



# Chelwood Nursery School Health & Safety Policy

Review to be agreed at Governing Body meeting  
17<sup>th</sup> October 2019

Signed by:

Chair of Governors: ..... Date: .....

Headteacher: ..... Date: .....

Agreed at the Governing Body Meeting on: .....

Minute Reference: .....

This policy was developed and agreed in 2005 and is reviewed annually most recently September 2019.

Next review date: Autumn 2020.

# Health & Safety Policy

## **Statement of intent**

Chelwood Nursery School recognises its moral, legal and financial responsibility to ensure the health and safety of every child and every adult who studies, works or visits here.

This policy will therefore ensure that reasonable and practicable measures are in place to reduce both the risk of accidents and the risk of work-related ill health.

The school will do this:

- through the creation and maintenance of a safe working environment
- through the promotion of safe behaviour throughout the school
- by adopting a systematic approach to the identification and control of risk
- by clearly identifying staff or posts to monitor safety performance.

Chelwood Nursery School will support quality health and safety initiatives aimed at continuous improvement and will ensure that health and safety management is allocated the necessary means and resources to adequately meet the objectives of the Health and Safety Policy.

## **Objectives:**

The aim of the governing body and senior management is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

The prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils.

The arrangements outlined in this statement and the various other safety provisions made by the governing body and senior management cannot prevent accidents or ensure safe and healthy working conditions. Only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety.

Senior management will take all reasonable steps to identify and reduce hazards to a minimum. To achieve this all staff and pupils must appreciate that their safety and others also depends on their individual conduct and vigilance while on the School premises or while taking part in School sponsored activities.

Signed.....(Headteacher).

Signed.....(Chair of Governors).

Date.....

### **Basic procedure for reporting an accident or incident**

- **Any accident or incident should, in the first instance, be reported to the Headteacher.**
- **All accidents (pupils and adults) should be recorded in an Accident Book and a CS2 form completed/ including the online log.**
- **For major accidents (e.g. broken bones) a F2508 form must be completed and returned to the Health & Safety Executive within ten days.**

### **Organisational arrangements**

#### **Roles and Responsibilities** (see Appendix C)

##### **The role and responsibilities of the Governing body**

The Governing Body of Chelwood Nursery School recognises its responsibilities under the Health and Safety at Work etc. Act 1974 (HASAWA) to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities. The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate.

The Governors will actively work with the Headteacher and staff, to identify hazards, and where these cannot be removed, ensure that they are adequately controlled.

The governing body, in consultation with the Headteacher, will:

1. Make itself familiar with the requirements of the *Health and Safety at Work, etc Act 1974* and any other health and safety legislation and codes of practices which are relevant to the work of the School, in particular the *Management of Health and Safety at Work Regulations 1992*
2. Ensure that there are effective and enforceable arrangements to ensure that the school complies with all relevant legislation particularly the HASAWA and Management of Health and Safety at Work Regulations 1992 for the provision of health and safety throughout the School
3. Have in place procedures to identify hazards and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
4. Create a management structure for managing health and safety and periodically monitor its effectiveness;
5. Periodically assess the effectiveness of these arrangements and ensure that any necessary changes are made.
6. Ensure a governor attends any health and safety briefings held by the LEA;
7. Have Health and Safety on the agenda at Governing Body meetings;
8. Ensure that the Headteacher, as the Key Manager for Health and Safety, carries out the appropriate responsibilities.
9. Ensure the Premises Committee has regular meetings to discuss progress on the Premises Action Plan (at the back of this policy) and other premises issues.

In particular the governing body, in partnership with the Directorate for Children and Young People, undertakes to:

- provide a safe environment for pupils, staff, visitors and other users of the premises, including safe means of entry and exit
  - provide and maintain plant, equipment and systems that are safe;
  - ensure safe arrangements for handling, transportation, storage and use of articles and substances;
  - provide safe and healthy working conditions that take account of:
    - (i) statutory requirements
    - (ii) approved codes of practice whether statutory or advisory
    - (iii) guidance whether statutory or advisory
10. provide adequate information, instruction, training and supervision so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated
11. provide all necessary safety and protective equipment, together with any necessary guidance, instruction and supervision
12. provide adequate welfare facilities

So far as is reasonably practicable the governing body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) This policy
- (b) All other relevant health and safety matters
- (c) The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **Responsibilities of the Headteacher**

As well as the general duties which all members of staff have, the Headteacher has responsibility for the day-to-day running of the school and putting the Health and Safety Policy into effect, ie. the Headteacher will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone else using the premises or engaged in activities sponsored by the School. The Headteacher will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

In an effort to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. In particular, the Headteacher will:

- a) Be aware of the basic requirements of the *Health and Safety at Work, etc Act 1974* and any other health and safety legislation and codes of practices relevant to the work of the

## School

- b) Ensure the health, safety and welfare of staff, pupils and others using the School premises or facilities or services or attending or taking part in School-sponsored activities
- c) Be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises;
- d) Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the premises and facilities
- e) Ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
- f) Carry out periodic reviews and safety audits eg. ensure termly health and safety inspections are carried out;
- g) Arrange for risk assessments to be carried out by the competent persons; to allow the prompt identification of potential hazards
- h) Put into effect any remedial measures or refer as necessary to the Governors or LEA;
- i) Consult with members of staff, including the safety representatives, on health and safety issues
- j) Attend health and safety briefings and training arranged by the LA;
- k) Report regularly on health and safety matters to the Governing Body;
- l) Ensure contractors on site follow safe working practices.
- m) Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- n) Encourage staff, pupils and others to promote health and safety
- o) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- p) Encourage all employees to suggest ways and means of reducing risks
- q) Collate accident and incident information and, when necessary, carry out accident and incident investigations
- r) Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- s) Monitor first aid and welfare provision
- t) Monitor the management structure.

### **Responsibilities of the Premises Officer**

The Premises Officer has particular responsibility for security and a number of premises related issues and will:

- a) Co-operate with the Headteacher and ensure that they effectively monitor the condition of the premises;
- b) Report defects so that appropriate remedial action can be taken;
- c) Regularly test the fire system and record findings.
- d) Open and close the school at the appropriate times.
- e) Ensure the safety of the school community by making safe any emergency identified hazard, such as broken glass, or bodily fluid spillage.

- f) Ensure that the annual safety and maintenance plan is carried out according to the specifications and times (see back of policy)
- g) Ensure that an up to date COSHH record is kept detailing all substances used on the premises.
- h) Ensure that the cleaning substances and equipment are safely and securely stored.
- i) Ensure any electrical work is carried out by a qualified electrical contractors, after authorisation from the Headteacher.

### **Responsibilities of Senior Management & Class team leaders**

All Senior Management, curriculum coordinators and class team leaders will make themselves familiar with the requirements of the *Health and Safety at Work, etc Act 1974* and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties, which all members of staff have, they will be directly responsible to the Headteacher (or other person nominated by the Headteacher) for the implementation and operation of the School's health and safety policy within their area of responsibility.

They will take a direct interest in the School's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements. As part of their day-to-day responsibilities they will ensure that:

- (a) Risk assessments of activities, teaching practices, substances and equipment are carried out and translated into written safe methods of working which are implemented throughout their class and area of responsibility
- (b) Health and safety regulations, rules, procedures and codes of practice are being applied effectively
- (c) Staff, pupils and others under their jurisdiction are instructed in safe working practices
- (d) New employees working within their team are given instruction in safe working practices
- (e) Regular safety inspections are made of their classroom environment & area of responsibility as required by the Headteacher or as necessary by law.
- (f) Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- (g) All plant, machinery and equipment in the area in which they work is risk assessed and kept in good and safe working order and where appropriate adequately guarded and all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment.
- (j) Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the area in which they work
- (k) Toxic, hazardous and highly flammable substances in the area in which they work are correctly

assessed, used, stored and labelled

- (l) They monitor the standard of health and safety throughout the area in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- (m) All health and safety information is communicated to the relevant persons
- (n) They report, as appropriate, any health and safety concerns to the appropriate individual

### **Responsibilities of All Staff**

Members of staff also have health and safety responsibilities. All staff will make themselves familiar with the requirements of the *Health and Safety at Work, etc Act 1974* and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work.

Staff will therefore be required to:

- a) take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do;
- b) be familiar with the School safety policy and any relevant safety regulations.
- c) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils ie.co-operate with all health and safety arrangements;
- d) report any defect or other health and safety matter that they are aware of;
- e) use equipment and tools correctly and safely
- f) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- g) take an active interest in promoting health and safety and suggest ways of reducing risks.
- h) report any stress related matters to the Headteacher as soon as possible

### **Communication**

All staff have a responsibility to ensure they are familiar with the communication channels within the school, eg. staff meeting minutes, staff briefing folder, memos , website and Health & Safety File and within the Authority for Health and Safety. The Headteacher will ensure that all health and safety guidance and advice is kept together in the Health & Safety file in the dining room **and from Autumn 2012 on the school website in the 'staff room'**, where it is easily accessible to all staff. All such advice is communicated to staff where relevant and incorporated into the school's procedures copies of which can be found in the staff briefing papers, staff handbook and school policies.

### **Staff Consultation**

The Governing Body and Headteacher recognise the valuable contribution to health and safety that can be made from all staff, particularly staff safety representatives. Staff are involved in the annual review of the policy.

### **Safety Practices**

Guidance issued by the Health and Safety Executive, Department for Children, Schools and Families, and Lewisham Directorate for Children and Young People will be incorporated into the

school's procedures. These arrangements will be discussed, by the appropriate safety committee, and any significant issues relayed to relevant staff.

## **1. Monitoring and Risk Assessment**

This policy is intended to ensure the health and safety of children and adults in all aspects of school life:

- School personnel – staff and children
- School infrastructure
- School equipment
- School activities

All aspects of the Health and Safety policy are formulated and monitored using standard Risk Assessment procedures.

Any actual or potential changes to school routine should be subject to new risk assessments. Any actual incidents or accidents will trigger an immediate review of the appropriate risk assessment.

### **Risk Assessments** *(see Appendix A)*

The Headteacher, will ensure that risk assessments of the premises, methods of work and all school sponsored activities are carried out and reviewed annually (or more frequently, if necessary).

The assessment will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

The Chair of the Premises Committee or Chair of Governors, the Premises Officer and the Headteacher will carry out termly risk assessments of the building, in the form of 'site walks', and the evidence of these will be kept in the Premises file.

All risk assessments are subject to annual review.

A list of risk assessments and who is responsible for undertaking them and their review is under development in Appendix A.

In some specialist areas Risk Assessments should be undertaken by 'a competent person' with the skills knowledge and experience to undertake the task. See Appendix B.

## **Premises Management**

### **Use of Premises**

Users of the school premises have the responsibility to ensure that they use it correctly.

The Governing Body recognises its duties as controller of the premises and will ensure that:

- a) premises are in a safe condition for use;
- b) arrangements for emergency evacuation are adequate;
- c) fire fighting equipment is in place and in operational condition;
- d) insurance requirements are met.



## **Statutory Maintenance and Record Keeping**

The school will ensure that Chelwood Nursery School follows the statutory requirements for the inspection and maintenance of :

- Electrical equipment
- Fire Safety equipment ie. alarm equipment and fire fighting equipment
- Fixed wiring
- Gas equipment
- Burglar alarm
- Outdoor play equipment
- Water tanks
- Waste disposal

Records are kept of all tests and services of the above equipment.

## **2. Health and Safety Routines**

### **Health and Safety Committee**

A Health and Safety committee of the Governing Body has been established as part of the Premises Sub Committee of the Governing body, to provide a forum for the discussion of important health and safety issues. The committee meets at least once per term, and reports back to full Governing Body Meetings.

### **Fire Safety** (see [Fire Safety Policy](#))

The school has a current Fire Risk Assessment (FRA) and a Fire Safety Policy. The Fire Safety Log is maintained by the Premises Officer and includes all relevant documentation relating to Fire Safety in school. The school has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment. Records of this maintenance will be kept by the Premises Officer in the Fire Safety Log.

### **Procedures**

The Fire Safety policy details the fire safety procedures in school.

### **Fire Drill**

Fire drill and instructions are displayed in every room – see *Fire Drill*.

A fire drill will be held at least termly and significant details recorded in the Fire Log, kept in the Health & Safety file in the Admin Office.

Information is provided for visitors to the school when they sign in on site.

### **Testing**

The Fire Alarm will be tested weekly, using a different call point each time in rotation and the findings recorded in the Fire Log.

### **Storage of flammable materials**

We keep flammable materials to a minimum. When it is necessary to have flammable materials in school they are stored in a ventilated area, away from sources of ignition with suitable Fire safety equipment located nearby eg. fire extinguishers.

### [Water Safety](#) (See Legionella Control policy).

The school is committed to the safe management of any the school's hot and cold water systems so as to ensure the control of potentially harmful organisms such as Legionella.

The school follows the guidance provided by the Local Authority on the management of Legionella in schools. The school will ensure that a risk assessment is carried out by competent persons and the recommendations within that risk assessment carried out. The school will ensure that the appropriate sampling and testing of water from the hot and cold water system is carried out and the findings acted upon.

### [Asbestos Management](#) (See Asbestos Management policy).

Chelwood Nursery School follows the Local Authority's Asbestos Policy.

The school is committed to the safe management of any asbestos contained within the school building. The school follows the guidance provided by the Local Authority's in the Property Handbook Asbestos Management Policy.

The school aims to eliminate any risk of exposure or contamination to those using the school building, by ensuring that an asbestos management survey report is carried out of the school building to understand the location and risk presented by any asbestos on the school site. These records, reports and plans, are kept by the Premises Officer.

The Premises Officer will monitor the condition of the asbestos located on site on a regular basis and will immediately report any changes or damage to the LA following the procedures.

The Premises Officer will ensure contractors engaged to work on the school building have the appropriate asbestos awareness training, and are made aware of the location of known asbestos in the school. Specific advice will be obtained from the LA where intrusive building work is to take place. Specific arrangements will be made to ensure the work takes account of the potential risk of unknown or undiscovered asbestos. Contractors will be informed of the risk of unknown or undiscovered asbestos, and if contractors suspect they have discovered or disturbed any suspected asbestos, they must stop work immediately and report it to the Premises Officer who will report it to the LA immediately following the LA procedures in the Property Handbook.

### [Security](#) (see also Security Policy)

#### **Entry to the premises**

The school has an entry system on the front gate and the front door to the building. These protect staff and children from unwanted intruders.

At the beginning and end of the school day the front gate is opened to allow the parents to bring in and collect their children. Parents bring their children to the child's class is the main entrance, which is supervised by a staff member usually the headteacher. At all other times of the school day, visitors and parents must press the entry system to obtain access.

No staff or children open the front door for other people to enter the building. Visitors and children cannot open the front gate it is released by the admin staff. Children are not allowed to talk to people through the gates.

When leaving the building it is the responsibility of every adult to check that the door is firmly shut behind them and that the catch is on the door, and to wait until the main gate is closed before departing along Chelwood Walk.

All visiting adults are issued with visitor's badges on entry to the building, which are returned to the school office before departure.

All members of staff are responsible for ensuring that there are no unauthorised visitors on site and it is the duty of all members of staff to question any unknown adult on site or anyone not wearing an authorised identity badge.

In the event of an emergency, panic buttons are located in the following places:

- Behind the office Reception desk
- Behind the Headteacher's desk

### [Working with Contractors](#) (See also 'Contractors on site' policy)

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The Headteacher will therefore ensure that where contractors are appointed directly by the school:

Whether or not a contractor is selected from Lewisham's list of approved contractors, the Premises Officer will always evaluate the Health & Safety status of the contractor, determine their competency using Health & Safety questionnaire and obtain a copy of their Health & Safety management system. The Premises Officer checks Risk Assessments done by outside companies before they begin a job on site.

Before commencement of work the contractor must supply:

1. Statement of method from the contractor
2. Safe system of work report (either written or orally)
3. Permit to work
4. Risk assessment
5. 'Hot work' permit if deemed necessary

A meeting will be held pre-commencement of work to discuss:

1. Health & Safety issues
2. Critical issues
3. The plan of work
4. Pre-contract documentation checklist
5. The need for a statutory risk assessment (e.g. manual handling of COSHH)
6. Asbestos reports and location plan

The school will provide a safe working environment for contractors and will inform them of the site rules, safe system of working, local hazards and controls, emergency procedures and accident and reporting procedures.

On completion of the project a final assessment will be carried out to ensure the project is successfully completed and Health & Safety secured.

### Waste disposal (see Waste Management policy)

Our school is committed to the safe and responsible disposal of waste produced by our school and seeks to care of the environment by reducing, reusing and recycling wherever possible. All waste should be disposed of according to the school **waste management** policy.

All staff have a responsibility to ensure they support the school's waste management policy, by ensuring they promote the schools policy on waste management.

Normal waste is sorted and put in bins (general waste, recycling & composting) and emptied by the cleaners on a daily basis. 'Clinical' waste ie. bodily fluid waste, is put in yellow bags and is placed in the clinical waste bin in the accessible toilet.

This is collected by a licensed contractor. The Premises Officer leads on the disposal of other waste including furniture, electrical equipment and hazardous waste.

### Use of equipment (including power tools) (see policy for Use of equipment)

Staff should only use tools and equipment where they have received the appropriate training. Equipment on school site should be entered in the 'Use of Equipment' log with the agreed procedures for using the equipment and key information about the item and it's use , including those who have been trained to use it.

Staff should adhere to the following guidance in the use of power tools:

- (1) Only use correct bits/attachments
- (2) Keep trailing leads to a minimum. Be aware of tripping hazards.
- (3) Check bits for damage – if any present, DO NOT USE and dispose of.
- (4) Check area to be drilled is free from electrical cables and water pipes
- (5) Use goggles and mask provided
- (6) Make sure there are no entanglement hazards (hair, clothing)
- (7) Ensure chuck is fully tightened before use
- (8) Be aware of dust hazard

### Working at Height (see policy for Working at Height)

Stepladders are provided for the use of staff and are available from the Premises Officer. **Staff must receive training on the use of step ladders before use.**

The top step of a stepladder must not be used as it is unsafe to use as a step.

Staff must not use chairs, tables or other furniture as an alternative.

Pupils must never be allowed to use stepladders.

Where possible the Premises Officer will undertake any work at excessive height following a risk assessment.

Ladders must not be left up and unattended.

Ladders must be checked for defects, by Premises Officer and if found to be defective, they will be withdrawn from use.

Staff must check ladder is completely open and stable before use.

## **Manual Handling** (see Policy for Manual Handling Operations)

The Governing Body of Chelwood Nursery School recognises that manual handling is one of the most common causes of absence through injury at the workplace. Monitoring of accident statistics has shown that a significant proportion of over 3-day injuries are caused by manual handling activities. This policy and its accompanying guidance is therefore intended to help reduce the risk of manual handling injuries and promote good practice in all lifting, handling and carrying operations.

Although the school is a low risk environment, sometimes it may be necessary to move bulky or heavy items (e.g. deliveries of furniture). In these cases correct procedure is vital for the completion of the task.

The task to be performed must be assessed by Premises Officer before work can begin, as follows:-

- can movement of load be avoided
- is the operation necessary or can desired result be achieved in a different way

If the task cannot be avoided a manual handling assessment must be made.

If possible load to be moved should be made as small as possible i.e. dismantling furniture, emptying containers, e.g. containers, boxes. Many small loads are better and safer to handle. Where possible some mechanical means of movement e.g. trolleys, sack trucks, must be used. The Premises Officer has access to these.

All staff must be informed of correct handling procedure for activities involving lifting of any sort.

Where possible two people should move bulky items together using correct lifting procedures. The item being moved must never obscure vision of person moving it. If this is unavoidable assistance should be sought.

## **Control of Substances Hazardous to Health (COSHH)** (see Policy on Control of Substances Hazardous to Health)

The Governing Body of Chelwood Nursery School will take all reasonable steps to secure the health and safety of employees and other persons affected by their work activities who are exposed to or work with hazardous substances. In particular, arrangements will be made to:-

- a) Identify hazardous substances used in the workplace or which arise directly or indirectly out of work activities
- b) Ensure that all operations, which involve, or may involve, exposure to substances hazardous to health are assessed and appropriate control measures introduced where elimination or substitution of the substance is not possible.
- c) Ensure that control measures are properly maintained and monitored to ensure their continued effectiveness
- d) Inform all employees and others who may work in affected areas of the safe operation of all control measures

All chemicals used in the school, will be monitored, by the Premises Officer.

Written risk assessments are completed for all substances and kept with the relevant data sheet. These are reviewed annually, by the Premises Officer. Substances are kept in proper designated storage areas (locked cupboards).

All relevant staff **must** be informed of safe use and storage of substances. The health of relevant staff will be assessed to check for adverse effects of substances, and records kept if required.

Protective equipment (eye protection, gloves, mask and overalls) will be available for staff where necessary.

All procedures, assessments and control measures, are reviewed annually by the Premises Officer. The Premises Officer will check for further training or instructions if required.

### **Emergency Plan**

(See **Emergency Evacuation Policy** and the **Emergency Management (Business Continuity) Plan.**)

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents but particularly fire which could put at risk the occupants or users of the School. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (a) Save life
- (b) Prevent injury
- (c) Minimise loss.

See the current **Emergency Evacuation Policy** and the **Emergency Management (Business Continuity) Plan.**

### **Educational Visits and Events**

(see the 'School Educational Visits Policy' and 'School Events Policy').

The Governing Body is committed to ensuring all school Educational Visits and School events are conducted with due regard to Health and Safety and to ensure the Safeguarding and well being of the children and staff involved. All visits and events will be risk assessed before they are undertaken.

### **Stress Management** (See 'Stress Management' Policy.)

The Governing Body of Chelwood Nursery School is committed to protecting the health, safety and welfare of our employees and recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

Chelwood Nursery School will identify workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress where it is identified. These risk assessments will be regularly reviewed.

At Chelwood Nursery School we are aware of the risk of stress for staff and pupils. The school joined the Well-Being Project in 2011, and is a member of the Employee Assistance programme.

All staff members by virtue of being employed to work in the school, have access to the EAP. EAP provides a range of professional consultation services to support staff in managing home and work situations. This aims to support staff in dealing with matters which affect their lives and which can generate stress affecting them and how they are able to carry out their professional roles on the school working environment.

All staff and pupils can speak to the Headteacher in confidence about matters relating to stress. Staff can be referred to the Lewisham Counselling Service and/or make use of the counselling services run by their unions.

## Drugs and Alcohol

### **Smoking**

The smoke-free law was introduced (2007) to protect employees and the public from the harmful effects of secondhand smoke. Managers of smoke-free premises and vehicles have legal responsibilities to prevent people from smoking. As a public building Chelwood Nursery school is a no smoking environment. Smoking is not permitted in the building or grounds. Staff working with, or around, young children should ensure they do not smell of smoke.

### **Alcohol**

The Early Years Foundation Stage statutory document clearly states that alcohol must not be consumed, by those caring for children in the EYFS. No alcohol, is permitted to be consumed on the premises during the working school day. On special occasions, the Headteacher may give permission for consumption after the children have left the premises.

## Accidents, Incidents, Near Misses and Dangerous Occurrences

All will be recorded and reported in accordance with Lewisham Directorate for Children and Young People Policy. The pupil Accident book, Employee Accident Forms CS2 and HS1, HS3 Report forms are kept in the Headteacher's office. A separate accident and dangerous occurrences set of forms will be kept in the After School Club.

## First Aid, Welfare and Medicines (see First Aid, Welfare and Medicines policy)

There are a number of trained First Aiders in the school.

The first Aid team ensure that the First Aid Boxes are adequately stocked. First Aiders in school are trained in Paediatric First Aid and First Aid at Work, and all staff have received Emergency First Aid at Work training (1 day course). Paediatric First Aiders are shown on photographic posters across the school.

When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Council's Health and Safety Unit. The Key Manager or Deputy will also advise the appropriate staff safety representative, who has the right to inspect the site of an accident involving anyone he or she represents.

## **Codes of Practice Safety Rules & LA Guidance**

From time to time the *DCSF*, HSE, LA and other regulatory or advisory bodies will issue codes of

practice on particular topics for the guidance of Heads and others who are in control of educational premises. The Headteacher will incorporate such codes into their health and safety policy and procedures. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, he/she will demonstrate that he/she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

### **Monitoring and review**

The governing body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

The Headteacher will ensure that risk assessments and their related procedures are reviewed annually or after incidents and accidents. The Roles and Responsibilities table (appendix A) identifies who is responsible for the review of which areas; policy procedure, risk assessment.

All reviews will be noted on the format in Appendix C, which provides the opportunity to record when the last review took place and what action was taken. This overview should provide an 'at-a-glance' monitoring record of policy and procedure review and should be kept in the **H&S Policy Roles & Responsibilities, training file** in the dining room.

The LA will carry out a full audit once every five years and will monitor performance by other means from time to time.

The H&S committee will carry out the LA H&S audit/ self assessment annually as requested by the LA.

### **Appendix A**

Staff Roles and Responsibilities relating to Health and Safety

### **Appendix B**

Staff responsible for specific Risk Assessments

### **Appendix C**

Annual Policy review record

Signed \_\_\_\_\_ (For the governing body) Date \_\_\_\_\_

Signed \_\_\_\_\_ (Headteacher) Date \_\_\_\_\_



## Appendix A - Staff with Health and Safety Responsibilities

<b>Policies &amp; Risk Assessments – Senior Leadership Team</b>			
<b>Headteacher</b> <b>H&amp;S Policy Roles &amp; Responsibilities, training</b> <ul style="list-style-type: none"> <li>Duty of Care Reports on Health &amp; Safety, accidents, incidents presented to governors</li> <li>Stress management</li> <li>Violence and aggression</li> <li>Children subject to a Court Order</li> </ul>		<b>Deputy Headteacher</b> <b>H&amp;S Children and Staff</b> <ul style="list-style-type: none"> <li>Investigate accidents and incidents including follow up</li> <li>Review all risk assessments annually or before if required</li> <li>Staff Training &amp; Induction</li> <li>Students, volunteers and visitors</li> <li>Pregnancy</li> </ul>	
<b>School Business Manager</b> <b>H&amp;S Site Buildings &amp; Infrastructure</b>		<b>Inclusion &amp; Diversity Leader / SENCo</b> <b>H&amp;S Children</b>	
Annual H&S Self-assessment form with H&S governor COSHH Communicable Diseases Catering & Kitchen Cleaning & Cleaners Display Screen Equipment	Fairs and Events Lettings Managing Contractors Office RIDDOR Site access Visitors Work experience	Administration of Medicines Disabilities First Aid, welfare and medicines Food hygiene Pupil movement around the school	Hot, cold and windy weather Personal risk assessments for children PEEPs Pupils with SEND Stress
<b>Staff Areas of Responsibility</b>			
<b>Educational Visits Co-ordinator</b> <b>H&amp;S Educational Visits &amp; Off site activities</b> <b>H&amp;S Outdoor Activities with Children</b> Risk Assessments for trips Forest School Outdoor environment Gardening		<b>Class Team Leaders /Teachers</b> <b>H&amp;S Class based activities with children</b> Classroom management Class based activities Classroom slips, trips and falls Food Hygiene, cooking & snacks Managing bodily fluids	<b>First Aiders</b> <b>H&amp;S First Aid &amp; Accidents</b> Kasia Szatkowska      Michele Lewis Pirjo Bendjeddou      Marva Fisher Morlai Sumah Donna Hoyle      Jackie Cohen Stacy Bell Ricketts      Dana Bartley Caroline Mitchell
<b>Class Teams</b> <b>H&amp;S Class based activities with children</b> Classroom storage Classroom ventilation Health & Hygiene		<b>Extended Services Lead</b> Extended services activities Extended services environment Food hygiene Chelwood House community room	
<b>Premises Officer's Areas of Responsibility</b>			
<b>H&amp;S Site, Buildings, Equipment &amp; Infrastructure</b>			
Access & Egress Asbestos Management Boiler Room Cleaner's duties COSHH Drugs and alcohol Fire Safety Food consumption	Glazing Grounds Ladders Manual handling Pests Premises Officer duties Security Sharps	Slips trips and falls Smoking Snow and Ice Staff room Trees Utilities - gas/ electricity/water Use of PPE	Using work equipment Waste Management Water Lone working Legionella Ventilation Window cleaning Working at height

## **Health and Safety Contacts**

### **Key Manager**

Name: Nikki Oldhams  
Title: Headteacher  
Emergency contact number: 020 7639 2514

### **Person designated to act in the Key Manager's absence**

Name: Amanda Furtado  
Title: Deputy Headteacher  
Emergency contact number: 020 7639 2514

### **Premises Officer**

Name: Morlai Sumah  
Emergency contact number: 07949 858157

### **Safety Representatives**

Union and staff representatives:

UNISON (support) David Moyles & Jennifer Bilton  
NUT (teaching) Caroline Mitchell

### **Health & Safety Link Governor**

Beverley Walker & Tim Thompson

## Appendix B

**The following Risk Assessments, must be undertaken by a competent person.**

**The skills required for these assessments lay outside those of school staff.**

Suitably skilled professionals will be engaged by the school to complete these Risk assessments utilising advice from the Estate Management and Corporate Health and Safety Teams.

<b>Area of Risk</b>	<b>Responsibility for ensuring appropriate contractors are engaged to undertake these Risk assessments</b>
Electrical Safety	Premises Officer & School Business Manager
Fire Risk Assessment	Premises Officer & School Business Manager
Gas Safety	Premises Officer & School Business Manager
Water Safety & Legionella	Premises Officer & School Business Manager
Asbestos Management	Premises Officer & School Business Manager
Trees	Premises Officer & School Business Manager

## Appendix C - Annual **Policy review record**

<b>Policy</b>	<b>Last review date</b>	<b>Action</b>
Health & Safety Policy		
Health & Safety statement of intent		
Review of Roles and responsibilities.		
Review of policies and Procedures/ Risk Assessments		
Asbestos Management		
Accessible toilet alarm procedure		
Behaviour management		
Control of Substances Hazardous to Health (COSHH)		
Children subject to a Court Order		
Display screen policy		
Equipment – use and safety (including power tools)		
Emergency Plan		
First Aid, Welfare and Medicines		
Fire Safety		
Food Safety		
Intimate care		
Managing Contractors		
Manual handling		
Risk Assessment policy		
School Educational Visits Policy		
School Events Policy		
Staff Handbook		
Students, volunteers, visitors, work experience		
Stress management		
Stress Risk Assessment (Individual)		
Sun protection policy		
Security Policy		
Violence and aggression		
Waste Management		
Working at height		
Water Safety & Legionella management		
Chelwood H&S Policy 2019-20.docx		20

