

# Gurnos Nursery School



## Health and Safety Policy

Date: 05.01.2016

Date of review: 05.01.2019

A MODEL HEALTH, SAFETY & WELFARE POLICY  
INTRODUCTION

All staff to sign to confirm they have received a copy

This 'model' guidance has three parts.

It contains:

- a statement of general policy based on legal duties under the Health and Safety at Work etc. Act 1974 [section 2 (3)];
- the organisation i.e. explains the allocation of functions to individuals i.e. who does what as regards health and safety, and,
- the arrangements i.e. how health and safety functions allocated to individuals are carried out.

## **HEALTH AND SAFETY POLICY STATEMENT**

### Gurnos Nursery School

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that pupils and other non employees e.g. parents, visitors etc., are not exposed to any risk to their health and safety
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide and safe plant and equipment
- To ensure safe use, handling and storage of substances i.e. chemicals
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review this policy annually and to revise it as necessary

SIGNED.....DATE.....

(Head Teacher)

SIGNED.....DATE.....

(Chair of Governors)

REVIEWED.....SIGNED.....

REVIEWED.....SIGNED.....

This policy has been brought to the attention of all employees and is kept readily available for employees in the main entrance.

## **RESPONSIBILITIES**

### DUTIES OF THE HEAD TEACHER

The Head Teacher is responsible for:

- Taking the lead in the promotion of an effective health and safety culture
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and Authority guidelines are met at all times
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually (or sooner where appropriate)
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe.
- Ensuring that accident, work related ill health and violent incidents are reported and investigated as necessary
- Monitoring the standard of health and safety throughout the school
- Ensuring that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

## DUTIES OF THE GOVERNING BODY

The Governing Body, in consultation with the Head Teacher will:

- Ensure that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- Ensure a safe place of work for employees and pupils, including safe means of access and egress
- Ensure that adequate health and safety resources are available to meet health and safety requirements

## DUTIES OF THE CARETAKER

The Caretaker's duties include:

- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries made safely, e.g. by avoiding peak pedestrian times
- Dealing with reported damage and defects
- Assisting the Head Teacher and Governors with the annual health and safety inspection

## DUTIES OF THE EDUCATIONAL VISIT CO-ORDINATOR (EVC)

- The Educational Visits Co-ordinator, The Headteacher, plans and arranges educational visits in accordance with the Evolve software system, as monitored by CSCJES

## DUTIES OF ALL EMPLOYEES

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with their head teacher on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- To undertake health and safety training where required
- Report all health and safety concerns, e.g. hazards or defects etc., to the head teacher

## ARRANGEMENTS

Accident Reporting and Investigation	Page 8
Administration of Medicines	8
Asbestos Management	8
Communication	8
Consultation with Employees	8
Control of Contractors	9
Display Screen Equipment	9
Electrical Safety	10
Emergency Procedures	10
Fire Safety	10
First Aid	11
Gas equipment and appliances	11
Hazardous Substances	11
Health and Safety Advice	11
Housekeeping	11
Information	12
Inspections	12
Lone Working	12
Maintenance of plant and equipment	12
Manual Handling	12
New and expectant mothers	12
Off-Site Educational visits	12
Personal Protective Equipment (PPE)	13
Playground Safety	13
Reporting of defects, hazards and near misses	13
Risk Assessments	13
Safety Education	14
School Council	14
School Health and Safety Committee	14
Security Arrangements (see Security policy)	14
Slips, trips and falls	14
Storage Arrangements	14
Stress, Work Related	14
Sun Protection	14
Supervision	15
Training	15
Vehicles, Use of	15
Violence	15
Waste / Litter Management	15
Welfare facilities	16
Work Equipment	16
Workplace Transport Safety	16
Working at Height	16

## **ARRANGEMENTS**

### **Accident Reporting and Investigation**

The school undertakes accident investigation and reporting in accordance with the Local Authority's Accident Investigation and Reporting policy.

All accidents are investigated by a competent member of staff (i.e. head teacher or teacher).

Accident report forms are held in the school office.

The accident form is designed so that information need only be recorded once, as it has been printed on self-carbonating paper to enable copies to be available for all relevant parties:-

1. White to be kept on the employees' personal file
2. Yellow sent to Health & Safety Officer for overall monitoring
3. Blue for the Education Department to monitor accidents
4. Pink for section manager / supervisors to monitor accidents
5. Green employees' personal copy

Reported accidents are monitored termly to identify any trends, e.g. same pupil or accident in the same location.

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non employees are reported to the Occupational Health and Safety Unit of the Local Authority for further processing.

### **Administration of Medicines**

For further information please refer to the school medicine policy.

### **Asbestos Management**

The Asbestos Survey report is held by the Head Teacher / Care taker, and is made available to any contractors carrying out work within the school.

### **Communication**

Effective communication between the Head Teacher and employees is ensured either face to face or through regular staff meetings and the staff notice board.

### **Consultation with Employees**

Health and safety is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or to a nominated person.



### **Contractors/Visitors**

Any visitor or service personnel legitimately on the premises are in our care as far as our activities can affect them. They are, however responsible for their own health and safety regarding their work practices.

Some contractors and service people will be aware of the risks that children can generate through sheer exuberance around tools and equipment, such as scaffolding, wheelbarrows, cement mixers, generators, power and hand tools etc. However, every contractor must be reminded, before starting any contract, of their responsibilities.

Contractors must always ensure that children are separated from equipment, and the area to be worked in, by adequate provision of any necessary barriers.

Visitors should always:

- Use the buzzer to announce their arrival,
- sign the visitors' book,
- complete the necessary forms regarding asbestos, if required
- wait to be accompanied to the person they wish to see (if necessary)
- be escorted from the premises at the end of their visit (if necessary - See **Security**)

### **Display Screen Equipment**

The regulations are applicable to regular 'users' of display screen equipment. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the form provided in the Local Authority's Display Screen Equipment policy.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

The use of laptops is regarded as use of display screen equipment.

### **Electrical Safety**

All portable electrical appliances in school are checked by a 'competent' person at recommended intervals. Records of PAT testing are held on site.

All employees are instructed to carry out a visual inspection of electrical equipment, so far as is reasonably practicable, prior to use for signs of damage or charring, to report defects to the care taker so that action can be taken to prevent accidents and injury.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer.

## **Emergency Procedures**

See Authority Guidance for schools on dealing with emergencies and school closures.

### **Fire**

All staff and children should be aware of fire drill procedures.

#### ***On hearing the alarm / siren***

Teachers:

- Instruct children to leave quietly and calmly through the nearest clear exit.
- Take green registers
- Line up class at collection point
- Call register

#### **Designated staff:**

Cook:

- Check kitchen is clear
- Switch off appliances where possible
- Vacate premises

Secretary:

- Check office and Medical Room
- Take visitors' file
- Vacate building
- Check presence of visitors at collection point

Pre-School Staff:

- Check classroom and designated play area
- Take register
- Vacate building

Foundation Phase Additional Practitioners:

- Check Nursery toilets
- Check all areas, including kitchen
- Vacate the building

Headteacher:

- Check halls
- Check staffroom
- Vacate the building

Fire drill will be held at least once per term.

Testing of fire bells and checking of fire equipment will be carried out by the designated member of staff.

### **First Aid**

All staff are the designated first aiders.

First Aid boxes / treatment areas are located in

- In both of the children's toilets - where there is clean running water

First Aid Kits are readily available and kept topped-up by Louise Abercrombie.

- Arrangements are in place for the dealing with bodily fluids.
- All first aid treatments are recorded.
- 'Head bumps' are reported to the injured child's parent / carer.
- The Appointed Persons (trained in emergency first aid) are all staff members.

### **Gas equipment and appliances**

All gas boilers / appliances are inspected annually by a 'competent' person, i.e. Gas Safe Register gas engineer.

Gas supplies are capable of being isolated and 'locked off' when not in use.

### **Hazardous Substances**

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A COSHH assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant).

Information including safety data sheets and COSHH assessments relating to hazardous substances in school are kept in the school office.

All chemicals are kept securely under lock and key to prevent unauthorised access.

### **Health and Safety Advice**

Advice is provided by the Education Health and Safety Adviser and the Local Authority's Principal Health and Safety Officer.

### **Housekeeping (and see also under waste / litter)**

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

### **Information**

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster “Health and Safety Law – What You Need to Know” is displayed in the school staffroom.

### **Inspections**

**Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Care Taker and Chair of Governors.**

Employees have been instructed to report any damage / defects to the Care Taker or Head Teacher.

### **Lone Working**

Lone working situations include responding to alarm activations, working late / early or at weekends or during holiday periods.

**Risk Assessments for lone working have been carried out. The school adheres to the Local Authority Lone Worker policy and utilises where necessary the Lifeline Service – please refer to separate lone working policy.**

### **Manual Handling**

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Mechanical aids are provided, e.g. trolleys, where necessary.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a ‘competent’ provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard.

### **Monitoring and Review**

The health, safety and welfare policy is reviewed annually.

### **New and expectant mothers**

Please refer to the Local Authority policy on pregnant workers.

### **Off-site Educational Visits**

The Educational Visits Co-ordinator (EVC) plans and arranges educational visits in accordance with the Evolve software system, as monitored by CSCJES.

### **Personal Protective Equipment (PPE)**

PPE is issued to employees as required, e.g. to the care taker, and any employee who may have to deal with bodily fluids.

### **Playground Safety**

#### **Parking**

No unauthorised vehicles are allowed on the school premises. Staff cars are parked in the front car park. Any vehicle parked on the **yellow zig-zag** lines outside the school will be reported to the police.

### **Refuse**

Any objects such as **skips or bins** etc. must be stored in an unobtrusive manner. Main gates must be kept clear to allow easy access for any emergency vehicle.

### **Assembly Area**

All staff should be aware of the emergency assembly areas which outside the school grounds, up the steps and on the path towards Goetre Primary School.

### **Yard Maintenance**

Paving slabs, concrete areas and tarmac areas should be in good repair.

Steps should be unbroken and not worn unevenly.

Grids should be clear, down pipes unbroken and secured to walls.

Roof guttering should be secured as far as visible checks allow.

Any problems are reported to the Local Authority – Joyce Slack.

### **Entrances and Exits**

Building entrance doors should open outwards and not jam in any position.

All foyers to entrances and exits must always be well lit and not obstructed.

### **Exits Must Never Be Obstructed.**

All fire doors should be unlocked every morning and all exits should be clear with no obstructions.

### **Drains**

All drains should be cleaned regularly to allow water to flow freely.

Any blockages will be reported to the Headteacher and Caretaker.

### **Reporting of defects, hazards and near misses**

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Head teacher or care taker immediately so that prompt action can be taken to avoid accidents and injury.

### **Risk Assessments**

Risk assessments have been carried out in consultation with employees and are kept centrally in the head's office and via the corporate risk assessment database, Assessnet.

### **School Council**

The establishment of a school council helps to raise awareness, and to promote ownership of health and safety issues during the Summer Term.

### **School Health and Safety Committee**

The School Health and safety Committee consists of Head Teacher / Health and Safety Coordinator/ Governor responsible for health and safety / Heads of Department / Care Taker.

### **Security Arrangements (see Security policy)**

The care taker is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where applicable, e.g. in the Nursery.

The Key Holders for the premises are the Cleaner in Charge/Caretaker and the Head Teacher.

### **Slips, trips and falls**

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Care taker or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

### **Storage Arrangements**

All employees are responsible for ensuring items are stored safely and to report any hazards to their Head teacher, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

All employees have been instructed not to use chairs, tables, desks, etc. to gain access to storage.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

### **Well-being of staff**

The Head Teacher is responsible for controlling work-related stress issues and for carrying out a general risk assessment. Cross reference can be made to the LA policy on work related stress

### **Sun Protection**

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled. Shades is provided on the school playground via trees, foliage, umbrellas and by tying up material to create shade as the sun shifts position throughout the day.

### **Supervision**

Pupils are supervised during all activities throughout the school day.

For off-site visits Evolve advice and where necessary guidelines are followed regarding supervision levels.

### **Training**

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation.

### **Vehicles, Use of**

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

Only employees who are currently authorised by the Head Teacher and are appropriately trained are permitted to drive the school or hired minibus.

Employees are instructed not to use hand held mobile phones whilst driving.

### **Violence**

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

All incidents of violence are reported and investigated as required by Head teacher / Deputy Head Teacher.

Training will be provided in de-escalation and positive handling through the Behaviour Support Service. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

### **Waste/Litter Management**

The Care taker is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

### **Welfare facilities**

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities.

Pupils have access to labelled drinking water taps and / or drinking water bottles throughout the day.

The provision of heating, lighting and ventilation is adequate, and is monitored and maintained by the Care taker.

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

### **Work Equipment**

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place. Training is carried out, where applicable; in the safe use of certain work equipment.

### **Workplace Transport Safety**

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Road Safety –this is taught to the children as part of Eco Schools.

### **Working at Height**

Employees should wherever possible avoid working at height, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the hall, high level window cleaning, putting up stage lighting etc.

Suitable access equipment is provided, e.g. 'kick step' type stools, step ladders, ladders.



Employees are instructed not to use chairs / desks / tables to gain access to items stored at height or to put up displays etc.

Arrangements are in place for access equipment to be inspected on a termly basis by the Care taker.

Employees are instructed to report damage / defects immediately to the Care taker / Head Teacher.