

# Health and Safety Policy Willow Nursery School

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## Health and safety policy

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## 1. Statement of Policy

The Governing Body and Head Teacher of Willow Nursery School will strive to achieve the highest standards of health, safety and welfare which are consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk.

Willow Nursery School will, so far as is reasonably practicable, take steps to meet its responsibilities through:

- the provision and maintenance of:
  - plant, equipment and systems of work that are safe and without risks to health;
  - arrangements for the use, handling, storage and transport of articles and substances which are safe and without risks to health;
  - information, instruction, training and supervision to enable employees to avoid or manage risks and contribute positively to their own safety and health;
  - where under the school's control, a place of work which is safe and without risks to health, and with safe access to and egress from it; and
  - a working environment which is safe, without risks to health, and adequate as regards facilities and arrangements for welfare.
- having health and safety policies, procedures and risk assessments which are communicated and accessible, supported by frequent meetings with health and safety as an agenda item; and
- making proportionate and proactive health and safety management an integral part of the school's overall culture and decision-making process.

This policy:

- will be brought to the attention of, and / or issued to, all members of staff (a reference copy is kept in the Annual Policies File and on health and safety notice boards);
- details the school-specific position on the management of health and safety at Willow Nursery school, to outline how Willow Nursery School fulfils its responsibilities under Central Bedfordshire Council's (CBC) Corporate Health and Safety Policy; and
- will be reviewed annually, or sooner in the event that circumstances require it.

## 2. Organisation

As the employer, Central Bedfordshire Council (CBC) has overall accountability for health and safety at Community and Voluntary Controlled schools. At a school level, **Leigh Davies** as Head Teacher is responsible for operational delivery of health and safety policies and procedures, ensuring that risk assessments are conducted, followed and reviewed and that employees, governors and pupils are aware of their responsibilities and duties in respect of health, safety and welfare.

### Responsibilities of the Head Teacher

Responsibilities of the Head Teacher, **Leigh Davies**, include:

- co-operating with CBC and the Governing Body to enable this health and safety policy and procedures to be implemented and complied with;
- communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- ensuring effective arrangements are in place to proactively manage health and safety, by conducting and reviewing inspections and risk assessments and implementing required actions;
- reporting to the Governing body on health and safety performance and any safety concerns / issues which may need to be addressed by the allocation of funds;
- ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition;
- reporting to CBC any significant risks which cannot be rectified within the school's budget;
- ensuring that all staff are competent to carry out their roles and are provided with adequate information, instruction, training and supervision;
- ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require that a health and safety committee be set up;
- monitoring of purchasing and contracting procedures to ensure that health and safety is included in specifications and contract conditions;
- following all CBC, Ofsted and Department for Education requirements which may have an impact on health and safety; and
- engaging and working with CBC's Assets Team, as corporate landlord to the school's premises, on matters relating to premises health and safety compliance.

Whilst overall responsibility for health and safety cannot be delegated, the Head Teacher may choose to delegate certain tasks to other members of staff. Named responsible people are indicated in the sections in the '[Arrangements](#)' section of this policy.

### Responsibilities of the Governing Body

The Governing Body is responsible for ensuring that health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

A Health and Safety Governor, **John Hassall**, has been appointed to receive relevant information, check the implementation of policies and procedures through site monitoring and to provide feedback on health and safety matters and identified actions to the Governing Body.

The Governing Body will receive regular reports from the Head Teacher in order to enable them to provide and prioritise resources for health and safety management.

Where required, the Governing Body will seek advice and support on health and safety matters. CBC's Corporate Health and Safety Team provide competent health and safety advice for Community and Voluntary Controlled schools.

### **Responsibilities of other staff holding posts of special responsibility**

Members of the Senior Leadership Team (SLT), the school Finance Officer and the Caretaker will:

- apply the school's health and safety policy to their own department or area of work;
- ensure that any staff under their control are aware of and follow relevant published health and safety guidance (from school- specific policies and procedures and from relevant sources such as CLEAPSS, AfPE etc);
- ensure that health and safety risk assessments are in place for the activities for which they are responsible and that identified precautions are implemented;
- ensure that appropriate safe working procedures are brought to the attention of all staff and pupils under their control;
- take appropriate action on health, safety and welfare issues referred to them, informing the Head Teacher or SLT member of any problems that they are unable to resolve within the resources available to them;
- carry out regular inspections of their areas of responsibility and report / record these inspections;
- ensure the provision of sufficient information, instruction, training and supervision to reduce the risks from hazards and enable staff and pupils to contribute positively to their own health and safety; and
- ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported, investigated and where required and reasonably practicable, that actions are taken to prevent recurrence.

### **Responsibilities of employees**

Under the Health and Safety at Work Act etc. 1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their acts or omissions.

All employees have responsibility to:

- take reasonable care for the health and safety of themselves and others in undertaking their work;
- comply with the school's health and safety policy, procedures and risk assessments at all times;
- report all accidents and incidents in line with the reporting procedure;

- co-operate with and support school management on all matters relating to health and safety;
- not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;
- report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- ensure that they only use equipment or machinery that they are competent / have been trained to use;
- observe standards of dress consistent with safety and / or hygiene; and
- make use of all necessary precautions and personal protective equipment provided for safety or health reasons.

### **Responsibilities of pupils**

Pupils, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others;
- observe standards of dress consistent with safety and / or hygiene;
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency; and
- not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.

### 3. Arrangements

In order to fulfil the responsibilities outlined in the '*Organisation*' section of this policy, the following arrangements are defined for Willow Nursery School (presented in alphabetical order for ease of reference).

#### Accident and incident reporting

**Leigh Davies** is responsible for:

- the periodic review of local incident reporting arrangements for suitability and to ensure that the requirements of CBC's Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy and Procedure are met;
- ensuring that all staff are aware of their responsibilities under this policy and CBC's Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy and Procedure; and
- reporting incidents, including where required under the terms of the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013, with the assistance of the CBC Corporate Health & Safety Team (CHST), to the Health & Safety Executive (HSE).

**Leigh Davies** is responsible for:

- reviewing all incident forms generated;
- ensuring that incidents are reported to AssessNET where required, including calling the CBC CHST immediately upon notification that a significant incident (i.e. one where the injured / affected person has required transportation to hospital / professional medical treatment / time away from work or on amended duties, or which had the potential to cause significant harm or loss but did not) has occurred;
- ensuring that suitable and sufficient investigations are carried out following all incidents and that all reasonable actions are taken to prevent recurrence of similar incidents;
- liaising with and providing any information as is required by the CBC CHST; and
- ensuring all classroom staff update and maintain the school's 'bumps and bruises' sheets. Keyworkers monitor these sheets and identify any trends. Any concerns should be reported to the Senior Leadership Team, who in turn will share concerns with Governors.

**Leigh Davies**, as the school's AssessNET Administrator is responsible for:

- reporting incidents to AssessNET (where required) as soon as possible and in any event within 24 hours of the incident occurring; and
- updating AssessNET incident records as required.

**All staff** are responsible for:

- ensuring that they record all incidents without delay and in any event on the day the incident occurred;
- investigating incidents which occur within their area of work to provide comprehensive information on the incident form they submit and taking all reasonable immediate and longer term actions as required to prevent recurrence of a similar incident; and

- providing to **Trina Evans, School Manager** as soon as possible a copy of any written confirmation by a medical professional of an occupational (work-related) disease or illness with which they have been diagnosed.

## Asbestos

**The Head Teacher** is responsible for ensuring that the school's Asbestos Management Plan is kept up to date and that the risks from asbestos present are managed.

**Leigh Davies**, as Head Teacher, has the duty to:

- understand the requirements for the management of asbestos in schools, as defined by the Department for Education and by Central Bedfordshire Council (CBC);
- appoint sufficient numbers of staff to act as 'asbestos co-ordinators';
- ensure that asbestos co-ordinators:
  - attend training provided by CBC on how to manage asbestos within the school;
  - use the Asbestos Management Plan information to verify whether activities such as maintenance works may proceed safely and to set rules for staff or contractors based on the risks from asbestos;
  - ensure that a record is kept which demonstrates that those conducting activities which may disturb asbestos have been made aware of the risks (log book); and
  - conduct an annual (or frequency as specified in the Asbestos Management Plan) visual check of the condition of known asbestos identified within the Asbestos Management Plan.
- ensure that all staff understand the risks associated with asbestos and that they do not disturb it (e.g. first ensuring it safe to pin items to walls or ceilings);
- ensure that in the event of any accidental damage to the building fabric (e.g. damage to ceilings, walls, floors), that the area is immediately isolated and the Asbestos Management Plan checked to verify whether asbestos may have been disturbed. To contact CBC's Assets Team immediately in the event of concerns;
- ensure that CBC's Assets Team is contacted in advance of any works which may disturb asbestos (e.g. building works), where the Asbestos Management Plan does not provide absolute certainty that no asbestos is present on or within structures to be changed; and
- commission any required asbestos surveys through CBC's Assets Team.

The asbestos co-ordinator at Willow Nursery School is Leigh Davies.

**All staff** are responsible for reporting without delay to **Leigh Davies** any accidental damage to the building fabric (e.g. damage to ceilings, walls, floors).



## Behaviour management and bullying

Staff working with pupils who demonstrate challenging or difficult behaviour are supported and advised by staff with Team Teach training. **Clair Howe and Joanna McGowan** have received Team Teach training.

**Leigh Davies** is the lead for behaviour management.

The arrangements for behaviour management and bullying are outlined within the Willow Nursery School:

- Positive Handling Policy
- Behaviour Management Policy.

## Building works

When making alterations to the premises, **Leigh Davies** is responsible for ensuring that alterations are designed, arranged and carried out in compliance with the Construction, Design and Management Regulations 2015. As part of this management, **Leigh Davies** will ensure that:

- works requiring notification to CBC under the School Notifiable Projects process, are duly notified and approved **before** work commences;
- statutory consents are sought as required for planning and building control;
- alterations are competently designed to ensure compliance with legislation including the Building Regulations, the Workplace (Health, Safety and Welfare) Regulations, and the Regulatory Reform (Fire Safety Order); and
- relevant sections within this policy, including those on Asbestos and Contractors, are complied with.

The duties required to manage such works may be delegated to other Willow Nursery School staff but at all times **Leigh Davies** is responsible for monitoring and ensuring that actions taken fulfil the above requirements.

## Cleaning

Cleaning is carried out by in-house staff who are supervised by **Leigh Davies**

All staff are encouraged to immediately resolve small spills of known low-risk contamination such as spilt food or drink, to reduce the immediate risk from slips, trips and falls.

Spills of hazardous substances, such as body fluids, must be cordoned off and cleaned up immediately. Assistance should be obtained from another member of the staff team if necessary. Risk assessments and working procedures are in place and regularly updated.

Cleaners (and others fulfilling cleaning roles) receive appropriate information, instruction, training and supervision to ensure that activities are carried out safely in line with the arrangements detailed in this policy.

## Contractors

**Leigh Davies** is responsible for managing the selection of contractors, to ensure that:

- contractors are competent to carry out the works required;

- risk assessments and method statements covering the extent of the works to be carried out are suitable and sufficient;
- checks for the presence of asbestos are made and appropriate action is taken where asbestos may be disturbed; and
- appropriate planning, update and monitoring meetings are held as required (e.g. pre-start planning meetings, updates during works and post-works review).

**Leigh Davies** is responsible for reviewing selection and providing final authorisation to proceed.

**Office staff, including Trina Evans- School Manager, Katy Barber- Finance Officer, and Charlene Selth- Office Administrator** are responsible for the management of contractors on site, to ensure that:

- contractors sign in and are given an induction on site arrangements (e.g. fire and evacuation, welfare, first aid, smoking, etc.);
- planned works are reviewed before commencing on each working
- contractors are periodically monitored to ensure that they are working safely and abiding by the pre-agreed safe working methods; and
- unsafe working is challenged and works stopped if required.

**All staff** are authorised and empowered to challenge contractors and demand that works cease where they believe work is being carried out unsafely. In such circumstances, they must report this to the above responsible officers for action.

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

DSE Users can request eye test and the school is required to provide one. Users may organise an eye test for themselves, and give the finance officer **Katy Barber** the bill for reimbursement. If the test shows that the user needs glasses specifically for DSE work then the school will pay for a basic pair of frames and lenses. The cost to be approved by the headteacher, but envisaged not to be more than £50. Users are entitled to further tests if DSE work is considered to cause them visual fatigue and at regular intervals after the first test.

The School only needs to provide glasses for DSE work. If users' normal glasses are suitable for DSE work then the school does not need to pay for them.

'DSE users' are staff whose job role requires that they use such equipment:

- for continuous or near-continuous spells of an hour or more at a time; and
- on most working days; and
- transferring information quickly; and
- requires high levels of attention and concentration; or are highly dependent on DSE / have little choice in using it; or need special training or skills to use it.

**Trina Evans** is responsible for:

- identifying employees who classify as 'DSE User';
- ensuring that DSE Users have an up to date DSE Assessment;
- providing appropriate information on DSE set up and assisting DSE Users to set up their DSE as required;
- sourcing and providing equipment; and
- referring recommendations for DSE-related eye tests to **Leigh Davies, Headteacher**

**Leigh Davies** is responsible for ensuring that DSE Users are provided with a DSE eye test when required.

### **Dress code**

**Leigh Davies** is responsible for the school's dress code guidance, which is incorporated into the Willow Nursery School Staff Handbook and includes consideration of the standards of safety and hygiene required for school activities

### **Emergency and Business Continuity Planning**

As Head Teacher, **Leigh Davies** is responsible for devising and maintaining the Critical Incident Plan which is reviewed for continued accuracy and sufficiency on a half termly basis.

### **Fire prevention, evacuation and other emergency arrangements**

**Leigh Davies** is responsible for:

- ensuring that Fire Risk Assessment(s) are carried out for all school sites and buildings and that these are reviewed annually or following any changes to the building(s) or their use which might affect the validity of the risk assessment(s);
- ensuring that statutory maintenance and testing of equipment (e.g. firefighting equipment, fire detection equipment, emergency lighting, etc.) is carried out by competent providers;
- ensuring that local checks and testing of equipment is carried out;
- ensuring that termly fire drills are carried out;
- ensuring that all staff are given instruction in the action to take in the event of discovery of a fire or activation of the fire alarm;

**Lisa Brinkley** is responsible for:

- carrying out regular scheduled local checks of fire preventative and protective measures (including fire-fighting equipment, emergency lighting, signage, fire doors, etc.);
- carrying out weekly fire alarm testing; and
- ensuring, before the start of each day, that building fire exits are unlocked and that they (along with escape routes) are unobstructed. (**Leigh Davies completes this role, as she unlocks**)

**Keyworkers** and **line managers** are responsible for ensuring that those pupils within their class or staff they manage, who may have need of assistance to safely and promptly respond to an activation of the

fire alarm, have in place a Personal Emergency Evacuation Plan (PEEP) which details the specific support or assistance that person requires.

**All staff** are responsible for:

- responding to the discovery of a fire or the activation of the fire alarm in line with instructions given; and
- informing the Headteacher/ Deputy Headteacher if they need assistance to safely and promptly respond to an activation of the fire alarm.

### **First aid**

**Charlene Selth** is responsible for:

- carrying out and recording a suitable and sufficient assessment of first aid needs;
- procuring such first aid equipment as is required following the completion of the first aid needs assessment;
- ensuring that lists around the school showing the names of first aiders and Paediatric first aiders are periodically updated as required;
- arranging for the purchase of replacement first aid equipment and supplies as required;
- ensuring that first aiders have appropriate training and that certificates are in date;
- periodically checking the location and contents of first aid kits and AEDs, reporting deficiencies or faults to **Trina Evans**; and
- restocking first aid equipment as required.

The names of First Aiders and Paediatric First Aiders are displayed around the school. Whilst Willow Nursery School is only obliged to provide first aid assistance to employees and pupils (within the scope of Department for Education requirements), first aid will be provided to other persons present on the school site (such as parents and contractors) where possible, appropriate and in line with first aiders' training.

First aid boxes are located at strategic locations around school buildings.

### **Food safety**

Willow Nursery School does not provide pupils with school meals.

**Becky Cashmore** is responsible for food safety arrangements within curriculum food technology areas and in association with school events.

### **Grounds maintenance**

Grounds Maintenance is provided by **Robin Woodhouse**

**Leigh Davies** is responsible for management of the **Robin Woodhouse** contract.

### **Hazardous substances**

**Leigh Davies** is responsible overall for ensuring that hazardous substance (Control of Substances Hazardous to Health – COSHH) management arrangements are in place, including:

- maintenance of hazardous substance inventories;
- obtaining Safety Data Sheets for purchased products;
- production and maintenance of detailed ‘COSHH’ Assessments for substances posing more significant risk (purchased products and those encountered naturally or as a result of a work process such as wood dust);
- ensuring that staff only use or handle substances where appropriate to do so and in line with assessments (including provision of appropriate information, instruction, supervision, training and protective equipment);
- ensuring that First Aid arrangements are updated in line with findings of COSHH Assessments; and
- arranging COSHH Assessment training for those required to assess risks.

Operationally:

- **Lisa Brinkley** is responsible for hazardous substance management arrangements for site agent and maintenance activities, for cleaning and generally across the site (including general classrooms).
- All classroom based staff are responsible for ensuring all materials used within educational experiences are considered for safety. If staff are unsure they should seek advice from Senior staff members.

See [Health and Wellbeing](#) in relation to infection control.

## **Health and safety information and training**

The arrangements in this policy will only be possible where relevant health and safety information is communicated and discussed, and where staff are provided with sufficient instruction, training and supervision for the work they do.

**Leigh Davies** is responsible for ensuring that meetings of SLT, the Governing Body and staff meetings include a specific agenda item on health and safety and that relevant information is discussed on those agendas.

**Leigh Davies** is responsible for maintaining the Willow Nursery School assessment of training needs.

Individual staff are responsible for the maintenance of their own training records.

**Mrs Patterson, Senior Practitioner** is responsible for the content and delivery of the staff induction.

**Trina Evans** is responsible for the maintenance of content on staff notice boards and other direct staff communication methods.

**All staff** are responsible for ensuring that they:

- act on health and safety information appropriately;
- participate in health and safety initiatives;
- that they work in line with their training and competency level; and

- raise without delay any health and safety concerns to their immediate manager or other member of the management team.

**Leigh Davies, Trina Evans, Charlene Selth** and **Lisa Brinkley**, meets termly to discuss Health and Safety management.

Opportunity for consultation and contribution from frontline staff on H&S arrangements (including policy / procedure development, risk assessments, etc.) happens during weekly staff meetings.

## **Health and safety monitoring and inspections**

The arrangements in this policy will be monitored as follows:

**Daily site inspections**, to check for hazards and condition of equipment are carried out by **Lisa Brinkley** in her role as Caretaker. All Classroom staff are responsible for checking hazards and condition of workspaces in the areas they set up in preparation for the pupils arriving.

**Termly site inspections**, covering a wider and more detailed look at premises-related health and safety management are carried out by **Leigh Davies, Trina Evans** and **Charlene Selth**, with **Lisa Brinkley-Caretaker**.

**Management inspections**, covering both physical site and monitoring of general health and safety management arrangements are carried out at least annually by **Leigh Davies** and **John Hassall** on behalf of the Governing Body.

The Understanding of the World Co-ordinator inspects the fixed outdoor play equipment and writes a report once per term.

Curriculum co-ordinators monitor their equipment at least once per term. They are responsible for ensuring resources are stored appropriately, and for removing broken play equipment and teaching materials.

**Leigh Davies** is responsible for:

- monitoring that inspections are being carried out consistently and issues resolved;
- ensuring that actions arising are dealt within appropriate timescales; and
- providing inspection results to the Governing Body.

Willow Nursery School is subject to periodic monitoring by the CBC Corporate Health and Safety Team of operational health and safety arrangements and CBC Assets Team for property-related health and safety arrangements; monitoring frequency varies according to statutory requirements and on a risk-based approach.

## **Health and wellbeing**

Staff are focussing on developing the role of a well being Champion in our school.

**Leigh Davies** is the Willow Nursery School lead for health and wellbeing.

**Occupational Health Services** are provided through **Bedford Borough**. Occupational Health will be engaged where required in line with the school's health and attendance policies.

**Leigh Davies** is responsible for ensuring that **infection control procedures** are in place across the school, in relation to matters such as administration of medicine, personal care, risk from behaviour of pupils and other such work-related activities which may pose foreseeable risk of infection. *(NB: The [NHS website](#) provides a wealth of information on identification and control options for naturally occurring illnesses which are not school-focused and may be faced in everyday life – for example Colds and Flu, Norovirus, Scarlet Fever, etc)*

## Legionella management

**Leigh Davies** is responsible for ensuring that:

- water risk assessment(s) is/are in place for Willow Nursery School and that these are reviewed at least every two years and in the event of any change or incident relating to the site water systems;
- the findings of water risk assessment(s) are acted upon within the recommended timescales;
- the requirements for temperature monitoring, flushing and descaling identified within risk assessments are translated to operational monitoring schedules and maintained within a Legionella monitoring folder;
- equipment and substances required for carrying out monitoring and water hygiene activities are provided and maintained;
- staff carrying out Legionella risk management activities are provided with appropriate information, instruction, training and supervision to perform these tasks competently; and
- sufficient staff are appointed and trained to carry out monitoring and water hygiene activities, to ensure that schedules are maintained.

**Lisa Brinkley** is the operational lead for monitoring and water hygiene activities on-site, in line with the requirements of the water risk assessment, and for maintaining the Legionella management folder.

## Lettings

Willow Nursery School does not presently offer lettings to private hirers.

## Lone working

Lone working does occur at Willow Nursery School, when the Caretaker locks up the school. Generally, the caretaker is alone for no more than 30 minutes, due to the work patterns of other staff members. We discussed together what **Lisa's** needs are.

## Manual handling

**Leigh Davies** is responsible for:

- identifying manual handling tasks carried out within the school;
- conducting a general manual handling risk assessment (for lower risk routine manual handling tasks) and task-specific manual handling risk assessments (for higher risk manual handling tasks) which consider the task being carried out, the individual carrying out the task, the load being handled and the environment in which the task is being carried out;

- producing general manual handling guidance on good practice (for lower risk routine manual handling tasks) and task-specific safe working methods (for higher risk manual handling tasks) and communicating these to relevant persons;
- periodically reviewing risk assessment and guidance / safe working methods; and
- purchasing such lifting aids as are required to enable manual handling tasks to be carried out safely so far as is reasonably practicable.

Where staff are required to lift, move or otherwise handle pupils (e.g. during behaviour management, personal care or other activities), **Leigh Davies** is responsible for:

- assessing the risks posed by those tasks; and
- documenting the outcomes of those assessments (e.g. within pupil personal care plans).

The term manual handling relates to the moving of loads either by lifting, lowering, carrying, pushing or pulling.

The basic principles applied to manual handling tasks are to:

- **avoid** the need for hazardous manual handling, so far as is reasonably practicable;
- **assess** the risk of injury from any hazardous manual handling that can't be avoided; and
- **reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

**Leigh Davies** is responsible for ensuring that relevant handling aids and protective equipment are provided where required by risk assessments.

**All staff** are responsible for ensuring that materials and items are stored safely, to avoid the need for poor handling techniques and risks from falling objects.

Identification of training needs and provision of specific handling training falls under the arrangements detailed within the '*Health and Safety Information and Training*' section of this policy.

### **Medication and medical conditions**

Leigh Davies applies the management approaches outlined in the Department for Education's "Supporting pupils with medical conditions at school".

Further information on the arrangements for the management of medicines and medical conditions can be found in Administration of Medicines, which can be found in the Policies File (Annual) and is stored electronically on **Charlene Selth's** PC.

### **Noise and vibration**

**Leigh Davies** is responsible for noise and vibration management arrangements for site agent and maintenance activities, for cleaning and generally across the site.

Classroom staff are responsible for assessing any significant noise and vibration risks which may arise from general curriculum activities, and for ensuring that appropriate precautions are taken.



It is unlikely that activities at Willow Nursery School will cause too much noise or too much vibration, but it is something that staff should be aware that they need to consider.

No location within school premises has been found to require designation as a hearing protection area.

### **Personal Protective Equipment (PPE)**

Where identified as required by risk assessment, PPE will be provided free-of charge to those requiring it.

In the classroom areas, staff are provided with plastic gloves, rubber gloves and disposable aprons in order to protect them from bodily fluids.

If any further PPE is required **Leigh Davies or Charlene Selth** will ensure it is provided so tasks can be undertaken safely.

### **Personal safety: violence and aggression**

Leigh Davies is responsible for ensuring that activity risk assessments consider the risks from violence and aggression and appropriate precautions are taken. Staff working with pupils demonstrating challenging behaviour are supported and advised by staff with Team teach training. Care and support plans are put in place if necessary, detailing the risks, triggers and the de-escalation actions to take.

Violence and aggression risk may come from intruders to site, angry parents / carers or pupils, as well as people out in the community when conducting off-site visits.

All staff are responsible for ensuring that they report all violence and aggression incidents in line with the *'Accident and incident reporting'* section of this policy.

### **Risk assessment**

As required by the Management of Health and Safety at Work Regulations, **Leigh Davies** will document its assessments of health and safety risk and ensure that they are implemented and reviewed. The method of documentation of risk assessment can take many forms and does not necessitate the creation of additional paperwork. As such, risk assessment will be documented in a format which is appropriate to the activity involved. This may include, for example:

- risk assessments relating to pupils with specific care / other needs being documented as part of care and support plans;
- risk assessments relating to curriculum activities being incorporated as part of lesson plans;
- risk assessments relating to staff ill health being incorporated into return to work documentation; and
- more 'traditional' format risk assessments for general work activities.

In all cases, risk assessments must be reviewed annually or sooner if determined as appropriate or in the event that there is an incident or change in circumstances which might affect the validity of the original assessment.

- **Leigh Davies and Clair Howe**, as the SMT are the lead risk assessors.

- In the autumn term all classroom staff are involved in an annual review of Risk Assessments. Staff physically walk around the school and revisit existing Risk Assessments amending them as necessary. Staff discuss if further Risk Assessments are required, and complete those through whole staff discussion.
- If new activities or experiences are developed throughout the school year that require a Risk Assessment, staff will complete them as necessary.
- All risk assessments are stored in an A4 folder in the heads office in order to ensure that all staff have access.

## Safeguarding

The specific arrangements for safeguarding and child protection are outlined within the Willow Nursery School Safeguarding Children Policy.

**Leigh Davies and Clair Howe** are the Designated Safeguarding Leads.

## Security and visitor management

All external doors in the school have mag locks, which can be switched on and off using a key stored on the inside of each door. At the beginning and end of each session the mag lock on the front door is switched off for a specified period of time (between 10 and 20 minutes depending upon the session) to allow parents and children to come and go. At this time there is always at least one member of staff on duty monitoring who enters and leaves the school. All mag locks remain on during the main body of the school day. One door is used for the children to have access to the outside from the Big Nursery Classrooms. This door is in Room 1. The mag-lock is turned off during periods of free flow play, when children move both inside and out. Little Nursery use the Link door to access the outside area. Catkins Class use the room 5 door to allow children access to their outside area. These mag locks are turned off when children are accessing the outside area, and turned back on when all are working inside. All staff are vigilant for intruders. Visitors all use the front gate. No visitors are expected to come through the playground areas.

All visitors are required to sign in and be accompanied. Visitors will only be permitted unsupervised access whilst pupils are on site where DBS checks have been confirmed and are considered acceptable.

Perimeter fencing provide access barriers to the site grounds. Fencing also clearly separates the area at the front of school for arriving families and other visitors, from the rear of the school which is the Nursery School's play area.

**Lisa Brinkley** monitors perimeter security as part of their daily site inspections and are responsible for locking the site at the end of each day. Three Willow Nursery School staff are building key holders.

The Willow Nursery School Critical Incident Plan incorporates a lockdown procedure for use in the event of an intruder.

**All staff** are responsible for ensuring that they are not tailgated through security doors by unauthorised persons, and for challenging (if safe and appropriate) or reporting concerns about unauthorised access.

## Severe weather

**Leigh Davies** is responsible for ensuring that a severe weather plan is in place for the school. This is created in line with CBC guidance on coping with severe weather, which is provided on the Schools Portal.

**Leigh Davies**, as head teacher, is ultimately responsible for deciding whether school site(s) are closed as a result of severe weather conditions.

## Shared working

No shared working currently takes place at Willow Nursery School.

## Site maintenance

Through the Strictly Education Property Service, Willow Nursery school has access to a helpline, providing assessment of issues by a property professional, recommended solutions and costs, sourcing an approved, competent contractor and administering the contract to deliver the work. The number to call in such circumstances is 0330 1232546

A maintenance log book is located in the staffroom, in which staff may record faults or jobs required. The Caretaker is responsible for reviewing faults or requests and taking appropriate action.

**Leigh Davies-as Headteacher** and **Charlene Selth** as Administrator and **Trina Evans** co-ordinate site maintenance for the school site, as the caretaker, Lisa Brinkley works her caretaker hours after school.

Basic site maintenance activities are carried out by the Caretaker directly (in line with their training, qualifications and experience) and more specialist requirements are carried out by contractors, who will be commissioned by the **Leigh Davies/ Charlene Selth/ Trina Evans**.

### All staff:

- **must not attempt any site maintenance activities on their own.** All faults and alterations must be recorded in the site's maintenance log and for urgent jobs, staff may contact the Site Agent directly; and
- may contact **Trina Evans/ Charlene Selth** or a member of the Senior Leadership Team in relation to any job requiring urgent attention when the Caretaker is not available.

## Smoking

Smoking (including the use of electronic cigarettes) is not permitted anywhere within Willow Nursery School buildings or grounds.

Staff using their own vehicles for business-related travel must not smoke or vape whilst doing so, to ensure safety whilst driving and to protect any passengers from the by-products of smoking or vaping.

**Charlene Selth/ Trina Evans** are responsible for ensuring that Willow Nursery School buildings clearly display appropriate smoke free signage at entrance points

## Supervision

Pupil supervision ratios meet or exceed all standard Department for Education and Ofsted guideline requirements. Learning, care and support plans for individual pupils also determine supervision requirements.

All staff have a designated line manager or supervisor, who is responsible for supervising staff activities and performance along with learning and development (see also the '[Health and safety information and training](#)' section of this policy).

## Swimming and pools

Willow Nursery School does not have a swimming pool.

## Vehicles

Willow Nursery School staff may be required to conduct driving activities for work purposes. This will typically be in the form of: driving their own, personally owned vehicles, to conduct journeys in relation to the business of Willow Nursery School.

Work-related driving can be defined as *“any work-related journey other than the normal commute to / from your normal place of work, regardless of vehicle type or ownership, payment terms and time at which the journey takes place”*.

As such, work-related driving in as defined by this policy includes all journeys made for work purposes using personally-owned / leased vehicles (except for the employee’s commute between home and their normal school work location).

When carrying out work-related driving, the vehicle becomes the workplace. As such Willow Nursery School has a duty to ensure that employees and others are protected from harm which may arise from the condition of their workplace or the activities that they carry out.

All staff, before driving any vehicle for work purposes, must first evidence:

- their competency to drive school or personally owned vehicles (through their driver’s license);
- the roadworthiness of their own vehicle(s) used for work-related journeys; and
- their business level insurance cover for their personally owned vehicles(s) used for work-related journeys.

**Leigh Davies** is responsible for ensuring that only authorised staff drive vehicles for work-related journeys.

**Trina Evans** is responsible for checking that:

- members of staff have the appropriate full (not provisional) driving license (including a license which includes category D1 where the member of staff is to drive minibuses) and insurance required for work-related driving; and
- privately-owned / leased vehicles used for work-related driving:
  - have a current MOT certificate in place;
  - have paid any Vehicle Excise Duty ('road tax') required; and
  - are not subject to any outstanding safety recalls which may immediately affect roadworthiness of the vehicle.

**All staff** are responsible for providing the relevant information and documents to enable checks to be made. Between programmed checks, staff are also required to immediately declare:

- any driving license changes (e.g. penalty points, restrictions placed upon them by DVLA); and / or

- any changes to the vehicles they drive on work-related journeys (e.g. newly acquired or disposed vehicles, unresolved MOT failures or advisories, unresolved safety recalls, untaxed vehicles, removal of business class motor insurance cover); and

**All staff** are also required to ensure that they consider their fitness to drive (or cycle) and that they conduct pre-use checks and on the vehicles they drive, in line with the requirements of the Highway Code.

### Minibuses

Willow Nursery School does not own a school minibus.

### **Volunteering**

Persons volunteering in support of Willow Nursery School activities are subject to safer recruitment processes in line with the Willow Nursery School Safeguarding Children Policy.

Volunteers are managed in line with school policies and procedures for paid staff. Volunteers receive an induction from **Kara Gaffney** who supports all parent volunteers.

### **Waste management**

Appropriate provision is made for the disposal of waste types generated by Willow Nursery School activities and all staff are required to ensure that waste is disposed of in the appropriate way. In particular, containers of hazardous substances must be disposed of in line with hazardous substance assessments and / or applicable safety data sheets.

Items awaiting disposal must at all times be stored appropriately and never in a way which may restrict or obstruct free movement, access, egress or cause a fire hazard.

**Trina** is responsible for the management of waste contracts and ensuring that:

- general waste and recycling is collected on a weekly basis;
- appropriate Duty of Care Waste Transfer Notes are completed and kept on file for a minimum of two years.
- clinical waste is collected by outside contractors if we have a child whose needs generate clinical waste.

### **Work at height**

Falls from height are a common cause of injuries at work, often where the work at height is of short duration and from 'low' heights of less than 2 meters. Common causes of accidents when working at height include:

- overreaching or over balancing;
- climbing with loads;
- using inappropriate equipment to access areas / carry out work at height (e.g. desks, chairs, etc.);
- not ensuring that work at height access equipment is securely fixed in place;
- placing access equipment on unsuitable surfaces;
- falls from roofs with unprotected edges; and

- falls through fragile materials (e.g. skylights).

Willow Nursery School is committed to carrying out its duties under the Work at Height Regulations in order to ensure, so far as is reasonably practicable, the safety of staff, pupils and visitors carrying out or (being in the vicinity of those carrying out) work at height activities.

The principle applied by Willow Nursery School is that work at height must always be avoided unless it is not reasonably practicable to do otherwise; if work from height cannot be avoided, the risks associated with it must be assessed before proceeding.

School roofs, even if able to support human weight, are classed as fragile if unguarded skylights are present. The risks from unauthorised access to places of height have been assessed and reasonably practicable measures taken to mitigate those risks. Logical access points are signed accordingly.

Risks from contractor work at height activities are assessed and managed in line with the *'Contractors'* section of this policy.

**Leigh Davies** is responsible for:

- ensuring that appropriate systems are in place to safeguard all those who might be harmed by work at height;
- ensuring that managers and staff are made aware of the arrangements and requirements for working at height;
- ensuring that all those members of staff involved in undertaking higher risk work at height **and / or** planning, organising or supervising work at height **and / or** inspecting work at height access equipment have received appropriate formal training; and
- authorising higher risk work at height activities before they may proceed.

**Lisa Brinkley**, as the school's lead competent person trained in ladder use / inspection and working from height, is responsible for ensuring that:

- all work at height is properly planned, organised and supervised;
- the use of access equipment is controlled by the school's competent persons for working at height;
- all those involved in work at height are competent to do so;
- the risks from working at height are assessed and appropriate equipment is selected and purchased (this includes access equipment, equipment safety devices and personal protective equipment);
- a register of access equipment is maintained;
- all access equipment is formally visually inspected on a quarterly basis;
- all access equipment is, as required, repaired and subject to periodic maintenance and inspection in line with the manufacturer's guidance; and
- the risks from fragile surfaces or unauthorised access to places at height is properly controlled.
- ensuring the appropriate storage of access equipment.

**All staff** are responsible for:

- undertaking work at height only where they are competent to complete the planned task **and** have received the appropriate level of information, instruction and training to do so;

- planning and carrying out any work at height in line with the requirements of this policy and associated risk assessment(s) and method statement(s);
- ensuring that they carry out pre-use visual safety checks on equipment to be used and take out of use any equipment found to be defective, reporting it to **Trina Evans**; and
- ensuring that kick-stools, where stored in their classroom or area (or otherwise under their control), are appropriately stored so that they cannot be accessed by pupils and unauthorised persons.

## Work equipment

**Charlene Selth** is responsible for:

- Co-ordinating statutory testing and planned, preventative maintenance requirements for plant and equipment; (Using Central Bedfordshire Asset Helpdesk) and
- maintaining the school's work equipment inventory (which will include all equipment used in the curriculum).

Plant and equipment in scope for planned, preventative maintenance includes gas systems (such as boilers, cookers and gas distribution pipework); electrical systems (including fixed wiring and portable appliances); water hygiene (Legionella); fire preventative and protective systems; lifting equipment (including passenger lifts and hoists); extraction systems; security systems; and general site plant and equipment including play equipment. The CBC Assets Team monitors compliance for plant and equipment associated with property health and safety and requires all Community and Voluntary Controlled schools not using the Property Buy Back Scheme to submit confirmation of compliance on at least an annual basis.

**All staff** must ensure that they visually check work equipment for defects before use and that they only use work equipment that they are authorised and competent to use, in line with risk assessments and agreed procedures.

## Work experience

**Debbie Patterson** is our Senior Practitioner. As part of her role she manages Secondary school pupils who undertake work experience placements at Willow Nursery School.

**Debbie Patterson** has a telephone conversation with all prospective work experience pupils. **Debbie** invites them in to school for an informal discussion/ interview to assess whether the young person is suitable to complete their work experience in our setting. (ie a basic risk assessment). **Debbie** arranges for formal paperwork from the pupils secondary school to be completed by herself and **Trina Evans** before being returned to the trainee. This paperwork details the Insurance we have in place to protect staff and trainees. **Debbie** shares appropriate pre placement information with the trainee..

When the placement begins **Charlene Selth** delivers a Health and Safety walk around the school buildings, inside and out, imparting appropriate information to help trainees remain safe in our school. Day to day instruction, training and supervision are carried out by classroom staff, as trainees are allocated to individual staff members to supervise them on any one particular day. **Debbie Patterson** monitors the trainees as Placement Supervisor, seeking feedback from classroom staff/ trainees as the placement progresses.

## Policy approval and review

This general health and safety policy was reviewed on 11<sup>th</sup> December 2023 and comes into operation from the **11<sup>th</sup> December 2023**, replacing all previous versions.

**Leigh Davies**, Head Teacher:

Signed:

Dated:

**John Hassall**, Chair of Governors:

Signed:

Dated:

## Further information

The Willow Nursery Schools health and safety policies and procedures are stored in the Policies folder: Annual, the Health and Safety file, and held on Leigh Davies PC and on One Drive.

For advice on health and safety management arrangements, contact the CBC Corporate Health and Safety Team:

- [corporatehealth&safety@centralbedfordshire.gov.uk](mailto:corporatehealth&safety@centralbedfordshire.gov.uk)
- 0300 300 6793 / 5839

For property-related health and safety support and services under the buy-back scheme, contact the CBC Assets Team:

- [assetshelp@centralbedfordshire.gov.uk](mailto:assetshelp@centralbedfordshire.gov.uk)
- 0300 300 5960