



# 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:

- |                      |                             |
|----------------------|-----------------------------|
| • 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
- 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 2019 To be reviewed: Autumn 2020

# Named Staff with Health and Safety Responsibilities

The chair of Governors is: **Sophie Elsdon**

The governor with nominated responsibilities for Health and Safety is: **Caroline Paterson**

The responsibility for day-to-day oversight of the governors' responsibility is vested in:  
**Ruth Campbell (Headteacher)**

The Headteacher will be assisted by:  
**Clare Blanchard (Nursery School)**  
**Charlotte Bedford (Up to 3s' Nursery)**  
**Denise Phillips (Office Areas)**

Particular responsibilities for the management of safety/welfare matters are listed below:

Cleaning/caretaking duties: **Colin McCormack**

Contractors on site: **Ruth Campbell**

Control of substances hazardous to health: **Colin McCormack**

Display screen equipment: **Denise Phillips**

Electricity at work regulations: **Colin McCormack**

Fire safety: **Ruth Campbell**

First aid: **Julie Nolan/Justine Rollings**

Health and Safety in the school development plan: **Ruth Campbell**

Induction of staff: **Ruth Campbell**

Manual handling: **Ruth Campbell**

Off-site activities: **Ruth Campbell**

Premises maintenance: **Colin McCormack**

Security: **Ruth Campbell**

Staff Welfare: **Ruth Campbell**

Training / INSET: **Ruth Campbell**

## Annex B

**This model policy is designed to describe the arrangements for delivering effective health and safety management within a school. This should include clear allocation of all necessary health and safety responsibilities.**

**This document should be amended to reflect local school policy/ arrangements and must be kept up to date with any staff, organisational and premises changes.**

**Health and Safety Policy issued by the governors of  
Chichester Nursery School  
Effective from: Autumn 2019**

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**Signed by: Sophie Elsdon**

**Next review date: Autumn 2020**

### **Statement of Intent**

The governing body acknowledges West Sussex County Council's (WSSCC) Corporate Health and Safety Policy, acting as Local Education Authority and employer, and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.

Under the Health and Safety at Work Act 1974, the governing body accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and others visiting and using the school premises.

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.

Chair of Governors

## **THE ORGANISATION FOR HEALTH AND SAFETY**

### **Health and safety responsibilities**

The Governing Body has strategic responsibility for health and safety within all areas of the schools 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.

The Head Teacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. The Head Teacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Department Heads are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Head Teacher or governing body and detailed in the organisation section of the policy. Department heads are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

***NB: Schools must localise this section to reflect the schools controls and procedures***

## **ARRANGEMENTS FOR HEALTH AND SAFETY**

### **Accident and Incident Reporting**

All accidents and incidents, to staff, visitors and contractors are reported to WSCC using the online accident reporting system. Minor incidents to pupils are recorded locally major injuries and direct visits to hospital are also reported to WSCC using the online system.

Justine Rollings and Julie Nolan are responsible for reporting accidents

The Head teacher will monitor accidents and incidents in order to identify trends and report to the governing body.

## **Administering medicines**

The school's Managing Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures. The lead for the administration of medicines is Justine Rollings and Julie Nolan. A copy of the policy is available from the school office.

## **Asbestos**

There is no asbestos on site

## **Control of Substances Hazardous to Health (COSHH)**

All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in the school's COSHH risk assessment file, along with the relevant data sheets and made available to all employees who are required to use these substances in their work.

The Premises Manager is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

## **Contractors**

Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work receive all of above and an induction pack which includes relevant school policies, procedures and risk assessments. The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site.

The Business Manager is responsible for the management of contractors

## **Curriculum Safety**

The governors recognise that some curriculum areas represent an increase in risk; these departments hold department specific health and safety arrangements, which are regularly reviewed and communicated to the relevant staff.

Kathryn Winstanley – responsible for Design and Technology

Eve Robson – responsible for Physical Education

Kathryn Winstanley – responsible for Science



## **Display Screen Equipment (DSE)**

Every staff member whose job requires them to use Display Screen Equipment for long periods of time on a regular basis will be given a 'best practice' guide in how to adjust and set up their workstation, plus other associated Health & Safety advice. It is the responsibility of Business Manager to ensure assessments are completed by relevant staff.

DSE user risk assessments will be reviewed periodically by Business Manager, at least annually, or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE

## **Electricity**

All portable electrical equipment within the school is to be tested annually and records of these tests will be held at the school.

Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks.

A 5 yearly check of the fixed electrical installation is completed and records kept.

Electrical safety is managed by The Premises Manager

## **Emergency Provision/Business Continuity**

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by The Premises Manager.

## **Fire Safety**

The Headteacher, is the designated person for fire safety within the establishment. The designated person will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- Develop personal emergency evacuation plans (PEEP) for those staff and/or pupils who require additional assistance to evacuate the premises.

They will also ensure that the establishment has in place an up to date **Emergency Fire Plan**, which details the procedures to be followed in the event of a fire. The plan must be prepared to ensure that people within the establishment know the action to take if there is a fire, and to ensure the establishment can be safely evacuated.

Where necessary, the Emergency Fire Plan will include the following features:

- Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Training (in house fire safety awareness training is carried out annually for all staff).
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

### **First Aid**

The lead First Aiders are Justine Rollings and Julie Nolan, the following staff are trained First Aiders: Justine Rollings, Julie Nolan, Colin McCormack, Emma Brennan and Charlotte Bedford. Details of the school's

first aid trained staff is displayed in the first aid room/area. The Business Manager monitors first aid training to ensure certification remains in date.

A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place.

Justine Rollings and Julie Nolan are the designated people for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed.

## **Food Safety**

The leads for Food Safety are Emma Randall, Karen Gibson and Karen Benham. The Food Safety leads will ensure that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to pupils. The kitchen, servery and dining area are to be cleaned daily and after each use.

A risk assessment is in place for lunchtime meals (hot and cold) - see Risk Assessments for the Rainbow Room and Up to 3s' Kitchens. Midday Meals Supervisors must cordon off a spillage, clear it up immediately and ensure the floor surface is left clean and dry before being opened up to pupils again.

All incidents of concern are to be reported to the Food Safety Lead.

## **Glazing**

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The Premises Manager is responsible for glazing management.

## **Gas Safety**

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. The Premises Manager is responsible for gas safety.

## **Induction**

All new employees are informed of the school's health and safety arrangements and procedures, by reading the school's Health & Safety file. The Headteacher is responsible for the induction of staff.

## **Lone Working**

Lone working is discouraged, however where employees are required to work alone, the risks should be assessed and adequate controls put in place.

The Headteacher is responsible for risk assessing and producing lone working procedures.

## **Play equipment**

External and internal play and physical education (P.E.) equipment is serviced by West Sussex County Council. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head teacher. The Premises Manager regularly monitors external play equipment and defects are reported immediately to the Head teacher. Faulty equipment is immediately decommissioned.

## **Premises Maintenance**

The internal and external premises will be inspected at regular intervals by The Premises Manager, the inspections are recorded and resulting issues reported to the Head teacher. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to The Premises Manager using the defects log. The Premises Manager will sign and date completed actions in the log.

## **Monitoring, audit and review**

The Governing Body shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedure shall be constantly monitored by the head/local safety officer. The Governing body shall prepare an annual action plan to address deficiencies in health and safety arising from the Head teachers' annual report.

## **Moving and Handling of Customers and the Manual Handling of Inanimate Loads**

Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling).

Where manual handling or moving and handling tasks are undertaken, The Governing body will designate suitably competent staff to undertake risk assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction. All staff will undergo regular Manual Handling training.

The Deputy Headteacher is responsible for developing and reviewing moving and manual handling risk assessment.

### **New and Expectant Mothers**

Any staff member who becomes pregnant is to inform the Head Teacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the WSSfS. The school recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risk to their health and safety and that of their unborn child.

### **Off site activities**

All off site activities are risk assessed using the WSCC system. The schools systems are audited by WSCC Outdoor Education Advisor. The Headteacher is the schools Educational Visit Co-ordinator (EVC)

### **Oil**

There is no oil fired heating system in the Nursery and there is no oil stored on site.

### **Risk Assessments**

Risk assessments are a legal requirement under health and safety law and the Head Teacher will assess all risks arising out of the curriculum and associated work which the school undertakes. In accordance with

corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant accident and or incident.

### **Staff Welfare/Stress**

The governing body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff. The Head teacher is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. The school also utilizes the services of Health Assured and Occupational Health.

### **Swimming pool**

There is no swimming pool on site.

### **Training**

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by The Business Manager.

### **Transport**

The school no longer has a minibus

### **Water quality**

The Premises Manager is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by 3C.

### **Working at height**

Teaching staff should avoid working at height to put up displays. See Working at Height Risk Assessment. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained. Staff undergo regular Working at Height Training.

**Schools should add any further health and safety arrangements specific to their school.**