the environment in which the task is being carried out
- producing general manual handling guidance on good practice (for lower risk routine manual handling tasks) and task-specific safe working methods (for higher risk manual handling tasks) and communicating these to relevant persons
- periodically reviewing risk assessment and guidance/ safe working methods; and
- purchasing such lifting aids as are required to enable manual handling tasks to be carried out safely so far as is reasonably practicable.

Where staff are required to lift, move or otherwise handle pupils (e.g. during behaviour management, personal care or other activities) Senior Teacher, Leigh-Ann Andrews is responsible for:

- assessing the risks posed by those tasks; and

• documenting the outcomes of those assessments (e.g. within pupil personal care plans).

Health and Safety Representative, Samantha Hitchcock is responsible for ensuring relevant handling aids and protective equipment are provided where required by risk assessments.

All staff are responsible for ensuring that materials and items are stored safely, to avoid the need for poor handling techniques and risks from falling objects.

Identification of training needs and provision of specific handling training falls under the arrangements detailed within the 'Health and Safety Information and Training' section of this policy.

**Medication and Medical Conditions**
Westfield Nursery School applies the management approaches outlined in the Department for Education's "Supporting pupils with medical conditions at school."

Further information on the arrangements for the management of medicines and medical conditions can be found in the First Aid and Medication Policy.

Vicki Sunderland main first aider is the managing medicines Coordinator. Parents/ carers must give permission for medicines to be administered. Staff store medicines safely and record when medicines are administered.

**Noise and Vibration**
Health and Safety Representative, Samantha Hitchcock is responsible for noise and vibration management arrangements for site agent and maintenance activities, for cleaning and generally across the site.

Class teachers are responsible for assessing any significant noise and vibration risks which may arise from general curriculum activities, and for ensuring appropriate precautions are taken.

Where required, Health and Safety Representative, Samantha Hitchcock is responsible for arranging to the purchase of Personal Protective Equipment and for arranging any necessary health surveillance.

Health and Safety Representative, Samantha Hitchcock, as the member of staff with responsibility for contractor selection and management is responsible for ensuring contractor works are assessed for noise and vibration risks and appropriate precautions are taken. No location within school premises has been found to require designation as a hearing protection area.

**Personal Protective Equipment (PPE)**
Where identified as required by risk assessment, PPE will be provided free-of charge to those requiring it.
Health and Safety Representative, Samantha Hitchcock is responsible for the:
- procurement and issuing of PPE
- recording of PPE issued and
- monitoring of the condition of PPE issued

All staff and pupils must wear PPE when required by risk assessments. Staff issued with PPE for their personal use or for provision to others under their control must ensure PPE is stored appropriately, it is maintained in good condition, checked before use and defects are reported for replacements to be made.

**Personal Safety: Violence and Aggression**
Violence and aggression risk may come from intruders to site, angry parents/ carers or pupils, as well as people out in the community when conducting off-site visits. 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 available via school's portal.
All staff are responsible for ensuring that they report all violence and aggression incidents in line with the 'Accident and incident reporting' section of this policy.

**Risk Assessment**
As required by the Management of Health and Safety at Work Regulations, Westfield Nursery School will document its assessments of health and safety risk and ensure they are implemented and reviewed. The method of documentation of risk assessment can take many forms and does not necessitate the creation of additional paperwork. As such, risk assessment will be documented in a format which is appropriate to the activity involved. This may include, for example:
- risk assessments relating to pupils with specific care/ other needs being documented as part of care and support plans
- risk assessments relating to curriculum activities being incorporated as part of lesson plans
- risk assessments relating to staff ill health being incorporated into return-to-work documentation and
- more 'traditional' format risk assessments for general work activities

In all cases, risk assessments must be reviewed annually or sooner if determined as appropriate or if there is an incident or change in circumstances which might affect the validity of the original assessment.

Staff in charge of activities are responsible for ensuring that the risks associated with the curriculum activities under their control are adequately assessed and the results communicated and implemented by those for whom it is relevant.

Risk assessments are easily accessed by all staff in the risk assessment file in the office.

Staff are made aware of risk assessments through induction & staff updates.

The Health and Safety Coordinator, Joanne Sharp is responsible for completing and reviewing risk assessments, at least bi-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, 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.

**Safeguarding**
The specific arrangements for safeguarding and child protection are outlined within the Westfield Nursery School Safeguarding and Child Protection Policy.
Elizabeth Collins and Jasmine Shaw are the Designated Safeguarding Lead.

**Security and Visitor Management**
Perimeter fencing provides access barriers to the site grounds. Caretaker, Paul Heading monitors perimeter security as part of their daily site inspection and is responsible for unlocking the site at the start of each day and locking up at the end of each day. Tatry Group staff are responsible for locking the front door and the alarm is set prior to leaving the building.

Four Westfield Nursery staff are building key holders. (Head Teacher, School Business Manager, Senior Teacher and Caretaker).

Staff stand at the garden gate at entry and exit times monitoring who is on site. Staff are made aware of adults who cannot collect children. Class leaders are responsible for closing windows and locking doors in their classroom.

All visitors are required to sign in, wear a visitor badge and be accompanied. Visitors will only be permitted unsupervised access whilst pupils are on site where DBS checks have been confirmed and are considered acceptable, such as CBC staff.

The Westfield Nursery School Emergency and Business Continuity Plan incorporates a lockdown procedure for use in the event of an intruder. All staff are responsible for ensuring that they are not tailgated through security doors by unauthorised persons, and for challenging (if safe and appropriate) or reporting concerns about unauthorised access.

**Severe Weather**
Head Teacher, Elizabeth Collins is responsible for ensuring a severe weather plan is in place for the school. This is created in line with CBC guidance on coping with severe weather, which is provided on the Schools Portal. The Head Teacher Elizabeth Collins is ultimately responsible for deciding whether the school site is closed because of severe weather conditions. This information is shared with staff and parents/ carers.

**Shared Working**
No shared working takes place at Westfield Nursery School

**Site Maintenance**
A maintenance logbook is in the office, in which staff may record faults or jobs required. As School Business Manager, Samantha Hitchcock, co-ordinates site maintenance and is responsible for reviewing faults or requests for the school site. The Caretaker, Paul Heading is responsible for taking appropriate action.

Basic site maintenance activities are carried out by the Caretaker, Paul Heading directly (in line with their training, qualifications and experience). More specialist

requirements are carried out by contractors, who will be commissioned by the School Business Manager, Samantha Hitchcock.

All staff:
- must not attempt any site maintenance activities on their own. All faults and alterations must be recorded in the site's maintenance log and for urgent jobs the School Business Manager, Samantha Hitchcock may contact the Site Agent directly

**Smoking**
Smoking (including the use of electronic cigarettes) is not permitted anywhere within Westfield Nursery School buildings and grounds. Staff using their own vehicles for business-related travel must not smoke or vape whilst doing so, to ensure safety whilst driving and to protect any passengers from the by-products of smoking or vaping.

School Business Manager, Samantha Hitchcock is responsible for ensuring Westfield Nursery School buildings clearly display appropriate smoke free signage at entrance points.

**Supervision**
Pupil supervision ratios meet or exceed all exceed standard Department for Education guideline requirements. Learning, care and support plans for individual pupils also determine supervision requirements.

All staff have a designated line manager, who is responsible for supervising staff activities and performance along with learning and development.

**Vehicles**
Westfield Nursery School staff may be required to conduct driving activities for work purposes. This will typically be in the form of:
- driving their own, personally owned vehicles, to conduct journeys in relation to the business of the school.

Work-related driving can be defined as "any work-related journey other than the normal commute to/ from your normal place of work, regardless of vehicle type or ownership, payment terms and time at which the journey takes place".
As such, work-related driving in as defined by this policy includes all journeys:
- made for work purposes using personally owned/ leased vehicles (except for the employee's commute between home and their normal schoolwork location).

When carrying out work-related driving, the vehicle becomes the workplace. As such Westfield Nursery School has a duty to ensure employees and others are protected from harm which may arise from the condition of their workplace or the activities they carry out.
All staff, before driving any vehicle for work purposes, must first evidence:
- their competency to drive personally owned vehicles (through their driver's license)
- the roadworthiness of their own vehicle(s) used for work-related journeys; and
- their business level insurance cover for their personally owned vehicles(s) used for work-related journeys.

Head Teacher, Elizabeth Collins is responsible for ensuring only authorised staff drive vehicles for work-related journeys.

School Business Manager, Samantha Hitchcock is responsible for checking:

• members of staff have the appropriate full (not provisional) driving license (including a license which includes category D1 where the member of staff is to drive minibuses) and insurance required for work-related driving; and
• privately-owned / leased vehicles used for work-related driving:
-have a current MOT certificate in place
-have paid any Vehicle Excise Duty ('road tax') required and
-are not subject to any outstanding safety recalls which may immediately affect roadworthiness of the vehicle

All staff are responsible for providing the relevant information and documents to enable checks to be made. Between programmed checks, staff are also required to immediately declare:
• any driving license changes (e.g. penalty points, restrictions placed upon them by DVLA); and / or
• any changes to the vehicles they drive on work-related journeys (e.g. newly acquired or disposed vehicles, unresolved MOT failures or advisories, unresolved safety recalls, untaxed vehicles, removal of business class motor insurance cover); and

All staff are also required to ensure they consider their fitness to drive (or cycle) and they conduct pre-use checks, on the vehicles they drive in line with the requirements of the Highway Code.

**Volunteering**
Westfield Nursery School activities are subject to safer recruitment processes in line with the Westfield Nursery School Safeguarding and Child Protection Policy and the Westfield Nursery School Safer Recruitment Policy. Volunteers are managed in line with school policies and procedures for paid staff.

**Waste Management**
Appropriate provision is made for the disposal of waste types generated by Westfield Nursery School activities and all staff are required to ensure waste is disposed of in the appropriate way. Containers of hazardous substances must be disposed of in line with hazardous substance assessments and/ or applicable safety data sheets.

Items awaiting disposal must always be stored appropriately and never in a way which may restrict or obstruct free movement, access, egress or cause a fire hazard. School Business Manager, Samantha Hitchcock is responsible for the management of waste contracts and ensuring:
• general waste and recycling are collected on a weekly basis
• clinical waste is collected on a six-weekly basis by PHS and
• appropriate Duty of Care Waste Transfer Notes are completed and kept on file for a minimum of two years

**Work at Height**
Falls from height are a common cause of injuries at work, often where the work at height is of short duration and from 'low' heights of less than 2 meters. Common causes of accidents when working at height include:
• overreaching or over balancing
• climbing with loads
• using inappropriate equipment to access areas/ carry out work at height (e.g. desks, chairs, etc.)
• not ensuring work at height access equipment is securely fixed in place

- placing access equipment on unsuitable surfaces
- falls from roofs with unprotected edges and
- falls through fragile materials (e.g. skylights)

Westfield Nursery School is committed to carrying out its duties under the Work at Height Regulations in order to ensure, so far as is reasonably practicable, the safety of staff, pupils and visitors carrying out or (being in the vicinity of those carrying out) work at height activities.

The principle applied by Westfield Nursery School is work at height must always be avoided unless it is not reasonably practicable to do otherwise; if work from height cannot be avoided, the risks associated with it must be assessed before proceeding. School roofs, even if able to support human weight, are classed as fragile if unguarded skylights are present.

The risks from unauthorised access to places of height have been assessed and reasonably practicable measures taken to mitigate those risks. Logical access points are signed accordingly.

Risks from contractor work at height activities are assessed and managed in line with the 'Contractors' section of this policy.

Head Teacher, Elizabeth Collins is responsible for:
- ensuring appropriate systems are in place to safeguard all those who might be harmed by work at height
- ensuring managers and staff are made aware of the arrangements and requirements for working at height
- ensuring all those members of staff involved in undertaking higher risk work at height and/ or planning, organising or supervising work at height and/ or inspecting work at height access equipment have received appropriate formal training and
- authorising higher risk work at height activities before they may proceed

Health and Safety Coordinator, Joanne Sharp, as the school's lead competent person trained in ladder use/ inspection and working from height, is responsible for ensuring:
- all work at height is properly planned, organised and supervised
- the use of access equipment is controlled by the school's competent persons for working at height
- all those involved in work at height are competent to do so
- the risks from working at height are assessed and appropriate equipment is selected and purchased (this includes access equipment, equipment safety devices and personal protective equipment)
- a register of access equipment is maintained
- all access equipment is formally visually inspected each term
- all access equipment is, as required, repaired and subject to periodic maintenance and inspection in line with the manufacturer's guidance; and
- the risks from fragile surfaces or unauthorised access to places at height is properly controlled

Caretaker, Paul Heading, as competent person trained in ladder use and working from height, is responsible for:
- assisting Joanne Sharp in the review, creation and implementation of task-specific method statements for all higher risk work at height they may carry out

- assisting with the quarterly access equipment inspection process
- carrying out higher risk activities at height, in line with training received and associated task-specific risk assessment(s) and method statement(s)
- assessing whether low level, low risk and short duration work at height tasks, which require the use of a low-level stepladder or short leaning ladder, may proceed under the school's general low risk work at height risk assessment and providing access to suitable equipment and support if so
- supervising work at height activities being carried out by school staff or contractors and
- ensuring the appropriate storage of access equipment

All staff are responsible for:
- undertaking work at height only where they are competent to complete the planned task and have received the appropriate level of information, instruction and training to do so
- planning and carrying out any work at height in line with the requirements of this policy and associated risk assessment(s) and method statement(s)
- ensuring they carry out pre-use visual safety checks on equipment to be used and take out of use any equipment found to be defective, reporting it to School Business Manager, Samantha Hitchcock

**Work Equipment**
Health and Safety Representative, Samantha Hitchcock is responsible for:
- Co-ordinating statutory testing and planned, preventative maintenance requirements for plant and equipment and
- maintaining the school's work equipment inventory (which will include all equipment used in the curriculum)

Plant and equipment in scope for planned, preventative maintenance includes gas systems (such as boilers and gas distribution pipework); electrical systems (including fixed wiring and portable appliances); water hygiene (Legionella); fire preventative and protective systems; extraction systems; security systems; and general site plant and equipment including play equipment. The CBC Assets Team monitors compliance for plant and equipment associated with property health and safety and requires all Community and Voluntary Controlled schools not using the Property Buy Back Scheme to submit confirmation of compliance on at least an annual basis.

All staff must ensure that they visually check work equipment for defects before use and that they only use work equipment that they are authorised and competent to use, in line with risk assessments and agreed procedures.

4. Policy Approval and Review

This general health and safety policy was reviewed on 27th May 2026 and comes into operation from the 1st of June 2026, replacing all previous versions.

| Name | Role | Signed | Dated |
|---|---|---|---|
| Elizabeth Collins | Head Teacher | | |
| Matthew Humfrey | Health and Safety Governor | | |
| Samantha Hitchcock | Health and Safety Representative | | |
| Joanne Sharp | Health and Safety Coordinator | | |
| Paul Heading | Caretaker | | |

The Westfield Nursery School health and safety policies and procedures are stored in the policy folder, on the shared drive and on Governorhub.

Version number 2 Update(s) made Date 27th May 2026

**Further Information**

For advice on health and safety management arrangements, contact the CBC Corporate Health and Safety Team:

- corporatehealth&safety@centralbedfordshire.gov.uk
- 0300 300 6793 / 5839 / 4499

For property-related health and safety support and services under the buy-back scheme, contact the CBC Assets Team:

- assetshelp@centralbedfordshire.gov.uk
- 0300 300 5960