

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **The Federation of Duke Street and Highfield Nursery Schools**
- **Category of School: Maintained Nursery Schools**
- **School Numbers: 09161 / 09160**
- **School Addresses: Duke Street, Chorley, Lancashire PR7 3DU
Wright Street, Chorley, Lancashire, PR6 0SL**

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

*As a Community or Voluntary Controlled School the County Council is the employer. The Governing Body is responsible for the use of the premises. The Headteacher is responsible for the implementation and management of health, safety and welfare within the school. The County Council, the Governing Body and the Headteacher should work in partnership to meet these responsibilities.

*As a Foundation or Voluntary Aided School the Governing Body is the employer and is responsible for the use of the premises. The Headteacher is responsible for the implementation and management of health, safety and welfare within the school. The Governing Body and the Headteacher should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

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| <ul style="list-style-type: none"> • 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; • ensure safe handling and use of substances; • review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review by the county council; | <ul style="list-style-type: none"> • 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; • comply with appropriate directions given by the county council on health and safety requirements; • act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document". |
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Signed:	Signed:
Headteacher's name: Sue Conron	On behalf of the Governing Body
Date:	Chair of Governors name: Liz Klavins
	Proposed Review date: November 2022

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the federation is that of (e.g. Headteacher):</p>	<p><i>Sue Conron Headteacher</i></p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. School Business Manager, Health & Safety Co-ordinator etc):</p>	<p><i>Lynne Dickinson Duke Street Nursery School - School Business Manager Claire Bland Highfield Nursery School</i></p>
<p>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:</p>	<p><i>Names & Designations e.g. Premises Chelsea Sharp (site supervisor): Duke Street Nursery School: Sue Conron/Louise Cheetham/Louise Phillips/Lynne Dickinson - fire safety Louise Cheetham/ Sue Conron - out of hours arrangements Natalie Sinclair/Louise Cheetham – Educational Visits Highfield Nursery School: Sue Conron – Fire Safely Sue Conron – out of hours arrangements Sue Conron – Educational Visits Health and Safety Governor – Lisa Frawley</i></p>
<p>The Health & Safety objectives for the Federation (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><i>Sue Conron Headteacher</i></p>
<p>The documented Health & Safety objectives and any associated action plan(s) can be found:</p> <p><u>Note:</u> Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.</p>	<p><i>Governor meeting minutes Staff meeting minutes.</i></p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Headteacher and his/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. Adhere to the School Teachers Pay and Conditions Document which state that teachers' 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 and Safety Risks Arising from Work Activities

I/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 school's activities.

<p>Risk assessments will be undertaken by:</p> <p>Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.</p>	<p><i>Classroom activities:</i> Senior Teacher / Assistant Headteacher</p> <p><i>Educational Visits:</i> Head teacher / Assistant Headteacher</p> <p><i>Outdoors/local visits:</i> Early Years Practitioners</p> <p><i>Cleaning materials/maintenance:</i> Site Supervisor</p> <p><i>Fire Risk Assessment:</i> Head or Assistant Headteacher</p> <p><i>COSHH:</i> Site Supervisor / Assistant Headteacher</p> <p><i>All others:</i> Head Teacher</p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><i>Head Teacher/Assistant Headteacher who is the Health and Safety Co-ordinator, the Site Supervisor who is the Health and Safety Co-ordinator or the Health and Safety Governor.</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><i>Head/Assistant Headteacher and Safety Governor. (additional risks)</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>Head/Assistant Headteacher and Safety Governor.</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><i>Head/Assistant Headteacher and Safety Governor.</i></p>
<p>Risk Assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:</p>	<p><i>By all staff on a rolling programme agenda item on Staff Meetings.</i></p>

School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health & safety procedures for the Federation;
- b) share appropriate elements of these procedures with all employees, pupils, 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;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements within each nursery;
- f) comply with appropriate directions given by the county council on health and safety requirements; and,
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The Federation 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 listed in the table at the end of this Policy document.

Consultation with employees

The Federation recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the Federation are:	<i>Janet Fairclough – Unison Claire Holland- employee representative</i>
Consultation with employees is provided via:	<i>Weekly/fortnightly team meetings (agenda item)</i> <i>Annual Professional Development: employees have opportunity to discuss any concerns – line manager to address any issues with individuals.</i> <i>Health and Safety Committee meetings to report to Full Governing Body.</i>

Safety Representatives

The Federation recognises and accepts that 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 Headteacher/Governing Body 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 school 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.

Responsible person(s) for identifying all equipment/plant needing maintenance:	<i>Head Teacher/Assistant Headteacher Head/Site Supervisor</i> - Sue Conron - Louise Cheetham (Duke Street) - Natalie Sinclair (Highfield)
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Head Teacher/Assistant Headteacher/Site Supervisor</i> - Sue Conron - Louise Cheetham (Duke Street) - Natalie Sinclair (Highfield)
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Head Teacher/Assistant Headteacher/</i> - Sue Conron - Louise Cheetham (Duke Street) - Natalie Sinclair (Highfield)
Any problems found with equipment should be reported to:	<i>Head Teacher / Assistant Headteacher/ School Business Manager</i> - Sue Conron

	<ul style="list-style-type: none"> - <i>Louise Cheetham (Duke Street)</i> - <i>Natalie Sinclair (Highfield)</i> - <i>Lynne Dickinson</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Head Teacher/Assistant Headteacher/Site Supervisor/School Business Manager</i> <ul style="list-style-type: none"> - <i>Sue Conron</i> - <i>Louise Cheetham</i> - <i>Natalie Sinclair</i> - <i>Lynne Dickinson</i>

Information, Instruction and Supervision

<p>The Health and Safety Law poster is displayed at:</p> <p><u>Note:</u> It is a legal requirement to display the Health & Safety Law Poster in a prominent position in each workplace e.g. in the school's Reception area, or to give employees a copy of the Health & Safety Law leaflet.</p>	<i>Staff rooms</i>
Health and safety advice is available from:	<i>Sue Conron</i> <i>Louise Cheetham (Duke Street)</i> <i>Natalie Sinclair (Highfield)</i> <i>H&S Governor</i>
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	<i>The Head Teacher or Line Manager</i>

Competency for Tasks and Training

The Federation 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 if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangements for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	<i>Head Teacher or Line Manager</i>
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Job specific training will be provided by:	<i>Line Manager</i>
Jobs requiring specific health & safety training are:	<i>Lifting and handling and SEN child Site Supervisor: COSHH, Ladder training, Lifting and Handling, lone worker, manual handling</i>
Training records are kept at/by:	<i>Nursery school offices</i>
Training will be identified, arranged and monitored by:	<i>Line manager during annual professional development discussions and if/when the need arises.</i>

Accidents, First Aid and Work-related Ill Health

The school 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 school'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 box(es) is/are available:	<i>Duke Street Nursery:</i> <i>Staff room (nursery) Main children's Toilets (nursery) Nest childrens Toilets (nursery) The Lodge childrens Toilets (nursery)</i> <i>Highfield Nursery:</i> <i>Orange Room (bathroom) Kitchen (Purple Room) Green Room (Sink)</i>
The first aider(s) and appointed person(s) is/are:	<i>Duke Street Nursery:</i> <i>Janet Fairclough Linda Hook-Dale (3 day at work)</i>

	<p><i>trained)</i> <i>Ellen Graves</i> <i>Laura Erskine</i> <i>Louise Cheetham</i> <i>Sue Conron</i> <i>Michelle Ashworth</i> <i>Vicky Vass</i> <i>Laura Johnson</i> <i>Louise Phillips</i> <i>Benjamin Clarkson</i> <i>Andrea Hand</i> <i>Rebecca Pamphlett</i> <i>Gemma Devlin</i></p> <p>Highfield Nursery: <i>Claire Bland- First aid at work</i> <i>Vicky Hamzoui</i> <i>Elvira Snalam</i> <i>Natalie Sinclair</i> <i>Lindsey Cross</i> <i>Claire Murray</i> <i>Christy Burgess</i> <i>Louise Storton</i> <i>Sue Conron</i> <i>Dawn Matthews</i> <i>Angela Woodcock</i></p>
All accidents and cases of work-related ill health are to be reported to:	<p><i>Sue Conron</i> <i>Louise Cheetham – Duke Street</i> <i>Natalie Sinclair - Highfield</i></p>
<p>*Health surveillance is required for employees doing the following jobs within the school:</p> <p>*Health surveillance is not required for any roles within the school.</p> <p>* delete as appropriate</p>	<p><i>Any pregnant lady at work will undertake a risk assessment DSE</i> <i>– Sue Conron</i> <i>- Louise Cheetham (Duke Street)</i> <i>- Natalie Sinclair (Highfield)</i></p>
Health surveillance will be arranged by:	<p><i>- Sue Conron</i> <i>- Louise Cheetham (Duke Street)</i> <i>- Natalie Sinclair (Highfield)</i></p>
Health surveillance/records will be kept by/at:	<p><i>In the health and safety files and/or staff files</i></p>
Whenever 999 is rung a member of staff waits on Duke Street to direct to them to the back of the school and the nursery to prevent delays At Highfield someone will make their way to the end of the road where the junction is to direct	<p><i>- Sue Conron</i> <i>- Louise Cheetham (Duke Street)</i> <i>- Natalie Sinclair (Highfield)</i></p>

them.	
If a child or adult presents with fainting or unconscious a member of staff goes straight to the primary school to get the defib.	<i>In the Health and Safety Files and/or staff files</i>

Performance Monitoring

The school 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 and to keep records.

To check our working conditions and ensure our safe working practices are being followed, we will: - Conduct workplace inspections. These are carried out by:	- Sue Conron - Louise Cheetham (Duke Street) - Natalie Sinclair (Highfield) - Governors
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	- Sue Conron - Louise Cheetham (Duke Street) - Natalie Sinclair (Highfield) <i>And all staff at staff meetings.</i>
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	- Sue Conron - Louise Cheetham (Duke Street) - Natalie Sinclair (Highfield) <i>Head Teacher / Assistant Headteacher</i>
Responsible person(s) for investigating work-related causes of sickness absences:	- Sue Conron - Louise Cheetham (Duke Street) - Natalie Sinclair (Highfield) - Lynne Dickinson
Responsible person(s) for acting on investigation findings to prevent recurrences:	- Sue Conron - Louise Cheetham (Duke Street) - Natalie Sinclair (Highfield)
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	- Sue Conron - Louise Cheetham (Duke Street) - Natalie Sinclair (Highfield)

Emergency Procedures - Fire and Evacuation

The school 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>Sue Conron</i> - <i>Louise Cheetham (Duke Street)</i> - <i>Natalie Sinclair (Highfield)</i>
Escape routes are checked by/every:	<i>Site Supervisor</i>
Fire extinguishers are maintained and checked by/every:	<i>12 months by Walker Fire</i>
Alarms are tested by/every:	<i>Site Supervisor Weekly</i>
The emergency evacuation procedure is tested by/every:	<i>Full campus every term</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	- <i>Sue Conron</i> - <i>Louise Cheetham (Duke Street)</i> - <i>Natalie Sinclair (Highfield)</i>

Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	X	
Asbestos Management Plan	X	Asbestos Survey
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	X	Risk Assessment
Cleaning/caretaking tasks	X	Risk Assessment
Control of contractors	X	Contractor Induction / Risk Assessment
Control of Substances Hazardous to Health (COSHH)	X	COSHH Risk Assessments
Disability access (health & safety implications)	X	
Display Screen Equipment and Eye Tests	X	DSE Assessments
Driving at Work	X	Risk Assessment
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	X	Risk Assessment / Property Group
Emergency Procedures other than Fire e.g. flood, services failure	X	Emergency Preparedness Plan
Extended school and community use	X	
Fire Safety	X	Fire Risk Assessment
First Aid	X	First Aid Arrangements
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	X	Property Group
Health & Safety Induction (checklist available on web site)	X	
Infection Control including needles and needle stick injuries	X	
Lettings to non-school groups	X	
Manual Handling	X	Training and Risk Assessment
Minibuses		
Mobile phones (the use of)	X	Policy
Personal safety including lone working and violence and aggression	X	Policy

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found
Play Equipment installations inspections	X	Inspections through LCC
Playgrounds and external areas	X	Risk Assessment, daily checks
Ponds and Water features		
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	X	PAMS
Pupil moving and handling (special needs)	X	Training / Risk Assessment
Pregnant employees and nursing mothers	X	Risk Assessment
Reporting of health & safety concerns/faults	X	Policy
Severe Weather including winter gritting	X	Risk Assessment
Shared use of buildings	X	Policy
Sharps e.g. broken glass either in school building or external grounds	X	Risk Assessment
Stress	X	Risk Assessment
Swimming pools		
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	X	Risk Assessment
Visitor and volunteers safety	X	Risk Assessment
Waste storage and disposal	X	
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	X	Legionella RA and monthly temp checks
Work equipment and machinery	X	Risk Assessment and checks
Working at height – ladders, access equipment etc.	X	
Workplace Inspection	X	Workplace inspections

Table of Non-Occupational Health & Safety Topics/Activities that apply

Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	X	Policy
*Educational Visits	X	Risk Assessment
Food safety and hygiene	X	Policy
Outdoor activities	X	Risk Assessment
PE Equipment	X	Risk Assessment
Pupil handling and restraint	X	Risk Assessment
Grounds maintenance activities	X	
Pupil movement and flow	X	
School transport	X	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking	X	Policy
Special needs of pupils health & safety issues	X	
Stage and drama activities	X	
Supervision of pupils	X	
Technology rooms and equipment		
Wearing of jewellery	x	
Work experience	x	

The school 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 special school and community events such as school fetes, etc.

Note: Educational Visits have a separate intranet site on the Schools Portal at [Educational Visits](#).