



# **BAYLIS COURT NURSERY SCHOOL**

## **HEALTH AND SAFETY POLICY JUNE 2018**

It is the policy of the school to ensure so far as is reasonably practicable the health, safety and welfare of all children, staff and visitors and others including members of the public who may be affected by our activities. This statement is issued in accordance with the Health and Safety at Work Act (1974).

The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims at Baylis Court Nursery School.

1. Providing and maintaining plant and equipment and systems of work that are safe without risks to health.
2. The provision and maintenance of a working environment for employees and pupils that is safe and without such risks.
3. Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
4. Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees, pupils and visitors.
5. Maintain any place of work under the school's control in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without such risk.
6. Providing such protective equipment as is necessary for the health and safety at work of employees and pupils
7. Striving to monitor the effectiveness of health and safety provisions within the school.
8. Bringing to the attention of all employees that they as individuals have a legal responsibility to take care of the health and safety of themselves and others, such as pupils and members of the public, who may be affected by their acts or omissions at work.
9. To review and revise the School's Health and Safety Policy at least annually and to duly publish any amendments.

**Agreed by Governing Body: 22<sup>nd</sup> June 2018**

**Review Date: June 2019**

**Chair of Governing Body signature:.....**

**Head Teacher signature:.....**



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#### **Part 2 Policy - Organisation Roles and Responsibilities**

Although health and safety within the school is a collective responsibility this policy recognises the responsibility that effective and efficient management has towards achieving the schools safety objectives

#### **RESPONSIBILITY OF THE GOVERNORS AND HEAD OF ESTABLISHMENT**

The Governors and Head Teacher are responsible for implementing this policy within the school. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
  2. Prepare an emergency evacuation procedure and arrange for periodic evacuation drills (normally at least once a term) to take place and for the results of these to be recorded.
  3. Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Authority.
  4. Make arrangements for the implementation of the Local Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary.
  5. Make arrangements for informing parents, students and other users of the school of relevant safety procedures.
  6. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting, apparatus or equipment identified as being unsafe.
  7. Report to the Local Authority Asset Management Section any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- N.B. The Governing Body will deal with all aspects of building maintenance which are under their direct control.
8. Report to the Director of Education of any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.
  9. Monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the property department in respect of building contractors and the Contract Services



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Management Unit in respect of cleaning, catering or grounds maintenance contractors), hirers and other organisations present on site, as far as is reasonably practicable.

10. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and head teacher in the management of health and safety at the school.

### **DUTIES OF THE PERSON DELEGATED TO ASSIST THE HEAD TEACHER IN THE MANAGEMENT OF HEALTH AND SAFETY.**

Health and Safety staff representative shall:

1. Assist the Headteacher in the implementation, monitoring and development of the safety policy within the school.
  2. Monitor general advice on safety matters given by the Local Authority and other relevant bodies and advise on its application to the school.
  3. Co-ordinate arrangements for the design and promotion of safe working practices within the school.
  4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
  5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and head teacher.
  6. Carry out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified.
  7. Ensure that staff with control of resources give due regard to safety needs.
  8. Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- N.B. The above role must not be confused with that of the Health and Safety Representative at the school which is a trade union appointment to enable the representation of staff interests in health and safety matters.

### **RESPONSIBILITIES OF STAFF TOWARDS CHILDREN AND OTHERS IN THEIR CARE.**

All staff are responsible for the health and safety arrangements in relation to staff, students, and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible.
2. Be aware of and implement safe working practices and to set a good example personally.



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3. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
  4. Ensure that any materials, chemicals, equipment or tools used are appropriate to that use and meet accepted safety standards.
  5. Provide written job instructions, warning notices and signs as appropriate.
  6. Ensure that regular safety inspections are undertaken.
  7. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
  8. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
  9. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
  10. Provide the opportunity for discussion of health and safety arrangements.
  11. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
  12. Provide for adequate instruction, information and training in safe working methods.
- N.B. When any members of staff consider that corrective action is necessary but that this lies outside the scope of their authority, they should refer the problem to their own immediate supervisor.

#### **RESPONSIBILITIES OF ALL EMPLOYEES**

All employees have a responsibility under the Act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Co-operate with the Head of Education and others in meeting statutory requirements.
3. Not interfere with or misuse anything provided in the interests of health, safety and welfare.
4. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from their supervisor.
5. Ensure that furniture, apparatus and equipment are in good condition and report any defects to their supervisor.



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6. Use protective clothing and safety equipment provided and ensure that these are kept in good condition. Report any defects to their supervisor.
7. Ensure that classrooms, general accommodation and grounds are kept safe.
8. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to their supervisor.

### **WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS THEY MUST DRAW THESE TO THE ATTENTION OF THEIR IMMEDIATE SUPERVISOR.**

Note the following:

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and Safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure that they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected to meet the standards required of employees.

### **RESPONSIBILITIES OF PARENTS AND THEIR CHILDREN.**

All parents are expected to:

1. Exercise personal responsibility for the safety of themselves and their children whilst with them on school premises.
2. Provide clothing for their children attending the school consistent with safety and/or hygiene (this would preclude unsuitable footwear, and other items considered dangerous).
3. Observe all the safety rules of the school and in particular the instructions of the school staff in the event of an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes, such as gates and doors.

N.B. The governors and head teacher will make parents (and where appropriate their children) aware of these responsibilities through direct instruction, notices and the school newsletter.



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#### **THE INVOLVEMENT OF TRADE UNIONS**

Recognised Trade Unions may appoint safety representatives and the name(s) of the person(s) so appointed are posted on the staff room notice board.

The functions of a safety representative, as agreed by the Authority, and the Trade Unions are to:

1. Keep themselves informed of legal requirements on health and safety at work and the Local Authority's arrangements meeting these.
2. Keep themselves informed of any hazards at Baylis Court Nursery School and the measures by which they may be minimised or eliminated.
3. Undertake periodic safety inspections of the school (up to three times per year at agreed times) and draw any defects to the Head teacher's attention.
4. Inspect a potential hazard, new piece of machinery, work process, the scene of an accident is required and recommend any corrective action necessary to the Head Teacher.
5. Report any continuing health and safety problems to the Head of Education. Problems and matters of general interest can also be reported to the Trade Union Panel of the Education Department Safety Committee. (If necessary, advice on how to make this contact can be obtained from the departmental safety officer).

#### **VISITORS**

Regular visitors and other users of the premises (e.g. contractors and delivery person) must be required to observe the safety rules of the school.

### **PART TWO ARRANGEMENTS AND PROCEDURES**

#### **ACCIDENT REPORTING**

All accidents and incidents shall be recorded on the standard form and reported to the Head teacher. The school is responsible for reporting any accidents, dangerous occurrences or disease that are required to be notified to the Health and Safety Executive under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

All accidents and incidents will be investigated to establish whether additional procedures are needed to prevent the likelihood of recurrence. Risk assessments, Safe Operating Procedures, training, instruction or levels of supervision may need to be reviewed following the investigation.

The person(s) responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the Head teacher.

The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the Authority are to be found in the school office.



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Accident/Incident will be forwarded to the Local Authority Health and Safety Team.

#### **FIRE AND EMERGENCY EVACUATION PROCEDURES**

The school's procedures for fire and emergency evacuation are appended.

Arrangements for updating these procedures and displaying them are as follows:

These procedures will be reviewed by the Headteacher before and after evacuation drills and be amended as necessary. The procedures will be displayed in the foyer, all classrooms, staff room and school office.

The log book for the recording and evaluation of practice and evacuation drills is available in the school office.

#### **FIRE SAFETY EQUIPMENT**

The Headteacher will regularly monitor the condition of all fire safety equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system. An appropriate contractor will be ordered to service, repair or replace fire equipment and the fire alarm system as appropriate.

The schools emergency evacuation procedure will be:-

- clearly displayed in the premises
- explained to new members of staff, volunteers and parents
- practiced regularly at least once every quarter

Records are kept of fire drills and the servicing of fire safety equipment

#### **FIRST AID AND ACCIDENT REPORTING PROCEDURES**

Reference should be made to the Local Authority's First Aid Code of Practice COP 013

- First aid is available at the toilet areas to all classrooms and in the garden.
- Fully stocked first aid kits will be provided and are regularly check and re-stocked as necessary.
- The name of the first aiders/appointed persons are displayed within the premises.
- The arrangements for first aid cover for users of the premises at times outside of the normal working day and during school holiday periods are in accordance with arrangements made by the contractors.
- The arrangements for first aid for off-site activities are as directed by the authority.



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N.B. Any employee rendering first aid to the best of their ability is indemnified by the Unitary Authority.

#### **ADMINISTRATION OF MEDICATION**

Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.

Pupils prescribed medication are stored in their original containers, are clearly labelled and are out of reach to pupils.

Parents give prior written permission for the administration of medication. This states the name of the child, date the medication starts, the name of the medication and the dose and times, or how and when the medication is to be administered.

The administration is recorded accurately each time it is given and is signed by staff.

#### **SECURITY OF THE BUILDING**

The Head teacher and governing body have a responsibility under the health and safety legislation to make sure their school is a safe place in which to work, which includes protection against violent behaviour. Schools have a common law right to bar troublesome adults from the school premises. Every effort is made to ensure the security of the school building and therefore appropriate procedures are in place.

#### **SMOKING**

Smoking is not permitted on school premises.

#### **LEGIONELLOSIS**

The primary aim is to prevent the build-up of Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows:

- The water temperature is to be below 20 degrees C or above 55 degrees C and this has to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.

#### **GOOD HOUSEKEEPING**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.



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- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean
- Do not obstruct emergency exits.

### **EQUIPMENT AND ELECTRICAL TESTING**

The Head teacher ensures that testing, inspection and maintenance of equipment are undertaken as required. Portable Appliance Testing (PAT) is undertaken on an annual basis. Day-to-day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by children, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported to the Head teacher who will arrange for repair or replacement.