

Higham Ferrers Nursery and Infant School

'Learning for life in a supportive and stimulating environment'



HEALTH AND SAFETY POLICY


This Policy was agreed by the Full Governing Body in Summer 2 (2017)

It will be reviewed in Summer 2 (2019)

Signed:

4th July 2017

(Chair of Governors)



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01. STATEMENT OF INTENT

Our aim is to provide a safe, secure and healthy working environment for our pupils, staff and visitors. Our policy ensures that we have in place effective procedures to enable us to carry out this aim.

This policy aims to provide the roles and responsibilities of staff and Governing Body with regards to the security of the school premises (including building, grounds and car park), its equipment and stakeholders as well as the legal obligations set by the Health and Safety Executive.

02. ROLES AND RESPONSIBILITIES

MANAGEMENT RESPONSIBILITY

Management responsibility for this policy is shared between the Governing Body and the Headteacher.

GOVERNING BODY


The Behaviour and Welfare Committee will be responsible for monitoring the implementation and the reviewing of this policy, including completing Health and Safety inspections of the whole site on a regular basis throughout the academic year. The Committee will review the Fire and Legionella folders at each meeting. Any issues that arise will be reported back to the Full Governing Body who will liaise with the Headteacher to resolve them.

HEADTEACHER

The Headteacher will be responsible for the implementation of this policy once it has been agreed by the Governing Body.

The Headteacher will ensure that:

- All staff are aware of and appreciate their responsibilities in line with Government legislation and as set out in the policy.
- Include Health and Safety in the induction of new employees.
- Staff training needs are kept under review and training carried out as necessary.
- The policy is available to parents and stakeholders and is published on the school website.
- Parents are encouraged to support the operation of the policy via the home school agreement, newsletters, volunteer policy and briefing and verbal briefings given prior to school events.

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- Risk assessments are reviewed regularly and updated where necessary by either the Site Team, School Business Manager (SBM) or appropriate member of staff. A file and register of current Risk Assessments is kept electronically for all staff to access with a paper copy kept in the SBM office.
 - Encourage and support employees in completing Risk Assessments for any pupils giving cause for concern.
 - Ensure off site visits are approved and appropriately staffed, including areas such as first aid provision.
 - Ensure all employees and contractors are fully briefed on health and safety site issues.
 - Ensure that health and safety is a criteria for performance management and appraisal scheme.
 - Support employees with personal safety and welfare issues including stress.
 - Daily Health and Safety inspections are completed of the site, Reception outdoor area and Nursery garden by the relevant personnel and appropriate records kept.
 - Monthly Health and Safety Inspections are completed by the Business Manager.
 - Routine security checks are carried out on an on-going basis by the Site Team.
 - Carry out termly fire drills and ensure all other fire checks are completed by Site Team.
 - All crimes reported to the Police.

SCHOOL BUSINESS MANAGER /OFFICE TEAM

- Visitors are registered, wear a badge and are briefed on the emergency and safeguarding procedures.
- Office Risk Assessments are completed and reviewed regularly.
- All appropriate risk assessment, guidance and documentation is completed for community use of the school.
- All community users of the school are registered and made aware of emergency procedures.
- Maintain accurate records of all equipment and resources.
- Organise the planned programme of maintenance of plant and equipment along with Site Team.

SITE TEAM

- Complete daily/monthly Health and Safety inspections and action remedial action as required.
- Prioritise all Health and Safety job requests identified by staff.
- Complete all appropriate risk assessments for equipment, tools and COSHH.
- Work with SBM to ensure maintenance of plant and equipment.
- Arrange for annual electrical testing programme.
- Carry out monthly water temperature tests and maintain the Legionella Management documentation.
- Complete weekly/monthly fire alarm system checks and arrange for regular service maintenance of all fire equipment and emergency lighting.
- Maintain CCTV and security alarm systems.
- Act as primary key holders and respond to call outs regarding possible intrusions and liaise with the Police.

STAFF

All employees have a responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the Business Manager or Headteacher as a matter of priority.

- Complete a site team job sheet and highlight a health and safety issue where repair works/issues have been identified and pass the sheet to the business manager for allocation to the site team.
- Complete Risk Assessments for own areas within school, such as classrooms and shared areas as well as for educational visits and in school events.
- Be familiar with their responsibilities under the fire evacuation procedures, first aid policy and critical incident policy.
- Keep the combination lock codes to the school confidential and report any potential security breaches immediately.
- Challenge any visitors not wearing a visitors badge.
- Office staff to ensure all visitors new to the school are aware of the fire evacuation and safeguarding procedures.
- Staff need to ensure their own safety when meeting with parents, and where necessary have another member of staff present. If this is not possible, ensure another member knows when and where they will be meeting and checks on the meeting periodically.
- Contractors will be informed of hazards such as asbestos as appropriate.

Strategies for the protection of staff working off site and/or alone in school are covered in the Lone Working Policy.

03. SECURITY STRATEGIES WITHIN SCHOOL

RESOURCES/DATA

- All portable and non portable resources/equipment with a value greater than £50 are marked and logged under the schools asset tracking system.
- The intruder alarm is to be activated when the school is closed and access to the de-activation code is to be restricted to the Site Supervisor, Head, and the Business Manager only. In the event of a personnel change, the code will need to be changed.
- Staff to all be responsible for returning equipment to its correct location.
- Items taken out of school need to be 'signed out' via the Business Manager and then 'signed in' again once returned.
- Staff to sign a laptop agreement for their allocated school laptop and abide by the terms of the agreement.
- Refer to Information Sharing and Confidentiality Policy.

EXTERNAL AREAS OF THE SCHOOL


- Perimeter fencing is checked daily as part of the Site Teams Health and Safety inspection.
- Nursery and Reception outdoor areas are checked daily by the relevant teams with reports kept by SBM.

DURING SCHOOL EVENTS

- Ensure all areas out of bounds to visitors are clearly marked.
- All fire exits to remain unlocked during the event.
- Access to areas containing valuable equipment to be restricted or items to be securely locked away.
- All classrooms to be locked at the end of the day.

04. FIRE SAFETY

All fire exits to be clearly marked and kept free of obstructions. All fire extinguishers, fire blankets and emergency lighting are clearly marked, checked weekly by the site team and maintained by an external contractor. Records kept in the Fire Folder kept in the Site Team office. This is checked by the Behaviour and Welfare committee.



Fire evacuation procedures are practised regularly throughout the academic year and all staff are aware of the role they play. Documented processes are available to view throughout the school and all visitors are advised of the evacuation process when they sign in at the main office.

05. ACCIDENTS/FIRST AID

All accidents involving children should be recorded on the pupil accident/incident report form and completed forms passed to the main office for monitoring and subsequent reporting to Governors.

Notifiable accidents and incidents involving children, staff and/or visitors are recorded and details passed to the LEA, RIDDOR and OFSTED as required.

A selected number of staff have received formal First Aid at Work or Paediatric First Aid training from St John's Ambulance with their training logged and regularly updated.

All first aid treatment is given in line with the school's First Aid policy.

6. SAFEGUARDING

The Barred List and DBS checks are carried out as part of safer recruitment checks and also for volunteers (refer to Volunteer Policy.)

The details of all of the checks are kept in the Single Central Record.

7. ELECTRICAL SAFETY

All electrical equipment is logged and monitored using the schools asset tracking system. Staff are expected to carry out visual checks of equipment before use and report any damage to the Business Manager or Site Team. Faulty items to be removed from the area, and if necessary highlighted with a notice reporting 'do not use.'

All electrical equipment within the school is PAT tested annually by an external contractor.

8. PLAYGROUND AND PE EQUIPMENT

All the playground equipment is visually checked daily by the site team with any issues reported and resolved either in house or by contacting the appropriate contractor.

PE equipment is inspected annually by an external contractor.

9. OUT OF HOURS CLUBS

Refer to the Extended Services Policy.

10. COSHH

The Control of Substances Hazardous to Health regulations are followed in the school. All substances are not left in classrooms and are locked securely away in the Site Team office and cleaners cupboard.

All relevant substances have their own COSHH Risk assessment kept on file within the Site Team office.

Disposal of such substances is done safely with due regard to environmental protection.

Suitable protective clothing to be used where required, for example, wear gloves when handling rock salt.

11. HEALTH AND HYGIENE

Notifiable and infectious diseases - details of these are kept in the main office including periods of exclusion. This information is communicated to parents as required. Staff are to use disposable gloves and other suitable equipment when dealing with a child who may have an infectious disease.

Medicines - Refer to Supporting children with Medical Needs in school policy.

Smoking - There is a no smoking policy throughout the school and its grounds.

Dogs - Dogs are not allowed on the school premises.

Hygiene - It is the responsibility of the Business Manager to oversee the cleanliness of the school and to report any issues via the Site Team. Deep cleaning procedures are in place in the event of an outbreak of sickness, etc and it is the responsibility of the whole staff to encourage and educate the children about the need for good hygiene, in particular hand washing.


Stress - Refer to the schools Stress Policy.

Occupational Health - The school will follow the procedures set out by EPM (Education Personnel Management - HR provider.)

Environmental Protection - The school will dispose of all of its waste in accordance with both national and local guidelines and reviews its waste management contract to ensure it continues to meet the needs of the school.

12. RISK ASSESSMENTS

Risk assessments are completed as appropriate for all areas of the school, for activities and events taking place on and off-site and for educational visits. All staff are aware of



the process to follow (refer to Off-Site Visits Policy) and all risk assessments are kept electronically on the main server for all to access.

Paper copies are stored in the Business Managers office who can also provide support and guidance on completion of the relevant paperwork.

Refer to Appendix 1 HSE use of contractors.

13. CRITICAL INCIDENTS

In the event of a critical incident staff are to follow the Critical Incident Policy and where necessary refer to the Business Continuity Plan.

14. MONITORING AND REVIEW

The Policy Template will be reviewed regularly so that any new initiatives, developments or changes to procedure can be taken into account.

The policy was reviewed and updated in Summer 2 2017.