



Health and Safety Policy

1. Declaration of intent

The governing body of Chichester Nursery School recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students, visitors and pupils so far as is reasonably practicable.

The governing body believes that 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. It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

As a responsible employer, the governing body will endeavour to honour their legal obligations and the Health and Safety requirements set out in:

- The West Sussex County Council Model Health & Safety Policy for Schools
- The Health, Safety and Welfare at work policy for Community Schools, Community Special Schools, Voluntary Controlled Schools, Maintained Nursery Schools and the Alternative Provision College
- The WSCC Corporate Health and Safety Policy

These documents are attached as Annexes to this policy. The key responsibilities of both groups and individuals are set out below

2. Responsibility of Governing Body

The Governing body has strategic responsibility for health and safety within all areas of the school's undertakings and is answerable to the LEA for its actions, on behalf of whom it makes decisions. The governing body is responsible for ensuring that advice from competent health and safety advisers is available on health and safety matters in order to comply with regulatory controls.

In addition the Governing body has the following health and safety responsibilities:

- Ensure that there is an up-to-date local health and safety policy in place
- Monitor that the Headteacher has made adequate arrangements to discharge his/her responsibility for health and safety relating to the school's activities, including for off-site visits
- Monitor the effectiveness of health and safety arrangements
- Check that policies and procedures, including risk assessments, are implemented in accordance with the standards set by the Director of Children's Services
- Make sure that sufficient resources have been allocated for health and safety, including resources to maintain the premises in safe condition (this is currently a real challenge)

- Ensure that health and safety issues are covered at Governing Body meetings, and provide information to the Local Authority on health and safety matters when requested

3. Responsibility of the Headteacher

The Headteacher is responsible for the day-to-day management of health and safety and welfare policies and practices within the Nursery School. Her duties include the following:

- Put in place suitable organisational arrangements for implementing, monitoring and controlling health, safety and welfare of staff, children, visitors etc; and to ensure that a local health and safety policy is in place and that it is approved by the Governing Body
- Ensure that advice from Health and Safety advisors is sought on matters in order to comply with regulatory controls.
- Follow health and safety guidance and standards set by the Director of Children's Services
- Ensure that detailed and comprehensive risk assessments are in place for all areas of the Nursery School, and that these are reviewed on an annual basis
- Take on the role of, or appoint, an educational visits co-ordinator to advise on and co-ordinate off-site educational visits, and ensure that risks to pupil health and safety during off-site visits are adequately assessed and controlled
- Appoint a designated person for fire safety to ensure there are adequate fire safety arrangements, including a written Fire and Evacuation plan, and that fire drills are carried out in accordance with legal requirements
- Make arrangements for the security of the premises, and for the repair and maintenance of the premises, including the proper selection and control of contractors, and ensure any defects are made safe without delay
- Ensure that all staff are adequately trained and fully aware of the hazards involved in their work
- Ensure that all staff are familiar with key policies relating to health and safety (see list at the end of this policy) and that they are aware of Fire and Evacuation Procedures for the different areas of the Nursery School.

4. Responsibility of Senior Management Staff

Members of the Senior Management team have responsibility for the supervision of health and safety matters in the following areas:

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| • Deputy Headteacher | Nursery School |
| • Up to 3s' Manager | Up to 3s' Nursery |
| • Business Manager | Office areas and Staff room |

They should ensure that they:

- Are vigilant in looking for defects and report these promptly
- Ensure that all employees under their supervision know the relevant safe working practices and the arrangements for working safely
- Familiarise new staff with health and safety aspects of their work
- Make sure accidents are reported immediately
- Safeguard the health of others under their management and supervision
- Monitor and maintain safe staffing levels

5. All Staff

In addition to any specific responsibilities which may be delegated to them (see Annex A), all staff must:

- Familiarise themselves with the Health and Safety Key Points (to be read by all staff, students and volunteers joining Chichester Nursery School, and the contents of the Health and Safety File, which includes relevant policies, Fire and Evacuation Procedures, risk assessments and area health and safety reminders)
- Take care of their own health and safety and that of others affected by their work including those under their control or supervision
- Make sure they are aware of the hazards associated with their work and understand the risk assessments
- Be familiar with the procedures for First Aid provision and accident reporting
- Take reasonable care of all safety equipment and clothing in their possession, and report any defects
- Always wear safety equipment when undertaking those jobs for which it is required and use all safety devices provided
- Report all accidents, damage, hazards and defects to the member of the Senior Management Team responsible for that area of the Nursery (see above)
- Lead by example adopting safe practices and modelling risk evaluation in front of and with children
- Where possible and appropriate, teach and support children's knowledge of health and safety issues e.g. the correct way to carry scissors, safe practices at the wood work table, healthy eating, etc
- Always use lidded cups, for hot drinks, provided within the Nursery, where children are present.

6. Safety representatives

Recognised trade unions may appoint safety representatives by statutory right. The Headteacher and Governing Body must recognise and support the role of the safety representative appointed by a recognised trade union.

7. Contractors

The Governing Body and Headteacher are aware that when entering into their own contracts they must take into account the Local Authority's policies and procedures to ensure that health and safety obligations and liabilities are addressed. They understand that it is essential that any contractor or sub-contractor engaged to do work for an educational establishment carries out the contract safely without significant risk to themselves and county council staff, children and young people. If possible and practicable the Governing Body and Headteacher will use contractors listed on the County Council's select list of contractors. Those arranging work by contractors must follow the health and safety guidance in the WSGFL.

8. Parents

Parents also have a part to play in maintaining the Nursery School, as a healthy and safe environment. We request that they:

- Familiarise themselves with those policies relating to their child's health and welfare (see list below)
- Follow signing in procedures in the School Office as appropriate
- Familiarise themselves with the Health and Safety reminders and Fire and Evacuation plans displayed round the Nursery School
- Abide by the WSCC rule that the Nursery school and surrounding grounds are non-smoking
- Refrain from bringing dogs onto the grounds

- Refrain from using mobile phones in the Nursery School, Up to 3s' Nursery without the permission of a member of the Senior Management Team
- Use lidded cups for hot drinks, provided within the Nursery, when in the Nursery School or Up to 3s' Nursery where children are present.

In particular, for the safety of all children, parents, carers and other car park users, adults must abide by the signs and road markings in the car park area AND PARK ONLY IN MARKED SPACES. If no marked spaces are available adults should exit the site and park on St James' Road. On no account should users:

- **Park in front of signs which prohibit parking**
- **Park where there are double yellow lines, over the zebra crossing and in the disabled bays, unless they themselves are registered disabled**

9. Policies to be read in conjunction with this policy are listed below

- The Child Protection Policy
- First Aid Policy
- Children's Health and Wellbeing Policy
- Administration of Medicines and Health Care Plans Policy
- Policy on Children Who Become Ill or Sustain Injury Whilst at Nursery
- Policy on Children Wearing Jewellery
- Lost or Uncollected Children Policy
- Lone Worker and Evening Security Policy
- Drug Education and Drug Related Incidents Policy
- Outings Policy
- Minibus Policy
- Home Visit Policy
- Emergency Plan
- Hot Drinks Policy

Annexes:

- A Named staff with Health and Safety responsibilities
- B The West Sussex County Council Model Health & Safety Policy for Schools
- C West Sussex County Council Health and Safety Policy

NB: This policy covers the Nursery School and Up to 3s' Nursery

Date: Autumn 2018

To be reviewed: Autumn 2019