

# Blagdon Nursery School



# Health and Safety Policy

Signed by

\_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_

Next review date: Nov 2019

## Aims

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At Blagdon Nursery School and Children's Centre, the staff and Governors aim to provide a safe and healthy environment for children and adults and to have established safety procedures to ensure this.

Blagdon Nursery School and Children's Centre is, with reference to the Health and Safety at Work Act, and the guidelines, requirements and procedures from Reading Borough Council, committed to ensure, so far as is reasonably practicable, that:

1. All children, staff, visitors, parents and contractors' employees are safeguarded in respect of their health, safety and welfare whilst on the premises and the site.
2. Children, parents, members of the public, visiting professionals, Governors, and contractors employees who enter the premises and the site are not exposed to any health and safety risks.
3. No work is carried out by the school or the contractors that is liable to expose employees, children, parents or members of the public to hazards to health, unless suitable and sufficient assessments of the risks are made and necessary measures to prevent, minimise or control the risk have been introduced and communicated.
4. All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

All staff are responsible for health and safety and are responsible for managing their own environment and awareness of their own safety and the safety of others. They are responsible for reporting defects and dangers to the Health and Safety Representative, the Head teacher, senior members of staff or admin.

## Organisation

### **Responsibility**

**Everyone has a responsibility for health and safety as they move around and use the premises.** All staff are responsible for familiarising themselves with health and safety procedures and ensuring their knowledge is up to date.

**Teachers, early year's practitioners, teaching assistants, other professionals, lunch-time controllers and supply staff** are responsible for children and the safe use of the teaching and learning environment, both inside and outside. All staff must be sensitive to how children will move around the centre when placing items of furniture and play equipment. They are responsible for the safe movement of their own groups from one location to another in the Centre and the safety and security of all children in the area in which they are working.

The responsibility for health and safety lies with the **Head teacher supported by the Health and Safety rep** and senior members of staff and the Governor designated for Health and Safety.

Health and safety routine walk checks should be made weekly by the Head teacher or the Health and Safety representative along with checking alarms, exits and locks. Annual checks for safety and good working use of electrical equipment and fire extinguishers are made. Monitoring logs are kept with the Bursar.

**Governors** are ultimately responsible for the implementation of this policy and will ensure that the requirements of Health and Safety legislation are established. They will take advice from Health and Safety experts according to the need for information and advice.

Governors prioritise expenditure on premises and ensure that funding for small repairs, routine maintenance and emergencies is always available.

Governors are aware of the need to maintain the buildings and site in a safe condition and give consideration to these as priorities in the school budget each year.

They are responsible to report to the LA any major investment or maintenance required to make the site safe and take advice as appropriate.

They delegate the day to day management of Health and Safety issues to the Head teacher and Health and Safety rep.

**The Head teacher** is responsible for the implementation of this policy within the Centre. It is the Head teacher's responsibility to refer all unresolved health and safety issues to the Governing body.

Governors require termly fire alarms and reports of evacuation procedures in practice.

### **Risk Management**

The Head teacher and Health and Safety rep carry out risk assessments and safety audits on the site and report the findings of these to Governors and to Health and Safety representatives in the LA as required. They take advice on grading risk and how best to overcome the problems and minimise the risks.

**Risk assessments** are carried out as appropriate to enable hazards and risks to be identified and enable standards of safety to be amended and enforced. The Centre has a risk assessment procedure designed to improve operational efficiency, minimise risks and safeguard the safety, welfare and health of everyone involved in school activities.

#### **Objectives for risk assessments for staff, children, parents and visitors**

1. To provide conditions and systems of work, which prevent any danger to health.
2. To ensure all plant and equipment is maintained properly and none is used when it presents any risk.
3. To provide a means of access and egress that are safe and without risks to health.
4. To provide comprehensive information, instruction, signage, training and supervision so far as is reasonably practicable.
5. To review the risks and procedures to ensure that the centre will have and maintain up to date fire and evacuation procedures and documents
6. To ensure safe arrangements for transportation, storage and use of articles and substances

7. To ensure safe and healthy conditions that take account of statutory requirements, approved codes of practice, DfE and LA guidance
8. To ensure the provision of necessary safety and protective equipment
9. To have clear procedures for storage medicines, hazardous substances and the safe administering of medicines to children and staff

A record of all current risk assessments for the nursery school and family centre is held in The Head teacher's office. All risk assessments for Willows Day Nursery are kept in the manager's office.

### **Blagdon Nursery School Levels of responsibility for Health and Safety**

Level	Who is responsible	What does this involve
1	ALL STAFF	Health and Safety at work act 1974 Everyone has a legal responsibility for health and safety at work
2	Those with significant responsibilities health & Safety Representatives <b>Chris Heath</b> <b>Emma Dawson</b>	Making risk management decisions and carrying out risk assessments
3	The individual responsible for the day to day management of the Health and Safety of the Centre the Head teacher <b>Joanne Budge</b>	The day to day management of the Health and Safety of the school
3	Governing Body- the Governor with Health and Safety responsibility	Overall responsibility for the Health and Safety of the School
4	Director of Education and Community Services	Overall responsibility for the Health and Safety of Schools

#### **Responsibility for implementing the policy- levels of responsibility**

##### **The Governing Body**

The responsibility for ensuring that the Health and Safety procedures within the Centre are adequate rests with the Governing body. The Governors, with assistance from the Head teacher and staff will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate.

In particular they will:

- make arrangements to ensure the Centre has an up to date Health and Safety policy
- have in place monitoring procedures to identify hazards and evaluate risk control measures
- delegate Health and Safety responsibilities to some staff and ensure they are followed
- ensure a Governor attends appropriate Health and Safety briefing provided by the LA to the school
- have Health and Safety on the agenda at Governing body meetings with consideration in the annual budget as appropriate

- ensure the Head teacher and Health and Safety reps are supported to carry out their appropriate responsibilities

**The Head teacher Level 3** (in absence the deputy head, bursar or SMT will carry out the functions)

The Head teacher is responsible for the day to day management of the Centre and will:

- pursue the objectives of the Governing body and the LA with respect to Health and Safety
- ensure Health and Safety is an agenda item in staff meetings as appropriate and staff are informed about Health and Safety procedures and the expectations on them
- ensure risk assessments are carried out and appropriate actions are taken to remove or reduce the potential hazards to lower the level of risk
- co-operate with accredited safety representatives and safety advisers and offer them assistance to carry out their prescribed functions
- communicate with and respond to concerns of representatives and advisers
- ensure Health and Safety inspections are carried out regularly and that identified damage is repaired immediately when it poses a threat to health or safety
- ensure that the cause of all accidents, near misses and dangerous occurrences are investigated and reasonable steps taken to prevent reoccurrence and all necessary reporting is completed in line with LA requirements
- ensure that materials, resources and equipment purchased are safe and without risk when properly used and are adequately maintained
- ensure training needs of new and existing staff are met and relevant retraining provided
- ensure staff have up to date Health and Safety training
- keep abreast of changes in policy and procedures and ensure staff concerned are kept up to date
- ensure safe recruitment processes in line with the LA are followed

#### **Health and Safety Rep level 2**

- is responsible for implementing the policy and responding to reports of damage and danger
- must investigate all reported damage and accidents and respond or advise the Head teacher of action required to rectify the problem
- must ensure that contractors do not place the health and safety of pupils and staff at risk whilst on the school premises or site

**SMT, Subject co-ordinators, class teachers and room leaders** are responsible for:

- reviewing safety issues and procedures for their own class, subject and advising staff
- ensure children and staff follow safe working practices at all times
- equipment used in their subject areas is safe and damages are reported, defective equipment disposed of and replaced

**All staff are responsible under the Health and Safety at work act to co-operate with the Head teacher to ensure this policy is implemented. They must use equipment in a safe and sensible manner in accordance with any instructions or**

advice. They must take reasonable steps to ensure the health, safety and wellbeing of those affected by their activities. They must not misuse or tamper with anything provided for health, safety or welfare purposes. The Head teacher welcomes suggestions from staff for improving health and safety within the school.

Staff are expected to check their working areas and equipment regularly and report concerns to the Head teacher.

### **Monitoring**

The implementation of this policy will be regularly monitored. Advice will be sought and guidance followed from Health and Safety Advisers and Officers.

### **Hazardous substances**

Substances used in the school are assessed in line with the LA guidance on the Control of Substances Hazardous to Health **COSHH**.

**Asbestos** - The school has been surveyed for asbestos and a record of this will be referred to prior to any maintenance work being carried out by the school staff or contractors. Any damage to asbestos or substances suspected to be asbestos will be reported immediately to the LA Property Management team.

### **Electrical Safety**

Electrical equipment is tested annually as part of the LA contract. In addition staff are required to inspect equipment in they use in school and report damage or malfunction immediately.

**First Aid - *first aid is the first help given to someone to prevent injury or illness from becoming worse- it does not include giving tablets or medicine to treat illness.***

All staff will have the opportunity to receive level 1 Paediatric First Aid training. The Centre has a number of level 2 qualified first aiders, whose names are displayed in each area of the Centre. There are first aid boxes in each classroom, in the family centre and in Willows. A member of staff is responsible for regularly checking the contents of the First aid box.

The first point of contact for emergencies is the Head teacher or school office.

### **Accidents**

Minor accidents must be reported on an accident form which is also signed by the parent and kept on the child's file. Major accidents and incidents should be reported to the LA and should be entered with report details in the accident book kept in the Head teacher office. This will include any children receiving external medical assistance from a first response car or ambulance. Ofsted will also be notified.

### **Administering of medicines**

Medicines will only be administered to children in the Centre in certain circumstances, such as chronic illness or long term complaints or where the child is recovering from a short term illness but must finish a course of medication.

The request form must be completed and signed by the parent and the staff member administering the medicine. The Key worker or Head teacher must be satisfied that the child is well enough to be in the Centre. Medical advice may be sought in cases of concern.

The head teacher will consider the following safeguards before accepting responsibility for administering medicines:

- Where possible a doctor's note should be received, indicating that it is necessary for the medicine to be administered and with clear instructions concerning the dosage
- Long term illness (epilepsy, asthma, nut allergies should be recorded on the admission form and kept in the child's folder with the appropriate instructions)
- The medicine should be brought to school by the child's parent. It should be handed in to the Keyworker and kept in the special needs cupboard or fridge in each area of the Centre with a copy of the completed request form. **Medicines should not be kept in the children's rooms at any time.**
- Medicines should be clearly labelled with the contents, owner's name and dosage and kept in an inaccessible cupboard away from the children.
- Staff have regular training in administering epipen and inhalers. **NB** Only staff who have received training in epipen can give an adrenaline injection in the case of a life threatening situation. Epipen procedures must be followed and an ambulance called to the school immediately.

The Head teacher must exercise special caution before accepting responsibility for administering medicines:

- where medicines or tablets are dangerous
- where timing of the administration is of vital importance
- where serious consequences could result if staff forget to administer the dose
- where technical or medical knowledge or expertise is required

**On no account** should aspirin or preparations containing aspirin be given to children under 12.

**Members of staff taking medicines** for chronic illness such as asthma, diabetes or epilepsy should inform the Head teacher and should be recorded on staff files. If a member of staff should need medical assistance clear instructions must be given and followed.

If a member of staff requests medication containing aspirin to relieve a short term condition they take this at their own risk but are asked to inform an adult that they have done so.

### **Contractors**

The Centre is responsible for ensuring that competent contractors are employed and work is carried out safely. The LA property management group will advise. School may also employ contractors. At all times the Head teacher and the Health and Safety rep will ensure competent contractors are employed and health and safety matters are given top priority. Contractors are required to carry out risk assessments prior to commencement of the contract. The Health and Safety Rep is responsible and will notify the Head teacher of measures needed to be taken to ensure safety. All contractors must have current DBS checks.

### **Violence against staff**

The LA, Governors and Head teacher will not tolerate acts of aggression against staff from any person. Should members of staff be subjected to violence they will receive support from both the LA and the school. Staff are advised to follow the Centre risk assessment on this subject. Governors will not hesitate to take appropriate steps against members of the public, parents, children who perpetually display violent, intimidating, aggressive or abusive behaviour.

### **Lone working**

Staff are advised of the risk of working alone on the premises and are asked to consider the advice in the risk assessment on this subject.

**When home visiting**, the home visiting policy and risk assessment should be taken into consideration.

### **Fire**

The Health and Safety rep and the Bursar co-ordinates fire prevention activities. Firefighting equipment has regular checks and is covered by a maintenance agreement. The Health and Safety rep carries out weekly tests on the fire alarm and keeps a log of the tests. The Head teacher and Health and Safety rep ensure all escape routes are kept clear at all times. All staff are reminded not to block escape routes and report immediately any escape routes which become blocked. The Head teacher, Governors and Health and Safety rep will ensure termly fire and evacuation procedures are carried out at varied times of the day. The Head teacher makes a written report to staff and Governors outlining the details and actions following the practice.

### **Manual handling**

All manual handling by staff should be carried out following the guidance in the risk assessment.

### **Security**

Security is given high priority by the Centre and is maintained at all times of the day. The Head teacher and Health and Safety rep are responsible for ensuring security measures are in place. All staff are responsible for ensuring security measures are followed throughout the day in all parts of the premises and site. The measures are regularly monitored to ensure they are working effectively. All breaches of security should be reported to the Head teacher or deputy head teacher who will take the appropriate action.

The locking and unlocking of the site is managed through a service level agreement with the LA.

### **Visitors**

All visitors to the Centre are required to sign in and sign out. A visitors badge is to be worn by all visitors.

### **Staff Welfare**

It is the responsibility of every member of staff to be aware of the impact of their own actions of others. Everyone has a responsibility to consider the health and welfare of staff members. A member of staff should inform the Head teacher

immediately if they are suffering from work related health concerns. A member of staff should advise the Head teacher if they are suffering from an illness or as a result of home circumstances, which may impair their ability to carry out their responsibilities. The Head teacher may suggest referral to the Occupational Health Service for advice. All information will be treated in the strictest confidence.

### **Off-site Activities**

All staff are required to ensure they are familiar with guidelines for off-site activities. Staff running sessions on other sites should make themselves familiar with the health and safety procedures relevant for that site. Risk assessments will be carried out prior to any activities taking place in other locations.

Staff organising and leading the trips for the children carry out a risk assessment prior to the visit.

**Transporting children** - no children will be transported in staff cars.

All staff using their car for work purposes should have the appropriate business users insurance in line with new RBC guidelines.