

Health and Safety Policy Statement

Greenhall Nursery

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Mrs Sandra Turner, Chair of Governors

Date:

Mrs JC di Castiglione, Headteacher

Date:

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Arrangements & Procedures for Health, Safety and Welfare

Greenhall Nursery

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. **Accident Reporting, Recording & Investigation**

Greenhall Nursery has a thorough procedure for the investigation of incidents and accidents. Actions are investigated and documented by the Assistant Headteacher / Headteacher. All relevant accident/incident reports are reported to the LA. These are reported at termly Governors' meetings.

2. **Asbestos**

The Finance Support Officer, clerk and Site Supervisor are responsible for the administration of the Asbestos Record System Manual. The manual is located in the main school office. No evidence of asbestos is recorded in the file. Sue Jones (Finance Support Officer) Angela Ghale (Clerk) & Pete Gibson (Site Supervisor) ensure contractors and others; have sight of the manual and sign the register prior to starting any work on the premises. School staff must not drill or affix anything to walls without approval from Headteacher or Site Supervisor. If staff have any concerns regarding asbestos, or damage to asbestos, these must be reported to the Site Supervisor.

- *Asbestos Manual is located in the Main Office*
- *Office staff / Site Supervisor are aware that all contractors need to see the Manual*
- *All updates are immediately placed in the file*
- *All site staff will be made aware of need to check Manual and seek approval before undertaking any work*

3. **Contractors**

Contractors are selected by tender arrangements for projects and from the Local Authority's approved list. For large projects, delegated responsibility is given by the school to the LA who organise appropriate meetings to arrange Health & Safety, etc. For smaller scale projects, contractors on the school site are provided with health & safety arrangements and relevant information. For all projects the relevant paperwork e.g. risk assessments, hazard identification checklist, etc. must be completed prior to the project commencing. The Headteacher and Site Supervisor will also monitor the work and liaise with the appropriate personnel in the LA.

- *Contractors are chosen through LA approved contractors after consultation with the LAs schools property unit*
- *Contractors should report to the Main Office before commencing work*
- *Contractors will be informed of any school activities taking place and of any school routines which may affect the work*
- *Work arrangements will be arranged to fit in with the school routines of pupils and to minimise any potential risk*
- *Where there is a potential danger to children and staff working in the school, they*

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Due for Review: Spring 2018

will be moved or the work rescheduled

- *HT attends 'Managing contractors in schools' training*
- *HT and Site Supervisor will monitor the work taking place*

4. Curriculum Safety [including out of school learning activity/study support]

Staff undertake written risk assessments prior to commencing any hazardous activities, including out of school activities. The Health & Safety Coordinator or the Headteacher should be consulted for advice. All pupils have individual manual handling risk assessments which are reviewed annually.

Guidance can be found in the following documents located within School Management Policies file 2:

- Risk Management Action Plan and Risk Assessment Guidance for all activities within school. (Section 4)
- Educational Visits Policy for activities off premises (Section 3)

- *Children are not allowed to use any tools/sharp instruments without staff being present*
- *Visual checks on the suitability of furniture/equipment for lessons are carried out by staff prior to the commencement of sessions*
- *The school follows the LA Educational Visits procedures*
- *All school visits are subject to pre visit planning, risk assessments and approval by the Headteacher and Educational Visits Co-ordinator*

5. Drugs & Medications

Greenhall Nursery follows the LA's medication procedures and the School Nurse, Teachers and Teaching Assistants undertake the procedures for the administration of medication in school. The school nurse undertakes the procedures for storage. All medications administered in school are prescribed by the pupil's GP/Consultant. All medication is recorded when received in school and stored in a locked medicine cabinet.

- *Medicines are only administered in school with parental approval for a specifically prescribed treatment*
- *Medicines must be accompanied by specific instructions*
- *Medicines will be stored as above*
- *A record will be kept of medicines that the school is asked to administer*
- *Over the counter medicines will not be administered*

(See also Medication Policy)

6. Electrical Equipment [fixed & portable]

We employ qualified contractors to carry out the PAT testing; this is done on an annual basis. Fixed electrical testing is carried out every five years which is arranged by the LA. All staff report any concerns regarding defective equipment to the Site Supervisor.

- *All staff are responsible for maintaining a visual check on the suitability of all electrical equipment*
- *Equipment with observed defects should not be used and should be reported to the Site Supervisor immediately*
- *All portable electrical equipment is tested annually by LA authorised contractor and labelled accordingly*

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Due for Review: Spring 2018

- *Equipment is audited on an annual basis – equipment no longer suitable for use will be decommissioned by the Governors' Premises Committee*
- *All electrical equipment is switched off and where appropriate, unplugged when not in use.*
- *Electrical work to be carried out by a competent person.*
- *No portable equipment should be used in school unless it has been PAT tested and labeled*
- *County Property Services arranges for fixed electrical testing on a five year cycle*
- *Testing records are kept in the main office*

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Fire drills are held termly and clear procedures are outlined in the fire drill procedures which are reviewed annually.

Fire marshal training is delivered every two years to staff representatives.

A complete record regarding the servicing/maintenance of fire extinguishers, fire alarm testing and emergency lighting is kept by the Site Supervisor.

Fire Risk Assessment

The Fire Risk Assessment is reviewed annually by the Headteacher and Assistant Headteacher and a copy is available in the Risk Assessment File.

- *The school produces a Fire Risk Assessment, which is reviewed on an annual basis*
- *Fire evacuation is practised termly*
- *Evacuation procedures are displayed in all rooms*
- *Fire call points are tested weekly*
- *Fire extinguishers are available around the school*
- *Fire exits should be kept clear*

8. First Aid

- Angela Ghale is trained in First Aid at Work. A significant number of staff have undergone Paediatric First Aid Training. This training is updated every three years as necessary.
- See County Council Document "First Aid Regulations" – Management File 2 – Section 4 for more detailed clarification

Paediatric First Aiders

Eleri Holmes
Agnes Palinkas
Kate Anderson
Chris Roberts
Rachael Young
Sarah Brookhouse
Petra Raybould
Felise Mayo

Tina Garry
Lynsey Chinnock

Policy reviewed and approved by governors on 4th February 2016, 9th February 2017

Due for Review: Spring 2018

Charlotte Murray
Shelley Paulley

First Aid boxes are sited in the office, hydrotherapy pool and the Medical room. The Headteacher maintains training records and renewal dates for First Aiders.

The School Nurse is responsible for checking and restocking the first aid boxes.

The Headteacher / Assistant Head have the responsibility, when relevant, to summon an ambulance and organise appropriate staff to accompany a child to hospital and to communicate with parents.

- *First Aid boxes are located in the school office, hydro pool and in the Medical Room*
- *Checking of First Aid boxes is the responsibility of the school nurse*
- *Staff should inform the Clerk / Finance Support Officer of any replacement stock needs*

9. Glass & Glazing

Glass in all doors, windows and mirrors throughout the school has the British standards safety glass mark and any replacement made are of the same safety standards. No areas carry unsuitable glass for children's safety. Equipment and/or toys bought into school are checked for child safety in accordance with this policy

- *Glass replacement is in line with Safety requirements*

10. Hazardous Substances (COSHH)

All hazardous substances are stored in locked areas. All substances used by children for art/sensory activities, for example, are non-toxic. Safe disinfectant used in dilute solutions for wiping down changing mats etc. and stored in bathrooms out of reach of children. All other cleaning materials used are selected by cleaning services and kept in locked cleaning cupboard. Medical and nursing cleaning substances/disinfectants kept in locked medical cupboards and monitored by school nurse. Office substances for cleaning and or typing correction kept in secure office drawers. Hazard data sheets kept and updated by Health and Safety Co-ordinator.

Protective equipment is purchased for all relevant staff e.g. swimming pool maintenance personnel.

The Local Authority's Radiation Protection Adviser is Mr Shaun Smith.

- *COSHH risk assessments are in place & safety data is obtained for all hazardous substances used by staff*
- *Any hazardous substances are locked away and are not accessible by children*

11. Health and Safety Advice

Greenhall Nursery School seeks safety advice from the health & Safety Adviser within the Education Dept. at Staffordshire Local Authority – 01785 355777 or the Occupational Health Unit. The Local Authority's Adviser for Stafford is Dean Willett.

12. Housekeeping, cleaning & waste disposal

13. Greenhall Nursery endeavours to ensure that the premises are kept clean at all times and the accumulation of rubbish is kept to a minimum. Cleaning is undertaken and monitored by a Service level Agreement with the Chartwells Cleaning Services. Normal School waste

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Due for Review: Spring 2018

is deposited in waste bins which are emptied daily by cleaning staff into external waste bins. These are stored in a fenced and locked bin compound and are emptied weekly by County Council Refuse Collection service. Wet floor signs (located in Cleaner's cupboard) are displayed after spillages and mopping of floors. Clinical waste is disposed of in the appropriate containers and collected by the appointed contractor. The nappy bins are emptied daily into a hopper and collected by the appointed contractor fortnightly. Clinical and sanitary waste is collected weekly by a LA recommended sanitary waste disposal contractor. All body fluid wastes are disposed of in yellow bag lined bins provided by the sanitary waste company

Staff use provided gloves in all activities involving cleaning soiled areas, changing children or dealing with cleaning of bodily fluids. External paths are kept free from spills and trip hazards as far as possible and gritted during inclement weather to prevent slips.

- *Lunchtime Supervisors ensure the dining areas are clean after lunch*
- *Slip signs are available in all areas and should be used to inform of spillages/presence of wet floors etc.*
- *Bins are emptied daily*
- *Refuse bins are emptied*
- *Disposal of glass and other objects is in line with LA guidelines*
- *Protective gloves are available*
- *The school has a contract for the collection of sanitary waste and clinical waste*

14. Handling & Lifting

All relevant staff undertake appropriate manual handling training. All pupils have individual risk assessments. Buggies, wheelchairs and lifting aids, including a hoist, are provided where necessary for safe lifting and moving of children. Portable steps are provided for use by escorts and staff when getting children on and off transport.

15. Jewellery

Due to the age and developmental levels of our pupils, the wearing of jewellery at school is discouraged. As our children are at varying stages of developing physical skills, it is more likely for them to fall when attempting new actions. The wearing of jewellery would be an extra hazard, therefore, and likely to result in injury either to themselves or others. Just as other schools do not allow pupils to wear jewellery during PE or sports activities Greenhall applies this practice throughout the school day as physical activity is a major focus across the curriculum. Parents with a particular reason for wanting their child to wear an item of jewellery should consult with the Headteacher

Staff (contact) are only allowed to wear 'plain' jewellery in school.

16. Lettings/shared use of premises

All hirers receive a copy of the condition statement for lettings and sign the agreement prior to hire. All paperwork (including risk assessment if required) is to be completed and checked by the Headteacher. Hirers are informed of first aid procedures, fire exits and procedures in the event of fire. Emergency lighting is checked regularly by nominated contractor. Hirers are not permitted use of the school kitchen. All paperwork is to be completed and checked by the Headteacher.

Only authorised persons will be key holders for access outside of normal school hours
The hydrotherapy pool is used by other users during normal school opening times who are subject to our own health and safety policies at all times whilst on the premises

Policy reviewed and approved by governors on 4th February 2016, 9th February 2017

Due for Review: Spring 2018

CPMS office and Physiotherapy office staff use the premises out of normal school operating times and have their own procedures for building security and for health and safety which are negotiated and comply with normal school policies and practices.

- *Equipment not subject to an up-to-date electrical test cannot be used by outside lettings*
- *Fire and emergency procedures are made known to any outside lettings*
- *Any letting which involves physical activity is subject to the leader having the requisite Public liability Insurance and appropriate qualifications.*

17. Lone Working

Greenhall Nursery does not encourage lone working. During the normal working day, staff would not normally be working in isolation from each other. For their own protection, staff should always try remain in earshot or in sight of other adults. Outside of pupils hours staff may be working in classrooms alone and at such times are required to make sure external access doors are locked whilst keeping fire exits clear and easily accessed. Staff are not encouraged to be using the building completely on their own in case of an emergency in which they could not summon help. However, there will inevitably be occasions when CPMS staff, therapy office staff or authorised key holders will be in a situation where they are the last person on site. In such situations they are advised to have a mobile phone on their person for summoning help. Mayflower Security Services are currently contracted to be key holders to deal with out of hours security breaches.

If staff (e.g. Site Supervisor, Headteacher) have to visit or work in school during closure periods they are required to leave relevant contact details/arrangements with their family and contact a family member regularly whilst on site. A copy of the lone working policy is available in the policy folder held by the Headteacher and in the staffroom corridor. A lone working risk assessment is also in place.

- *Lone working in school is not encouraged*
- *Staff working alone should adhere to the Lone Working Policy. Ensure that the main doors are locked and that they have a Mobile Phone available. Staff working alone in school should inform the Headteacher. The Headteacher should inform the Safeguarding Governor.*
- *It is preferable to arrange to work in school out of hours in groups*

18. Maintenance / Inspection of Equipment (including selection of equipment)

All hoists in school are inspected biannually by nominated contractors. P.E. equipment is checked and maintained annually by LA nominated contractor. Boilers are serviced annually by a nominated contractor (assigned by the LA). The fire alarm and intruder alarm system are serviced by nominated contractors. Copies of relevant reports are sent to the school. Purchase and installation of new equipment is discussed at Governor meetings.

- *Portable Electrical equipment is tested annually*
- *PE equipment is tested annually*
- *All staff should visually check electrical equipment prior to use for any obvious signs of defect*
- *Fire extinguishers are serviced annually*
- *Fire alarms are tested on a weekly rota basis*

19. Monitoring the Policy and results

Policy reviewed and approved by governors on 4th February 2016, 9th February 2017

Due for Review: Spring 2018

Annual H & S checklists are carried out by each class and these are then submitted to the Assistant Head /Headteacher. All accident/incident reports are monitored by the Headteacher and Governors' premises committee. The Headteacher and SLT are responsible for the implementation of new or revised policies. Health & Safety is monitored termly by the Governors' Premises Committee. Accident reports are monitored by the Health and Safety Co-ordinator and/or Headteacher

Accident books, staff and pupils are monitored by the Premises Sub Committee and any trends discussed and dealt with appropriately

- *The policy is monitored on a regular basis*
- *A representative from each class is involved in carrying out the annual H&S Self-evaluation*
- *The Assistant Head and Headteacher carryout the annual H & S Audit*
- *Governors receive reports on H&S and accidents at their termly meetings*

19. Poster on Health and Safety Law

The Health & Safety Poster is kept up-to-date by the Assistant Head and sited in the school office and staffroom.

20. Personal Protective Equipment (PPE)

All appropriate PPE is provided for the administration of pool chemicals and other relevant roles in school i.e. assisting at mealtimes, intimate care etc.

SLT carryout 'spot checks' to ensure that PPE is being worn where applicable.

21. Reporting Defects

All hazards and defects are reported to the Headteacher / Assistant Headteacher / Site Supervisor who in turn make necessary arrangements for rectification, either 'in house' or by contractors. Staff are encouraged to log all defects in the 'maintenance book' which is kept in the main school office.

- *Defects are to be logged in the maintenance book or reported to the Headteacher / Assistant Head or Site Supervisor if urgent*
- *Obvious defects should be immediately removed from use*
- *Minor remedial work will be carried out by Site Supervisor*
- *Specialist remedial work will be through LA contractors*

22. Risk Assessments

Risk assessments are carried out and recorded and relevant parties informed of control measures, etc. The Headteacher / Assistant Head are responsible for carrying out specific risk assessments e.g. pregnant staff, health problems. Each risk assessment has a review period assigned.

- *Headteacher has overall responsibility for ensuring risk assessments are carried out*
- *All Risk assessments are kept in the Headteacher's office in the locked cupboard*
- *Risk assessments pertaining relevant to the classrooms are also kept in the classrooms in a locked cupboard. This includes individual risk assessments e.g. children or staff.*
- *Risk assessments for visits are the responsibility of the Visit Leader and must be completed before the visit can be approved via EVOLVE*

23. School Trips/ Off-Site Activities

All educational visits are planned and organised in advance and risk assessments and

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Due for Review: Spring 2018

appropriate school journey forms are completed. A comprehensive guide is available via intranet - EVOLVE.

- *The school follows the LA guidelines*
- *Visit application forms and risk assessments must be completed prior to an educational visit*
- *The Visit Leader is responsible for obtaining parental permission*
- *Specific medical requirements must be obtained and considered prior to the visit*
- *A First Aid box must be taken on all school visits*
- *A mobile phone for up-to-date contact with school is available – staff are responsible for keeping the school informed of any changes in plans/circumstances*
- *The school has Journeys/Visits Insurance through the LA scheme*

24. School Transport – e.g. minibuses

Home to school transport provided and controlled by Staffs County Transport Service. Generic training provided by Staffs CC. Individual school and pupil specific training given by school staff when new contractors appointed or when pupils needs change.

All staff who drive the school minibus have completed the LA's driving test and medicals. Individual drivers are responsible for carrying out checks prior to use (see sheets in minibus file). The minibus is serviced. Only approved child car seats used on transport in accordance with seatbelt law.

- *Transport for all school activities must be fitted with safety belts for all passengers*
- *Parents used as volunteer drivers must complete the driver declaration form and necessary DBS checks*

25. Smoking

Greenhall Nursery School has a 'No Smoking Policy' within the school building and grounds.

26. Staff Consultation and Communication

All staff are made aware of the procedures of reporting any health & safety concerns to the Health & Safety Co-ordinator who, in turn, reports to the Headteacher and Governors' Premises committee. Full staff meetings held weekly raise any health & safety issues.

- *Staff are consulted and are asked for feedback on policy*
- *Staff are consulted re Risk assessments and procedures*
- *Staff will be advised of procedures to deal with specific issues/circumstances that arise that are different from the normal routines of school life*

27. Stress and Staff Well-being

Greenhall Nursery School has undertaken training and support for staff on issues regarding staff wellbeing. The school makes staff aware of the County Council's arrangements and support when necessary.

- *PPA time is provided for teachers*
- *Meetings after school are kept to a minimum*
- *Advice will be sought from the LA if circumstances arise in which staff require specific help/support*
- *Advice is available for school staff and managers through*
 - *Well Being Programme(Think well)*
 - *Stress management*

Policy reviewed and approved by governors on 4th February 2016, 9th February 2017

Due for Review: Spring 2018

- Occupational Health
- Staff Counselling Service

28. Supervision [including out of school learning activity/study support]

Pupils are supervised at all times across the school day. All staff employed at the school, volunteers and student placements (long term placements) have to be cleared through the DBS. Volunteers and students are never left with pupils unsupervised and they are not allowed to carry out intimate care for pupils.

- *Pupils must not be left unattended*
- *Ratios for school visits are in line with LA guidelines and the EYFS*
- *Adults who supervise children will be subject to DBS clearance (Including volunteers)*

29. Swimming Pool Operating Procedures (where applicable)

P Gibson is trained to carry out all the necessary tests to ensure the pool is safe for all users and is able to adjust the chemicals accordingly. Any concerns regarding pool water quality should be reported to him. The Headteacher and FSO can test the pool but are unable to adjust the chemicals. There is an emergency panic button in the pool area to press when required. Evacuation practice procedures are carried out termly. No swimming activities can take place without another member of staff being present in the building.

- *The school follows the LA guidelines*

30. Training and Development

All new staff receive, as part of their induction, a briefing on Health & Safety at Greenhall Nursery School. Staff receive a copy of the Health & Safety Policy. A copy of the induction checklist is available from the Headteacher. A training needs analysis is carried out annually by the Headteacher / Assistant Head in conjunction with staff performance review meetings.

31. Use of VDU's / Display Screens / DSE

All staff using VDU's regularly are assessed with regard to health & safety. Staff are made aware of the length of time they are allowed to work at a VDU and the free eye test available to them. All workstation defects are to be reported to the Site Supervisor / Finance Support Officer.

Defects to VDUs are immediately reported to Staffordshire ICT.

- *Regular users of VDU are entitled to a free eye test*

32. Vehicles on Site

Pupils are supervised at all times outside. Taxis to 'pick up' / 'drop off' pupils in an organised clockwise system which is reviewed regularly. Deliveries of goods and materials are requested not to place during peak times, i.e. 9 – 9.30 a.m. and 2.30 – 3p.m. A vehicle movement on site risk assessment is in place.

33. Violence to Staff / School Security

All visitors to the school are requested to report to reception on arrival and sign the visitor's book. Visitors are required to wear a 'visitor's badge' during their visit. All staff are requested to report all incidents of verbal or physical abuse/violence to the Headteacher immediately. Security lighting is installed on the car park. A coded key pad is fitted on external entry door to the school building.

- *Staff regularly updated on security measures*
- *Access to school is controlled as far as possible given the nature of the school site*

Policy reviewed and approved by governors on 4th February 2016, 9th February 2017

Due for Review: Spring 2018

- *All staff are required to be vigilant to the possibility that unwelcome guests may try to enter the school*
- *External doors/Fire doors are to be locked to prevent intruders entering the school*
- *Visitors to school are required to report to the school office which has a secure area*
- *Official visitors are given a Visitor badge and sign the visitor's book*
- *Staff should report any unknown persons on site – unknown persons should only be approached if it is deemed safe to do so*
- *If staff have any concerns about their safety from an individual they should report their concerns to the Headteacher and not meet with the person on their own*
- *Any incidents of abuse should be immediately reported to the Headteacher*

34. Working at Height

Step ladders and ladders are permitted to be used by staff following relevant guidance. The Site Supervisor is responsible for making regular visual checks/inspections of ladders, etc. and record relevant details.

- *Staff should not stand on chairs or tables to work at height e.g. for displays – appropriate steps, which are available, should be used at all times*
- *Ladders within school are checked by the Site Supervisor*
- *Contractors are responsible for supplying their own ladders*
- *Staff should not work at height if they are working alone in school(see lone working at height risk assessment)*
- *Safe use of ladder information is provided where stepladders are stored*

35. Water Hygiene

Water testing and recording of findings is carried out by the Site Supervisor. Regular checks are made by an external contractor appointed by the LA. All information, reports, etc. are contained in the Water Hygiene Manual which is kept in the Main office.

- *The school maintains a Water Hygiene log in accordance with County Council policy.*
- *Hot and cold water temperatures are tested on a regular basis to reduce legionella*
- *The school has regular water monitoring visits from the County Council contractors for water safety.*
- *Temperature controls are in place to protect vulnerable users*

36. Work Experience

All students on work experience placements receive an induction and work experience booklet from the Assistant Head / Headteacher or HLTA. This induction highlights any potential hazards, restricted areas and restricted activities. Students are never left with pupils unsupervised.

Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body.	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

The County Council’s delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council’s Health, Safety and Welfare Policy

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School’s and the Council’s health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

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Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher - <i>Mrs Joanne di Castiglione</i>					
School Leadership Team <i>Joanne di Castiglione</i> <i>Natalie Hart</i>					
Assistant Headteacher – <i>Natalie Hart</i>					
Health and Safety Coordinator – <i>Natalie Hart</i>					
Teachers – <i>Natalie Hart</i> <i>Eleri Holmes</i> <i>Agnes Palinkas</i>					
Managers					
Premises Managers – <i>Joanne di Castiglione</i>					
HLTA, TA's and Lunchtime Supervisors					
Learning Support Staff					
Admin Staff					
Site Supervisor					
Council Health and Safety Policy Group					
Health and Safety Adviser – <i>Dean Willett</i>					

Policy reviewed and approved by governors on 4th February 2016, 9th February 2017

Due for Review: Spring 2018

County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser – <i>Zoe Parton</i> <i>Tim Normanton</i>					
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The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors Headteacher CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*

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- The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)

- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the School Leadership Team School Governors Assistant Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.

Policy reviewed and approved by governors on 4th February 2016, 9th February 2017

Due for Review: Spring 2018

- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may chose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

Policy reviewed and approved by governors on 4th February 2016, 9th February 2017

Due for Review: Spring 2018

Admin Staff Site Supervisor/Caretaker	
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The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all*

Policy reviewed and approved by governors on 4th February 2016, 9th February 2017

Due for Review: Spring 2018

pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

Assisters	
<i>Health and Safety Coordinators Health and Safety Advisors Occupational Health Professionals Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Policy reviewed and approved by governors on 4th February 2016, 9th February 2017

Due for Review: Spring 2018

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

Employees
Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Policy reviewed and approved by governors on 4th February 2016, 9th February 2017

Due for Review: Spring 2018

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- to make representations to the Headteacher via the Assistant Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

Greenhall Nursery School's Key Performance Indicators

- All staff to have a H & S target through their performance management review – measure, 100% of staff
- 100% return of premises checklist annually by all departments from Sept 2017
- H and S audit return to Local Authority by 31st January annually
- 100% D1 response within 6 weeks
- 100% of high risk actions from external and internal audits and inspections to be actioned within recommended timescale
- Agree with Governors a system of monitoring of H & S in addition to reviewing

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