



**Wentworth Nursery School and Children's
Centre**

**Health and Safety Policy
January 2019
To be reviewed
January 2021**

Wentworth Nursery School & Children's Centre Health & Safety Policy

Introduction

- 1.2. This document is provided by the Governing Body of Wentworth Nursery School & Children's Centre in pursuance of the Health and Safety at Work Act 1974 and subordinate legislation.
- 1.3. The document acknowledges the School's legal responsibilities and outlines the objectives of the School for the health and safety of its staff, pupils and visitors.
- 1.4. The document is issued to all school staff, who are to understand and comply with its requirements.

Statement of Intent

Our health and safety policy is written to not only ensure the health and safety of all its users (staff, children, governors, parents/carers and visitors), but also to ensure the highest possible learning opportunities.

The Governing Body accepts responsibility for all safety and environmental matters within the School including health and safety at work, environmental protection and fire safety. The Governing Body is aware of the requirements of relevant legislation. In keeping with the requirements of legislation, the organisation, responsibilities, and arrangements to manage health, safety and environmental issues within the school are detailed below.

- The Governing Body is committed to achieving the highest standards in all aspects of safety and environmental protection within the School. To achieve these high standards, Codes of Safe Working Practice have been included within the context of teaching and learning and other related matters.
- All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should co-operate with the requirements contained within this document.
- Headteacher will ensure termly reporting on health and safety to the Governing body including: statutory testing, risk benefit analysis, premises factors which, may have a health and safety matter pertaining to it.
- The Premises manager will oversee all statutory testing is undertaking under the direction of the Bursar.
- Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. As with all staff, they must ensure that they comply with the requirements of this statement and the School Codes of Safe Working Practice.

Organisation and Responsibilities

The Headteacher

The Headteacher will ensure compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically he/she will be responsible for:-

- Ensuring that the Health and Safety Policy is prepared signed and dated and, together with the Governing Body, is regularly reviewed on a two yearly basis.
- Carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by Hackneys Educational Health and Safety team.
- Ensuring that all activities, including educational visits, are risk benefit assessed and staff informed of the control measures necessary to work safely.
- Ensure that risk benefits relating to the following are addressed at the beginning of every academic year:
Pond dipping, using wood work tools, educational visits, climbing of trees, and making fires.
- Ensuring that processes are in place for the maintenance of the building and equipment, including statutory inspections which includes:

Equipment/Environment	Frequency of Testing
PAT (Portable Appliance Testing) i.e. desktop computers VDU screens	Every 2 years
Fixed wire testing (Electrical installation condition report)	Every 5 years
Fire Risk Assessment	Every 5 years
Outdoor Play Equipment	Annually
Boiler Service	Annually
Air Condition units	Annually
Fire Alarm/Intruder Alarm	6 monthly
Fire Extinguishers	Annually
Water Cooler	6 monthly
Legionella Testing	Annually

- Ensuring that an emergency evacuation procedure is in place and is regularly tested. The school conducts a termly evacuation both at the nursery school and children's centre.
- Ensuring staff induction is undertaken by the Headteacher or assigned line manager.
- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy.
- Health and Safety matters will be addressed via the school's Resource committee on a termly basis.
- Co-operating with and providing necessary facilities for trades union safety representatives as appropriate.

Bursar

The Bursar is responsible for:-

- Submitting inspection reports to the Governing Body via the Headteacher.
- Exercising effective supervision over those for whom they are responsible.
- Overseeing regular inspections are carried out by the Premises Manager and making reports to the Headteacher.
- Ensuring remedial action is taken where appropriate.
- Passing on information received on health and safety matters to the Headteacher and other appropriate people as directed by the Headteacher.
- Acting on reports from the Headteacher or other staff.
- Delegating that all first aid boxes are checked and replenished on a weekly basis.
- Recommending staff safety training needs.

Premises Manager

The Premises Manager is responsible for:

- Day-to-day management of health and safety in accordance with the health and safety policy and the direction of the Headteacher.
- The Premises manager will ensure all statutory testing is undertaken under the direction of the Bursar.
- The premises manager will be responsible for ensuring all health and safety matters are implemented under the direction of both the Headteacher and the Bursar
- Ensuring remedial action is taken where appropriate.
- The premises manager and Bursar will be responsible for sharing key information received on health and safety matters to the headteacher and any other appropriate staff.

Employees

All staff are responsible for:-

- Taking care of themselves and others who may be affected by their acts or omissions.
- Co-operating with the Headteacher to ensure that statutory requirements are met.
- Ensure their actions contribute to an effective learning environment that addresses all health and safety matters as outlined within this policy.
- Being aware of safe working practices and setting a good example personally.
- Checking all learning environments and work areas are safe.

- Checking equipment is safe before use.
- Ensuring they are aware of safe procedures and that these are followed; these include: educational visits, working with children at the wood work bench, pond area and making fires. All staff can only engage in the above teaching experiences once fully trained and compliant with the risk benefit analysis outlined for the above experiences.
- Ensuring protective equipment is used when needed including when changing children who have soiled themselves or dealing with bodily fluids.
- Participating in inspections and the health and safety committee as appropriate.
- Taking action to remove identified hazards, bringing unresolved problems to the attention of the relevant manager.
- Arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced.

The Governing Body

The Governing Body is responsible for:-

- Ensuring a health and safety policy is in place.
- Monitoring the application of the health and safety policy including consideration of inspection reports.
- Ensuring suitable resources are provided to manage health and safety, time as well as finance.
- Prioritising actions where resources are required.
- Ensuring actions are taken.
- Undertaking a termly review of health and safety including: assessing the learning environment, review of statutory testing and risk benefit analysis including staff training as appropriate.
- **Producing an annual report on health and safety.**
- Ratifying the local health and safety policy.

Arrangements

Risk Benefit Assessments

The Heateacher will ensure that suitable and sufficient risk benefit assessments are carried out where appropriate. Risk benefit assessments will follow the following steps:-

- What is the benefit to learning/school/Children's Centre
- What are the potential hazards.
- Identify who may be harmed and how.
- Evaluate the risk that these hazards present.
- Identify suitable measures to reduce and control the risks.
- Monitor the effectiveness of the control measures.
- Review the risk assessment annually.

First Aid

The Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. Whilst a first aider is a voluntary position staff must undertake relevant training. The school will ensure there is a minimum of at least one member of staff is trained in paediatric first aid in the two's provision and at least two members of staff in the three to four's nursery. Currently there are nine members of staff trained in paediatric first aid across the nursery.

First aid boxes are situated throughout the school and children's centre are clearly identified. The contents will be checked on no less than a weekly basis by a nominated first aider and all deficiencies made good.

A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

Accident Reporting

The Procedures in Chapter 3 of The Health and Safety Manual are to be followed. In summary these are:-

All accidents, no matter how minor, that occur to members of staff, or visitors are to be reported using the accident reporting form; kept in the school office. The Headteacher or designated senior member of staff will be informed, conduct an investigation where appropriate. . A copy of the completed form is to be sent to Health and Safety Advisor (Education) at 280 Mare Street E8 1HE.

Accidents to pupils (major accidents requiring hospital treatment and any fatalities) must be reported using the same and sent to form in Chapter 3 and a copy sent to Health and Safety Advisor (Education) at 280 Mare Street E8 1HE. However, trivial accidents (resulting in no injury or minor injuries such as bruises and grazes), to pupils will be recorded by the school and counter signed by the responsible parent/carer of the child.

Hirers, contractors and others

When the premises are hired to persons outside the employment of the Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with and adhere to the requirements of this Policy. Such adherence will include:

- Introduction of equipment for use on the school premises
- Alter fixed installations;
- Remove fire and safety notices or equipment;
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

Immediately prior to use the Site Manager or other directed member of staff, should meet and greet the user, ensure welfare facilities and emergency procedures are understood. The user must be clear that the area used must be

returned in a similar condition as when the hire started. As proof of due diligence the arrangements should be signed off by the user.

The Headteacher must ensure that any contractor working on site must be competent to undertake the work that they are doing; this is done by ensuring all contractors are recognised by HLT, or have been vetted by an identified project manager nominated by the school.

All contractors working on site must be told by the Premises Manager of any hazards that they may encounter in undertaking their work, especially the location of any asbestos, and what to do in the event of any emergencies, such as fire.

All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Headteacher or in his absence the Premises Manager or other senior member of staff a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher or other senior member of staff must take such actions as are necessary to prevent persons in his/her care from risk or injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

Staff consultative arrangements

The school will report all key health and safety matters as well other significant points from the Full Governing Body meeting to all staff via the Staff Governor.

Emergency Planning

The Headteacher will ensure that a suitable and satisfactory emergency plan (Business Continuity Plan) is prepared to cover all foreseeable situations which may place staff or pupils at risk. The Plan will be agreed by the Governing Body on a two yearly basis and reviewed annually by the school.

Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

Learning Environment

All practitioner's and office staff have a duty to assist in maintaining order and cleanliness within the school and children's centre and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Headteacher. The Premises manager will undertake weekly checks of the school and children's centre to ensure there are no defective or dangerous equipment or furniture. Any such items identified as dangerous should be removed and reported to the Headteacher and Bursar and any other relevant staff.

Examples of items to be checked include:

Doors unlocked and free from obstruction

Floors and floor coverings are undamaged and kept clear of obstructions

Sinks will be kept clear to enable effective cleaning

Electrical equipment unplugged when not in use.

Any damaged electrical equipment, including frayed or damaged flex or if there is evidence of burning, is removed from use and reported.

All users within the school and children's centre walk in an orderly and calm manner at all times.

Garden safety (including lunch)

The premises manager will check on a weekly basis all resources outside in the garden. All practitioners working in the garden should report and remove any dangerous or faulty equipment.

Examples of items to check include:-

Equipment that is not secure or damaged.

Climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear.

Manual Handling

Equipment should only be lifted such as tables with two people. Any equipment that is deemed too heavy should be referred to the headteacher. Children should not be lifted unless a danger to themselves or others. All staff involved in handling children should be trained to do so.

Work at height

The Work at Height Regulation 2005 extends to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

Only the correct equipment is used to work at height, e.g. step ladders (fully open and checked before use). The use of chairs, desks etc. to gain height are expressly forbidden. Staff must not stand or kneel on desks to close or open windows.

Staff training and information

The Headteacher will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Site Manager.

Where information and/or advice is not locally available the Headteacher should seek such information from the Health and Safety Advisor (Education).

Staff and workplace safety

In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind.

Health and safety is a collective responsibility.

Risk benefit analysis enables children to flourish in their learning.

Staff must know and apply any special safety measures and arrangements that exist in their working environment e.g. risk benefits relating to climbing trees, using real tools, making fires and involved in pond dipping.

Staff must observe standards of dress consistent with their duties e.g. and hygiene appropriate to their task, for example washing hands, monitoring use of sharp knives, which have been authorised by the headteacher.

Staff must know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid.

Signature..... Chair of Governors
Date.....

Signature Headteacher
..... Date