



Health & Safety Policy

RIGHTS RESPECTING SCHOOL

This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)

- Article 24 (Health and health services): Children have the right to good quality health care - the best health care possible - to safe drinking water, nutritious food, a clean and safe environment, and information to help them stay healthy. Rich countries should help poorer countries achieve this.
- Article 32 - Protect children from work that is dangerous or might harm their health or education.
- Article 36 (Other forms of exploitation): Children should be protected from any activity that takes advantage of them or could harm their welfare and development.

The Health and Safety at Work Act 1974 and associated statutory Regulations explain what employers must do to ensure the health and safety of everyone involved in or affected by their operations. It is the duty of the employer to ensure, as far as is reasonably practicable, the health, safety and welfare of employees, and the health and safety of others involved in the activities of the employer - in the case of schools, pupils, visitors, volunteers, etc.

For employees in community, community special, voluntary controlled and maintained nursery schools, Birmingham City Council is the employer.

This safety policy has been developed by Selly Oak Nursery School to complement Birmingham City Council and the Department's general safety policies. It aims to provide a framework that clarifies how and to whom responsibility is delegated to ensure the health, safety and welfare for Children, Governors, Staff and Visitors working at Selly Oak Nursery School

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1. STATEMENT OF GENERAL POLICY

The Governing Body of Selly Oak Nursery School acknowledges and accepts its statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere. The school will do its best to ensure, as far as is reasonable, that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

1.1 On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- a. All persons employed at Selly Oak Nursery School whilst they are at work;
- b. Persons other than Selly Oak Nursery School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Selly Oak Nursery School whilst they are at work.

1.2 To effectively achieve this, Selly Oak Nursery School will provide, so far as is reasonably practicable:

- a) Safe premises, plant and systems of work;
- b) Safe methods of using, handling, storing and transporting of articles and substances;
- c) Information, instruction, training and supervision;
- d) A safe working environment;
- e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

1.3 The Governing Body of Selly Oak Nursery School will comply with safety policies, guidance, advice and instructions issued by BCC, the Directorate for Children's Services and advice from Schools Safety Services. Selly Oak Nursery School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

1.4 While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

1.5 It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

All staff are asked to sign to indicate that they have read and understood this document.

2. ORGANISATION AND RESPONSIBILITIES

2.1 Governing Body

Governors and the Head Teacher are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.**

The Governing Body and Head Teacher consider the best means of developing and progressing this policy is by:-

- Identifying and developing practicable arrangements for health & safety
- Developing strategies/arrangements to actively monitor their enforcement
- Considering/assessing any safety issues for new equipment or in anticipation of organisational change
- Ensuring effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identifying opportunities for further improvement to safety arrangements
- Carrying out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Bring any matter of concern relating to health and safety, that cannot be resolved through the Premises Committee, to the immediate attention of the Chair of the Governing Body.

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

2.2 Supervisory School Staff

Members of staff who manage, or supervise other staff/students, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Selly Oak Nursery School Health and Safety Management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

2.3 Head Teacher

The Governing Body charge the Head Teacher with the day-to-day responsibility of managing and enforcing Selly Oak Nursery School Health and Safety at Work Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy. The Deputy Head Teacher will assume these responsibilities in the absence of the Head Teacher.

2.4 Health and Safety Co-ordinator

The Deputy Head Teacher is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. As Safety Co-ordinator her role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. The Head Teacher will also be responsible for convening meetings of the Premises Sub Committee, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Head Teacher will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. She will endeavour to keep up-to-date with safety regulations and through the Safety Advisory Group initiate steps that ensure arrangements for health and safety at Selly Oak Nursery School conform to both current regulations and best-known practice.

2.5 All Staff

The nature of the schools activities can be diverse from an operational point of view and essential activities and priorities may vary. All staff will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will ensure their designated areas are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher or Buildings Manager. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or Buildings Supervisor. All staff will assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.6 Classroom Teachers/Support Staff

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with the Head Teacher. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their charge will be informed of any findings .

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher, Classroom Teachers/Support Staff will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.7 Building Services Supervisor

The BSS has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The BSS is responsible for materials and any equipment. He/She will be responsible for undertaking/assisting in the risk assessment process in matters relating to her work and that of other members of staff within the sphere of her work. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the BSS will identify quickly areas that threaten the safety of him/ herself, pupils or other members of staff.

The BSS will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Head Teacher. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher. The BSS will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.8 Non-Supervisory Staff

The final level of responsibility for implementing Selly Oak Nursery School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the Nursery management team and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their line manager.

3. ARRANGEMENTS

The Governing Body will ensure that those appointed and charged with responsibility for implementing Selly Oak Nursery School Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities. Where specialist knowledge is required advice will be sought from Children's Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the safety manual and/or Children's Services Safety web site for guidance on specific safety topics.

The arrangements for managing health and safety within Selly Oak Nursery School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 Children's Services Policies for Safety

Useful information, guidance and policies are contained in the schools Safety Manual or can be viewed on Children's Safety Services at: <http://inline.brm.pri/>

The website also contains contact names, numbers and email addresses for all members of Children's Services Safety Team who can be contacted directly for advice. (See Appendix 1)

3.2 Staff Induction

All Teachers, new Teaching Assistants, Lunchtime Supervisors and students are assigned a mentor who guides them through the induction process.

3.3 Fire Safety

The Head Teacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps to be taken. All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in the main office.

3.4 Security

The school will undertake a review of security annually. This will be undertaken by the Premises Sub Committee. Findings will be recorded and progressed onto action plan of remedial measures Staff will be urged to bring any concerns they may have to the immediate attention of the Head Teacher.

3.5 Safety Training

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

3.6 Premises Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This includes morning inspections by the BSS / OSC staff with all staff responsible for safety. These arrangements will be closely monitored by the Premises Sub Committee. They will use agreed documentation to record any areas of concern and this, together with any previously identified actions reviewed. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Governing Body.

3.7 Play Ground and Grounds Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the BSS and the designated Teaching Assistant. Staff are reminded to report any issues immediately to the BSS.

3.8 Working at Height

Head Teachers/Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and properly recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks
- Record of ladder checks and maintenance

All access equipment will be fully inspected every 6 months by the Buildings Services Supervisor and a record of this retained. This arrangement will be monitored by the Head Teacher every 12 months.

3.9 External Educational Visits

The Deputy Head Teacher has been appointed and trained as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures.

3.10 Stress/Well-being

The school adopts the Mental Well-Being Policy Guidance as recommended by Children's Safety Services. The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times**. Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with the Head Teacher/Deputy Head Teacher or Governing Body who will if necessary seek external advice from Children's Employee Relations Service. Worklife Support Employee Assistance is available to all staff to help deal with a wide range of potential issues or concerns in your personal and working lives. Worklife Support provides counselling and support programmes to employees in over 700 schools and charities across the UK. The service is totally confidential and provides you with 24 hour access to expert advice, guidance and emotional support, including face-to-face counselling.

Telephone 08000 856148 / 0203 7017110

Online access to support is only a click away.

Log on from www.worklifesupport.com/onlinesupport

Username: **worklifesupport** Password: **support1**

3.11 First Aid

Most staff are trained first-aiders. (See Appendix 5 (following First Aid Policy) lists on display in Front/back office and staffroom) The Head Teacher is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The school reinforces the 1st Aid plan by providing periodic awareness training for all staff.

3.12 Accident Reporting and Investigation

Accidents involving pupils will be recorded and copies kept in the main office. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to CYPF Safety Services.

All accidents involving staff must be reported and recorded on the Accident A1 form and sent to CYPF Safety Services.

All A1 accidents will be investigated by a member of the Premises Sub Committee in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

3.13 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on a various items of plant and equipment at appropriate frequencies.

This arrangement will be closely monitored by the Building Services Supervisor to ensure tests results are logged.

3.14 Asbestos Management

Recognising the absolute duty to manage asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Children's Services Health & Safety: [Asbestos 2006](#). To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric of the building unless authorised to so and having regard to the asbestos guidance. The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance. (Awaiting survey). Contractors will be made aware of the Asbestos Management Survey and this policy and requested to ensure any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive/Demolition Survey will be undertaken in areas to be disturbed before any work begins. The designated person responsible for strict enforcement of this arrangement will be the Head Teacher.

3.15 Substances Hazardous to Health

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils. All cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2000 (COSHH 2000).

3.16 Hygiene

The BSS ensures toilet and bathroom areas are cleaned at the end of the day. The lunch time supervisors clean the area after lunch. The school uses cleaning materials in line with the Pandemic Guidelines to ensure the chemicals kill the H1N1 virus. See COSHH Guidelines) Regular checks are made on the water temperature by the school.

3.17 Electrical Equipment

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.13 above) staff are reminded to regularly carry out a

visual inspections of electrical equipment, switches and plug sockets and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of a member of the Premises Sub Committee. All staff need to carry out visual checks of leads and equipment before use. Staff must be conversant in the use of all electrical equipment. Extension leads should be restricted in use whenever possible. Staff should know how to administer first aid to a victim of an electrical shock without endangering themselves.

3.18 Tools and equipment

All tools and equipment, such as paper cutters, used in classrooms will be properly stored to ensure no unauthorised or unsupervised use. Only rounded blunt scissors will be used by pupils. As part of the planning process for curriculum activities that involve tools and equipment, teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures. Tools/Equipment used by the Building Services Supervisor are safety checked before use and replaced where necessary. If an item is broken and disposed of the school will recycle where possible ensuring any school or personal data is removed by ICT specialist. Tools/Equipment used by the children are checked before use and children are supervised. Termly checks are made on equipment inside and outside the building.

3.19 Visitors and Contractors

All visitors to the school must sign in and out in the visitor's book and wear a named badge. All contractors to the school must sign in and be supervised by a member of the school staff at all times. Contractors must report to the school office who will contact either the BSS/Site Manager or Head Teacher, who will ensure the appropriate Contractor School Rules are brought to their attention. Contractors must supply the requested information including details of their Public Liability Insurance details, method statements etc where requested.

3.20 Cooperation Liaison with other site/tenants users

Our breakfast and after school club are part of the school's extended day. All nursery policies and procedures apply to staff employed in the club. There are a small number of policies that vary for example fire procedures. (See Out of School Club Policy File).

3.21 Vehicle/Pedestrian Traffic

The school works hard with parents and carers regarding road and traffic safety. The school has a travel plan and regularly consults with parents. Where possible their views and ideas are actioned.

3.22 Holiday Shut Down

Occasionally the nursery might have refurbishment work undertaken during holidays. This can often involve contractors or other staff undertaking tasks that could be hazardous and jobs that would fall outside the normal routines such as moving heavy furniture. Contractors will be advised that all policies and procedures must be adhered to before any work is carried out.

3.23 Safety Audit Arrangements

The Premises Sub Committee regularly audits all policies and procedures in regard to health and safety. Every half term the group have a walkabout accompanied by the BSS. The meetings focus on reviewing policies and practice.

3.24 Policy Review Date

This will be undertaken annually at the summer Premises Committee meeting and agreed at the full Governing Body meeting in October. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

CHAIN OF RESPONSIBILITY

Birmingham Local Authority



Governing Body



Head teacher



Building Services Supervisor



Bursar/Teachers



Teaching Assistants/Lunchtime Supervisors



This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)

• Article 32 - protect children from work that is dangerous or might harm their health or education.

Linked Policies:

- Data Protection Policy
- Equal Opportunities Policy
- E-Safety Policy
- Freedom of Information Publication Scheme
- Information Sharing Policy
- Safeguarding Policy
- Critical Incident Plan

Appendices

1. List of Children's Services Contacts
2. Procedures in the event of a Fire - Nursery, LTS and OSC
3. Mental Well-Being Policy Guidance (*LA guidance*)
4. Care and Control
5. Visitors to School (see separate file in HT office)
6. Lone Working Policy
7. Lettings Policy
8. Critical Incident Policy (See Locked Cabinet in Office)
9. Emergency Closure of School (see also Critical Incident Policy in Office)
10. Kitchen Procedures Policy
11. Nutrition - Food and Drink Policy
12. Food Hygiene Training
13. Contract for External Procedures
14. Procedure for Cleaning up Vomit
15. Head lice Guidance
16. Use of Mobile Phones Policy
17. Key holders Policy
18. Legionnaires Policy
19. Near Miss Policy
20. Contractors Checklist
21. Staff Induction

Agreed by Chair of Governing Body on

Signed

Review date