



Nursery School

Health and Safety Policy

March 2017

Incorporating the Local Health and Safety Arrangements for:

Highfield Nursery School
(incl. Cool Kids Club)

Setting Number 09160

Setting Address: Wright Street, Chorley, Lancashire PR6 0SL

Policy Owner	A Hilton/Health & Safety Committee/Governors
Policy Version	March 17
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Policy Location	O/Health and Safety/Policies

Based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation

As a Community and Voluntary Controlled Setting the LEA is technically the employer although the Governing Body and Head Teacher control and oversee the premises. The LEA, the Governing Body and the Head Teacher all have responsibilities for health and safety and must work in partnership to meet these.

The setting governing body is the overarching body which leads and directs the two elements within the setting which are –

- Highfield Nursery School (including Cool Kids Club)

Health and Safety Policy

As the person(s) with overall responsibility for health and safety compliance within the setting, we will, as far as is reasonable practicable:

- provide adequate control of the health and safety risks arising from our work activities
- provide and maintain safe plant and equipment
- ensure all employees are competent to do their tasks and ensure the provision of adequate training
- maintain safe and healthy working conditions
- Comply with appropriate directions given by the county council on health and safety.
- consult with employees on matters affecting their health and safety
- provide information, instruction and supervision for employees
- prevent accidents and cases of work-related ill health
- ensure safe handling and use of substances
- review and revise this policy and arrangements as necessary at regular intervals
- Act in accordance with the relevant provisions in the scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

Responsibilities

Area of Responsibility	Person Responsible
The overall and final responsibility for health and safety within the setting is that of:	The Head teacher
The day-to-day responsibility for ensuring this policy is put into practice is delegated to):	The Health and Safety Committee, led by the Business Finance Officer.
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits	Premises Issues - Site Supervisor Fire Safety – Site Supervisor, Holly Raw, Other Emergencies – Head teacher Out of hours arrangements – see attached list of service providers Display Screen Equipment – Business Finance/ Manager Educational Visits – Senior Teacher Highfield Cool Kids Club - HLTA Kitchen safety – Janice Booth First Aid – Karen Singleton
The Health & Safety Objectives* for improvement for the setting as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits etc. or other sources e.g. DfCS, Teachernet, other settings. These will be tailored to meet the needs of the setting by:	The Health and Safety Committee through the Improvement Plan.
All employees within the setting have a responsibility to: <ol style="list-style-type: none"> 1. Co-operate with the Head teacher and her nominated representatives on all matters relating to health and safety; 2. Not interfere with anything provided to safeguard their health and safety; 3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 5. The Conditions of Employment of Teachers provide that teacher’s professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. 	

* Health & Safety Objectives should be set each year for improvements in the management of health & safety within the setting/centre/service. Examples would be:

- a 5% reduction in accidents will be achieved;
- a revised procedure for dealing with contractors on site will be devised and implemented;
- a new approach to managing slips and trips will be developed.

These will relate to the issues within the setting as identified by sources outlined above. An evaluation against the set targets will be presented to Senior Leadership Team and governors three times a year through the Head Teacher Report to Governors. The progress towards meeting the objectives is monitored and reviewed throughout the year to ensure they are achieved.

Health and Safety Risks Arising from Work Activities

We will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the setting's activities.

Area of Responsibility	Person Responsible
Risk assessments will be undertaken by: NB. Risk assessment copies are kept in the Risk Assessment file in the bottom office.	Setting risk assessments are undertaken by the Health and Safety Committee Highfield Nursery School: Each teacher for their zone/area of the environment Highfield Cool Kids Club: HLTA
The significant findings of risk assessments will be reported to:	<i>Head Teacher/ Health and Safety Committee</i>
Action required to remove/control risks will be approved by:	<i>Head Teacher/ Senior Member of Staff/ HLTA/ SLT</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Head Teacher/ Health and Safety Committee</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Head Teacher/ Health and Safety Committee</i>
Risk Assessments will be reviewed: annually or when an element of the work activity changes significantly, whichever is soonest.	Authors of risk assessments will review them at least annually. Monitored by Health and Safety Committee.

Setting Commitment

To meet the requirements of this Policy Statement, the Head Teacher/Chair of Governors/ Management and/or his/her nominated representative(s) will:

- a) draw up and implement appropriate health & safety procedures for the setting;
- b) share appropriate elements of these procedures with all employees, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring; and,
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the setting.

The setting will upon request make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities below. *(The list below is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed here.)*

Occupational Health & Safety Topic/Activity	Applicable (√)
Accident Reporting, Recording and Investigation- Accident books are in the nursery and on reception.	√
Bodily Fluids (urine; blood; faeces; vomit)	√
Catering	√
Cleaning/caretaking	√
Control of contractors	√
Disability access – H&S implications	√
Display Screen Equipment and eye tests	√
Electrical Safety	√
Emergency Procedures other than Fire e.g. flood, services failure	√
Extended setting and community use	√
Falling Objects/Safe storage	√
Fire Safety	√
First Aid	√
Gas safety	√
Hot surfaces, scalds and burns	√
Induction	√
Information communication	√
Lettings to non setting groups	√
Management and other Health and Safety responsibilities	√
Manual Handling	√
Minibuses	NA
Mobile phones – use of	√
Monitoring	√
Needles and needle stick injuries	NA
Personal safety including lone working and violence and aggression	√
Play Equipment installations inspections	√
Playgrounds and external areas	√
Ponds and Water features	NA
Premises Management	√
Pupil moving and handling (Special needs)	√
Pregnant employees and nursing mothers	√

Reporting of H&S concerns/faults	√
Risk Assessment and hazard identification	√
Safety Committee	√
Safety Representatives	√
Security of premises	√
Shared use of buildings	√
Slips and trips	√
Stress	√
Substances – COSHH	√
Swimming pools	NA
Temporary and supply staff	√
Training	√
Transporting and storing chemicals	√
Vehicle and pedestrian traffic	√
Visitor and volunteers safety	√
Waste storage and disposal	√
Water hygiene (Legionella, lead etc.)	√
Work equipment and machinery	√
Working at height – ladders, access equipment etc.	√
Workplace Inspection	√

Curriculum and other non-occupational Health & Safety Topic/Activity	
Administration of medication	√
Educational Visits	√
Food safety and hygiene	√
Outdoor activities	√
Outdoor play equipment	√
Pupil handling and restraint	√
Grounds maintenance	√
Pupil movement and flow	√
Setting transport - Outreach use transport	
Science (where not covered by curriculum safety procedures set down in CLEAPS)	NA
Smoking	√
Special needs of pupils Health & Safety issues	√
Stage and drama activities	NA
Supervision of pupils	√
Technology rooms and equipment	√
Wearing of jewellery	√
Work experience	√

The setting will also take into account the risks, and make health and safety arrangements, for non-routine, out of hours, 'one-off', seasonal or sporadic activities for example community events such as Centre Open Days, etc.

Also attention will be given to the health and safety responsibilities arising from the use of the setting to provide Extended Services and the risks associated with educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Note: Both these areas have separate intranet sites on the settings portal at [Extended Services](#) and [Educational visits](#)

Consultation with employees

The setting recognises and accepts its duty to consult with employees and will do so.

Employee representative(s) for the setting are:	Highfield Nursery Setting: Head Teacher Highfield Cool Kids Club: HLTA Business Finance Officer
Consultation with employees is provided via:	<i>Representatives are to feed into the agendas of the health and safety committee.</i> <i>Health and Safety is a standing item on all service meetings.</i>

Safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the employer on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.

Safe plant and equipment

The setting will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Headteacher/Head of Centre/Site	Is responsible for identifying all equipment/plant needing maintenance
Health and Safety Committee	Is responsible for ensuring effective maintenance procedures are drawn up
Health and Safety Committee	Is responsible for ensuring that all identified maintenance is carried out
Highfield Nursery Setting: Headteacher Highfield Cool Kids Club: HLTA Business Finance Officer	Will check that new equipment meets any required health and safety standards before it is purchased. Admin check new resources before giving out.

Information, instruction and supervision

The Health and Safety Law poster is displayed at:	<i>Location:</i> i) Staff room door ii) Outside the Training Room
Health and safety advice is available from:	<i>As on poster – Staff Room Head Teacher Health and Safety Committee</i>
Induction, supervision of trainees/work placements etc, will be arranged/ undertaken/ monitored by:	<i>Line manager of the service that students are placed in.</i>
Health & Safety in shared premises (where applicable)	Highfield Nursery Setting: Head Teacher Highfield Cool Kids Club: HLTA Business Finance Officer

Competency for tasks and training

The setting has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work, this will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided. Training provision will include regular refresher training.

Induction training will be provided for all employees by:	<i>Line Manager of the employee within the service that employee is designated to work or mentor.</i>
Job specific training will be provided by:	<i>Line Manager of the employee within the service that employee is designated to.</i> Training booklets are available from Louise Robinson
Specific jobs requiring special training are:	<i>Food Hygiene First Aid DSE Ladder use</i>
Training records are kept at/by:	<i>Shared Drive/accessible online via LCC website.</i>
Training will be identified, arranged and monitored by:	<i>Line Manager of any new employee within the service. Health and Safety Committee – regular updates and monitoring.</i>

Accidents, first aid and work-related ill health

The setting acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the setting's activities.
- Provide health surveillance for any employees who may be at risk of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid boxes are available: All 1 st Aid boxes meet the required standard 2012	<i>Reception Rainbow Unit x2 Catering 1st Aid kits – 1 in each kitchen Checked and restocked every 3 months.</i>
The first aider(s) and appointed person(s) is/are:	<i>Appointed Persons: Karen Singleton HLTA Please see list of first aiders displayed throughout the setting.</i>

All accidents and cases of work-related ill health are to be reported to:	<i>The line manager of each service and then reported to the head/deputy head if appropriate.</i>
Health surveillance* is required for employees <ul style="list-style-type: none"> • Using ladders • Who are pregnant 	<i>Risk assessments are in place Training for safe ladder use is undertaken.</i>
Health surveillance will be arranged by:	<i>Line Manager through the return to work interviews.</i>
Health surveillance/records will be kept by/at:	<i>Line Managers</i>

Monitoring

The setting acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement.

To check our working conditions, and ensure our safe working practices are being followed, we will: display health and safety meeting minutes in the staff room. Conduct workplace inspections. These are carried out by:	<i>Health and Safety Committee</i>
Review all risk assessments annually or in the event of any significant changes. This function is carried out by:	Setting risk assessments are undertaken by the Health and Safety Committee Highfield Nursery Setting: Each teacher for their zone/area of the environment Highfield Cool Kids Club: HLTA
Head Teacher Health and Safety Committee	Are responsible for investigating accidents
Head Teacher	Are responsible for investigating work-related causes of sickness absences.
All staff	Is/are responsible for acting on investigation

	findings to prevent recurrences.
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Emergency procedures - fire and evacuation

The setting acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	<i>Head Teacher Delegated to Health and Safety Committee</i>
Escape routes are checked by/every:	<i>Daily - Included on daily risk assessment in the nursery Periodically by the site supervisor</i>
Fire extinguishers are maintained and checked by/every:	Annual inspection by L.C.C. approved contractor via Beacon/Property services.
Alarms are tested by/every:	<i>Name(s) and frequency: Site Supervisor - weekly L.C.C. approved contractor via Beacon/Property services - every 6 months</i>
The emergency evacuation procedure is tested every:	Frequency: Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	<i>Head Teacher</i>

Head Teacher's Responsibilities and Duties as Premises Manager of their Setting

Introduction

All LCC occupied buildings must designate a person to be responsible for ensuring that all necessary premises management duties are carried out and records are kept for that building e.g. water hygiene management regimes; asbestos survey reports, associated plans, etc. In the case of settings within the County Council, the Director for Children and Young Persons has determined that the Premises Manager is the Head Teacher. The Head Teacher, as Premises Manager, may delegate duties to others but will still retain overall responsibility.

Responsibilities and Duties

It is the responsibility of the premises manager to ensure that arrangements are in place to manage all aspects of the setting premises in compliance with the County Council's

Premises Management Guidance and Record document and the Fire Safety Log Book including necessary inspection and maintenance regimes in relation to:

- Asbestos
- Management of Contractors including Client duties required by the Construction, Design and Management Regulations
- Electrical Safety
- Fire Safety
- Gas Installations
- Lifting Equipment
- Pressure Systems
- Security
- Water including the control of Legionella bacteria and lead in water
- Transport Safety
- Oil/Fuel Storage
- Local Exhaust Ventilation (LEV)
- Waste Management
- Workplace Inspections
- Winter Services Provisions (Gritting)
- Automatic Doors
- CDT Equipment
- Other premises issues as appropriate to the building

The Council's Property Group has arrangements in place for the inspection and maintenance in relation to many of the premises matters above. However, some settings do not subscribe to all or part of these arrangements. Where this is the case the Head Teacher, as the Premises Manager, is responsible for making suitable arrangements with competent contractors which must be to at least the same standard as those operated by Property Group.

Other responsibilities include:

- Ensuring that records are kept in relation to the above premises matters in the Premises Management Guidance and Record and the Fire Safety Log Book in compliance with County Council guidance and are made available to interested parties for their use including those using the premises out of setting hours;
- Ensuring that appropriate documents in the Premises Management Guidance and Record are brought to the attention of any contractors etc working on site e.g. the Asbestos Survey Report;
- Ensuring that all staff are made aware of the arrangements for managing the above premises matters and the related records as held in the Premises Management Guidance and Record to the extent to which they may affect their work or responsibilities;
- Ensuring that communication and co-operation is established between all occupants if the setting is shared with other users, regardless of who owns the building.

Competency of Premises Manager

In order to carry out their responsibilities and duties as Premises Manager, Head Teachers or Senior Designated Officer are required to undertake Health & Safety Competency training in the following areas:-

- Mandatory H&S Competency 9 – Management of Contractors
- Mandatory H&S Competency 10 – Premises Issues
- Mandatory H&S Competency 10a - Fire Risk Assessment
- Mandatory H&S Competency 10b – Emergency Preparedness & Response
- Mandatory H&S Competency 10c – Control of Legionella and Water Hygiene
- Mandatory H&S Competency 10d – Management of Asbestos
- Mandatory H&S Competency 10e – Electricity at work
- Mandatory H&S Competency 10f – Lifting Equipment (where applicable)

Training is available in all the competencies via the [Health, Safety and Wellbeing Learning and Development Pages](#)

Competencies 10a – 10f may be undertaken by another person nominated to carry out the relevant duties by the Premises Manager but the responsibility to ensure those duties are undertaken stays with the Premises Manager.

Audit of Premises Management

The Premises Management Guidance and Record for the setting will be subject to Internal Audit by the Health, Safety & Wellbeing (Systems & Audit) Team.

Appendix

- Information and Guidance is available on the website, link below:
[Health, Safety & Wellbeing intranet site](#)
- (Information and Guidance available in various parts of the [Settings Portal](#))

