

Douglas Valley Nursery School

Health and Safety Policy

Policy	Health and Safety Policy Reviewed by Beverley Short
Date Approved by Governors	22nd November 2023
Date for next review	Autumn Term 2024

RATIONALE

Douglas Valley Nursery School is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior leadership team and governing body to ensure this is the case.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

STATUTORY DUTIES

1. The Health and Safety at Work etc. Act 1974 places duties on EMPLOYERS to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed such as pupils and visitors but who may be affected by work activities. Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations.
2. Persons who have CONTROL OF PREMISES have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, e.g. pupils, and visitors and those using premises on a lettings basis.
3. EMPLOYEES have duties to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff, pupils and visitors. They must also co-operate so that employers can comply with their statutory duties.

LOCAL AUTHORITY

The LA will offer an advice and support service in the following ways. The:

- issue of Codes of Practice, Guidance/Advice Notes, and other relevant information, as appropriate;
- provision of a comprehensive support and advice service;
- provision of a comprehensive training programme;
- provision of a monitoring system for schools;
- provision of a safety audit service.

EMPLOYEES RESPONSIBILITIES

All employees have a general duty under the Health and Safety at Work Act 1974 to:-

- take reasonable care of their own safety and that of other persons;

- co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully;
- use correctly any equipment provided for their safety;
- report any defective equipment to their supervisor or other appropriate person, i.e. Administrative Manager;
- report accidents or dangerous occurrences at the earliest possible opportunity;
- be familiar with and observe at all times all safety policies and procedures;
- Take reasonable precautions to ensure the safety of all persons in their charge.

AIMS

- To provide a safe, secure and healthy working environment for staff and children
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment

OBJECTIVES

- Ensure there is sufficient information, instruction and supervision to enable all people and children to avoid hazards and to contribute to their own safety and health at work
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items
- Administer appropriate procedures according to fire regulations
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness
- Have a procedure in place for reporting faulty equipment and near misses
- Maintain regular checks of the building and safety and security
- Be aware of the pressures on staff and the possible effects which stress may have
- Give guidance on lone working and personal safety
- Lay down procedures to use if there is an accident
- Inform about what should be done in a case of emergency
- Be vigilant around the school premises for intruders finding a balance between challenge and confrontational behaviour

INFORMING PEOPLE ABOUT THIS POLICY

This Health and Safety Policy is kept in the school office and a copy is available on the school website. All members of staff are issued with the policy and required to sign the register to acknowledge that they have read and agreed to the information contained within it.

Visitors have their attention drawn to basic health and safety information on entry to the school and those likely to visit school on a regular basis are requested to read the policy itself.

New members of staff, volunteers and trainees receive health and safety information as part of the induction process.

It is the responsibility of staff to ensure that children are made aware of existing and new health and safety information.

RESPONSIBILITIES OF STAFF

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
- Observe standards of dress consistent with safety and/ or hygiene
- Keep good standards of hygiene and cleanliness
- Know and apply the procedures in respect of emergencies
- Co-operate with other employees and the safety representative in promoting health and safety measures
- Report any hazard or breakage
- Follow health and safety instructions and use appropriate safety equipment and protective clothing
- Maintain safety tools and equipment
- Report any incidents, assaults or 'near misses' to the Headteacher
- Set a good example to the children in their care
- Supervise children and ensure that they know about emergency procedures and safety measures
- Ensure that children's bags, coats and belongings are safely stowed away
- Include all relevant aspects of safety in the curriculum according to the physical development and PESD curriculum.
- Make parents/ volunteers/visitors aware of safety procedures in the classroom/ work area
- Give clear instruction and warning as often as necessary
- Ensure that relevant risk assessments are completed and followed

RESPONSIBILITIES OF STAFF RESPONSIBLE FOR OTHERS

Those responsible for others should ensure that:

- Members of their team are complying with health and safety regulations
- Draw the attention of the headteacher to any breach of procedure amongst their team which cannot be dealt with
- Supply teachers, temporary staff and new members of permanent staff are made familiar with health and safety procedures
- The Headteacher is informed if any difficulties occur and that near misses and accidents are reported and recorded
- They set a good example to members of their team and children
- They keep an overview of the parts of the premises for which they are responsible
- They keep up-to-date with new pieces of advice relating to health and safety
- They keep an overview of equipment and substances kept in their areas
- All donated equipment is safe for use, if necessary seeking specialist advice
- They complete necessary risk assessments and check that members of their team complete them when necessary
- They implement existing policies and follow advice and instructions

Responsibilities of the Governing Body

- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training
- Ensure that policies relating to health and safety are in place and updated regularly
- Monitor the implementation of Health and Safety policies and safety procedures throughout the school / centre
- Enable a member of the governing body to have a key monitoring role in relation to health and safety including a termly walk around the school building with the Headteacher
- Approve as appropriate arrangements for trips according to LA guidelines
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe

Responsibilities of the Headteacher

- To ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation
- To regularly review the safety and security of the school building during an annual Governors' meeting
- To undertake risk assessments as and when required and review regularly to put into practice and monitor the procedures described in associated policies i.e. first aid, emergency, fire, reporting of defects
- To act upon referrals from employees
- To ensure staff and pupils comply with agreed procedures
- To record and inform relevant external agencies as and when appropriate
- To ensure access to this policy and other health and safety information as legally required
- Advise and inform the Governing Body as to health and safety practice, legislation and compliance
- To ensure that appropriate logs and records of incidents are completed and acted upon
- To ensure policies and employees are updated as to new legislation and guidance
- To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations
- To ensure that temporary/ supply staff are informed of health and safety practice
- To meet with the health and safety representative of the governing body termly to discuss health and safety issues and 'walk the school'
- To report on any audits/ inspections to the governing body and follow-up any necessary actions
- To ensure that procedures are in place to ensure the safety of contractors and hirers
- To make sure that fire drills are held at least once per term and cover a variety of situations.
- To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues affecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site
- Ensure adequate first aid cover is provided

RESPONSIBILITIES OF VISITORS (INCLUDING TRAINEES AND VOLUNTEERS)

- All Visitors must sign in to reception.
- Regular visitors and other users of the school will be required to observe the safety rules of the school.
- Visitors will be informed of health and safety matters which may affect them during their visit.
- No contractor will execute work on the school site without the express permission of the Headteacher other than in an emergency or to make safe following theft or vandalism.
- Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- Students and volunteers will have ID badges and must wear them at all times.
- Trainees and volunteers working in the school will be made aware of the health and safety arrangements by the room leader they are working with or the trainee/volunteer coordinator.
- Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- Uncooperative visitors threatening violence, refusing to leave the site of carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call.

Trainees

We welcome work experience students to Douglas Valley. In order to make sure that their experience is beneficial it is important to:

- ensure an appropriate match between the student and the activity
- ensure appropriate supervision at all times

Trainees / students are co-ordinated by the trainee coordinator who is responsible for ensuring their induction. Work experience students are mentored by the student coordinator and room leaders in other services whilst on site. To ensure the safety of work experience students and trainees the student coordinator should be informed if a student/trainee leaves the premises and does not return. In the event of this happening the student coordinator will inform the school/training provider. EYT and teacher trainees should liaise with the deputy Headteacher.

Groups of people who regularly hire the premises will be made aware of safety arrangements through our Health and Safety Information Sheet and in discussion with a member of the administrative team.

ARRANGEMENTS FOR HEALTH AND SAFETY

1. Accident reporting

Minor accidents are recorded on a school accident report sheet and shared with parents.

All serious accidents that occur on the site should be recorded on a LA accident form and the details forwarded immediately or as soon as is possible. All minor accidents should be reported on an accident report sheet. Where necessary, parents/ carers or

other persons should be notified of the accident. Parents/carers should be informed in writing of any accidents recorded on an accident sheet.

If the accident is serious, senior management should be informed immediately and action taken to ensure the location of the accident is still safe to use.

Further information regarding accidents can be found in the First Aid and Accident policy.

Reporting Procedure

Should an incident require reporting to the Incident Control Centre (Part of the HSE) the health and safety officer or a person appointed on their behalf, will file a report as soon as reasonably possible.

The person will complete the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) form 2508 online at : <https://extranet.hse.gov.uk/> or the person will complete the RIDDOR for 2508 and send off to the ICC to:

ICC

Caerphilly Business Park

Caerphilly

CF83 3GG

Alternatively, the person will complete the RIDDOR form 2508 and report the incident via telephone on 0845 300 9923 (open Monday to Friday 8.30am to 5.00pm)

Notification to the Health and Safety Executive

Significant accidents as defined in the RIDDOR Regulations 2013 must be reported to the HSE as soon as possible by email or telephone. In the event of identified serious, imminent risk, the corporate health, safety and wellbeing team will assist and advise as appropriate. See Wigan Council Health and Safety Policy for further details.

2. Other Medical Issues

Where large numbers of people work in close proximity there is an ever present risk of an outbreak of certain infectious diseases. The Guidelines for dealing with communicable diseases are included within the Infection Control policy and additional information is located in the main office.

When children are unwell, the best place for them is home. However there are occasions when medication may need to be administered in school. All procedures relating to the administration of medication are included within the Administration of Medication policy.

Medical Conditions

When a pupil suffers from a condition such as epilepsy, diabetes or asthma, it is important that all members of staff are aware of the problem. Information should be available to cover any possibility of this knowledge breaking down with supply teachers. Where appropriate a Care Plan should be drawn up.

Head Lice

The responsibility for detecting head lice rests with parents they are advised to check their children's hair regularly. We advise concerned parents to seek the professional advice of the School Nurse, the Child's GP, or the local Chemist.

A general advice pack on the prevention and treatment of head lice is available from school and regular updates on prevention methods should be included in newsletters.

3. FIRST AID

Responsibilities

A list of staff holding current first aid certificates in Paediatric First Aid and First Aid at Work is displayed in each room.

Although these people can be requested for advice and support during the day, it is asked that discretion is used as to the frequency and timing of any interruptions to their normal working duties.

Further information regarding the location of First Aid boxes within the school, stocking of the boxes and first aid procedures is contained within the First Aid and Accident policy and procedures.

4. FIRE

Additional information can be found in the Fire Policy and Procedures.

Fire drills are held termly and at least one fire drill a year will be held without prior warning.

5. SAFETY

SAFETY REPRESENTATIVES

It is the joint responsibility of everyone who works at Douglas Valley Nursery School to ensure that the workplace is a safe and healthy place to be, both for themselves and the children in their charge. However, any conditions which are not safe or healthy should be brought to the attention of the Headteacher or the Admin staff - who will then report this to the Headteacher.

General Housekeeping

- The Caretaker will be responsible for the standard of cleanliness on the site.
- Staff will encourage good hygiene at all times especially when working with young children
- Children will be encouraged to develop their self-help skills whenever possible
- Children will be encouraged to wash and dry their hands before snack and meal times and after using the toilet
- Equipment will be deep cleaned on an annual basis and all furniture and equipment will be wiped down and kept clean on an on-going basis.

Risk Assessment

- The Headteacher has overall responsibility for ensuring potential hazards are identified and ensuring risk assessments are completed for all areas of risk in the school and centre.
- Annual risk assessments will be conducted

- Risk assessments will identify all defects and potential risks with the necessary solutions or control measures.

Lifting and manual equipment

If required, staff are to carry out a manual handling risk assessment before lifting/moving equipment, furniture etc. Where possible staff are to work in pairs or to use mechanical equipment.

All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio/ visual equipment. Children should not be required to move heavy objects.

All staff should alert senior members of staff if they feel that an action they are involved with is having an affect on their physical health and well-being.

Training is available for staff through the LA

Mobile phones

The use of mobile phones by children is prohibited. Personal mobile phones or other personal electronic devices are not to be used when working with children. If a phone call needs to be made in an emergency situation the staff member should seek approval from the Headteacher or member of the Senior Leadership Team and make the phone call in the staff room. No staff member should have a mobile phone or other electronic device on them when they are working with children, all mobile phones and other devices should be placed in staff lockers for safekeeping. Parents are asked not to use mobile phones in areas where children are present. All visitors are asked to switch off their mobile phones on entry to the school.

Smoking

To help ensure that we offer children, staff and visitors a safe, secure and healthy environment our centre has adopted a no smoking policy stated below:

Douglas Valley Nursery School is a no smoking site, including buildings, car park and grounds. This includes e – cigarettes.

All smoking is prohibited on school premises and during visits in the presence of pupils.

6. SECURITY

Arrival and Departure of Staff, Children, Parents and Visitors

Procedures regarding arrival and departure of staff, children, parents and visitors are included in the Arrival and Departure policy and procedures.

Security of staff

The LA, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/ she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

Key holders responding to an alarm

We buy into the L.A. contract for site security monitoring who respond to any alarm activations on our behalf. They inform the key holder of the situation.

Securing the building

- Carry out locking up and security checks from the inside of the building wherever possible
- Start the locking up process while there are still people inside the building if possible
- Check all rooms and windows before leaving
- Set alarms and lock doors
- Lock main gate
- If you see anybody suspicious or feel threatened in any way when leaving the building/premises return to the building secure the doors and call the police
- Always be alert when leaving an empty building in case someone is waiting for you to do so.

Strangers

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises then

- They should be asked to leave by the nearest exit and observed until they do so
- The most senior member of staff available should be informed

If an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

Staff should not try to physically remove trespassers from the site or engage in arguments with them.

Staff are reminded that the law confers no citizen's power of arrest on school staff to detain a trespasser lawfully unless some more serious crime has been committed. A wrongful arrest could result in a claim for damages.

Reporting Incidents

Use an incident form to report all incidents, however minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the LA, as it is a serious matter. Use the official LA incident report form for this purpose and return it to the LA immediately.

Near Miss Reporting

Near misses should be reported to the Headteacher or deputy in her absence. Any near misses are then recorded in the near miss register. This is checked on a termly basis and any particular issues identified and acted upon.

It is important to note that expectant mothers should be risk assessed and every off-site visit should be risk assessed.

The Governor with responsibility for health and safety monitors health and safety procedures termly, including a premises inspection.

7. MONITORING

The Governing Body and Headteacher have agreed that the following procedures/ codes of practice shall be followed within the school:

Defects

- 1) Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the Administrative Manager or a member of the senior leadership team
- 2) The Headteacher, if necessary, will take steps to have the defect rectified, i.e. by notifying the caretaker, contacting property services (NPS/Concept) or other competent contractor
- 3) Details of the defect will be reported in the Defects Report, signed and dated
- 4) Any member of staff wishing to discard a faulty item or electrical item must also inform the administrative staff to remove this item from the inventory

8. ENVIRONMENT

Temperature

The temperature indoors must be reasonable and it is suggested that the minimum temperature for sedentary work is 16 C. Thermometers should be available for staff to check the workplace temperature.

Lighting

The workplace must have suitable and sufficient lighting in the opinion of the teacher / room leader. As far as possible natural light will be used.

Cleanliness

All furniture, furnishings and fittings will be kept 'sufficiently clean' and waste materials will be removed daily by the cleaning staff. Litter, besides being unsightly, can cause slips and falls. Each staff member is responsible for the tidiness of their own base and all school users share responsibility for keeping the school clean and tidy.

Ventilation

All rooms should be adequately ventilated by the provision of windows that can open. Any sticking windows should be reported to the Administrative Manager.

Floors

All floors and traffic routes must, as far as is reasonably practicable, be kept free of obstructions and from any article or substance that may cause someone to slip or fall.

Hazardous Chemicals (COSHH)

Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. A file is kept in the caretaker's room which includes information about all COSHH materials including a data sheet on each COSHH material. All COSHH substances are kept in a locked cupboard. Bleach is a prohibited substance in school.

Asbestos

An asbestos register is available and shown to contractors prior to work beginning. Contractors must sign the asbestos register and a member of staff must sign to witness that the register has been seen and verify that the contractor has received asbestos awareness training in the last 2 years.

Monitoring arrangements

The governors will call for annual reports on:

- Accidents/ incidents
- Results of internal or external health and safety inspections
- Complaints
- Summary of monitoring information from health and safety link Governors

Additional policies

Please also refer to:

- Administration of Medication Policy
- Arrival and Departure of Children Policy
- Drugs and Medication Policy
- Fire Policies and Procedures
- First Aid and Accident Policy
- Infection Control Procedures
- Educational Visits Policy
- Emergency/Disaster Business Continuity Plan
- Control of Legionella Policy

Policy review

This policy will be reviewed and amended annually.