


Date Reviewed:	February 2024
Review Date:	February 2025



Agreed by Health and Safety Committee	Date: 20/03/24
Name: David Goldsmith	Signature: 

Health and Safety Policy - February 2024

General Statement of Intent and Commitment

The governors and head teacher acknowledge that:

1. Suffolk County Council has the prime responsibility for health and safety and the governing body and head teacher have specific responsibilities to manage health, safety and welfare at the school level. These responsibilities are laid out in the Governing Body decision planner and are covered in general terms in the county council's scheme of delegation.

They have responsibilities

- To support the published policies and aims of the county council, and
 - To promote continuous improvement in the health and safety performance of the education service.
 - To learn from experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control
2. The head teacher, as Local Health and Safety Coordinator has principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council; The Children's Centre Manager, as Local Health and Safety Responsible Person has principal duty for ensuring local implementation of this policy for the Children's Centre at Bramford Lane and the Scout Hut storage facility.
 3. The governing body of Highfield Nursery School ensures that the Headteacher is assisted in implementing this policy and advice and guidance of Suffolk County Council and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

- **working conditions and environment**
- **substances used**
- **equipment provided, and**
- **working methods adopted**

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

4. The school Health and Safety Committee has responsibility to monitor and review the implementation of this policy termly. Andrew Morrison is the chair of the Health and Safety Committee.

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This document must be made available to all staff in the school.

The Headteacher as the Local Health and Safety Coordinator for the workplace also signs the policy.
 The Children’s Centre Manager as the Local Health and Safety Coordinator for the workplace at Bramford Lane signs the policy.



(Headteacher)

..... (Children’s Centre Manager)

Organisation

The Headteacher/Children’s Centre Manager have **responsibility** for day-to-day management of health and safety issues and are known as the **Local Health and Safety Coordinator/Responsible Person**.

All staff should have regard to their own Health and Safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that hazards can be dealt with quickly.

Individual members of staff are responsible for the particular areas as follows:

Task	Job title of person responsible
H&S Policy review	H & S Governor
Health and safety committee and/or governor committees	H & S Governors
Communication and information management	Headteacher
Critical Incident Management	Headteacher
H&S Induction Training	Headteacher
Programmed updating training	Head teacher
Personal safety procedures (also School safe)	Headteacher
Planned checks (procedures)	Governors
Planned checks (equipment)	Governors
Task	Job title of person responsible
Planned checks (premises)	Caretaker
Incident reporting/investigation	Headteacher
Fire procedures including personal emergency evacuation plans	Headteacher
Locally organised premises maintenance, repair and improvement	admin assistant

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First Aid (training and equipment)	Headteacher
Vehicle control and pedestrian safety	Headteacher Governors
Educational visits coordinator (EVC)	Headteacher
Stress and Wellbeing	CC Manager Headteacher
Child Protection Co-ordinator	Headteacher CC Manager
Supporting pupils with medical needs	SENDCo
Premises Security	Headteacher
Contractors on site	admin assistant
Outside Lettings	admin assistant

Purpose of Our Health and Safety and Wellbeing policy

As a maintained school in Suffolk, the **employer's** legal duties are placed on Suffolk County Council. In turn, through the formal Scheme of Delegation, certain responsibilities are placed on our governing body and Ruth Coleman, Headteacher and Jannice Simpson, Children's Centre Manager for the Bramford Lane Annex. This policy sets out our arrangements for Health and Safety and Well-being at Highfield Nursery School and Children's Centre and should be read in conjunction with our "Keeping Children Safe Mind map" (held in the Safeguarding file). We have a risk assessment policy and we have a risk statement included on our dispositional curriculum policy and share this with all parents at our induction evening. This is also on the website.

Health and Safety Management – a systematic approach (taken from the SCC guidance)

We provide a systematic approach to Health and Safety and Well-being by taking account of time, resources and staffing. We recognise the need to do this in order to provide a **system** which gives a reasonable assurance that hazards don't present unacceptable risks.

We and the county council believe:

- The **benefit** (not just the risk) of activities in school should be taken into full account during planning;
- Children should not be 'wrapped in cotton wool' by the removal of all the hazards that could affect school activities;
- Children benefit from understanding and experiencing risk;
- Children benefit by being involved in managing their own risks during in school activities;
- Children benefit by learning outside the classroom;
- We should not try to eliminate hazards, but to manage the risk so that the benefit of activities can be realised;
- Activities can involve an understood level of risk which is managed and acceptable;
- Staff must be competent so they have the confidence to identify and manage risk using proportionate controls;

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- Headteacher must be competent and have the confidence in the management of risk, supporting and encouraging staff and being able to balance the expectations and potential concerns of governors and parents.

Hazard and Risk (taken from the Suffolk County council guidance on risk and Health and Safety January 2017)

*A **hazard** is anything with the potential to cause harm.*

***Risk** is a measure of the likelihood of an injury, together with consideration of the severity.*

*When a person is undertaking an assessment of risk they should consider the most likely type of injury that could result from an activity. They would consider a risk to be **unacceptable** if the injury is too severe **and** too likely, bearing in mind the benefit that the activity provides. The controls in place to manage the risk should be proportionate and, if they are, the risk would be **acceptable**.*

In assessing risk, we make use of relevant information and guidance such as CLEAPSS, HSE, Suffolk Wildlife Trust advice, Suffolk Learning and human factors.

Our Health and Safety arrangements

Health and Safety Policy Review

- The school health and safety policy is reviewed and updated every year. We have two main policies; Health And Safety and also Health and Safety Care of Children
- Views from the staff and Governors are incorporated
- Health and Safety issues are included in the SIP
- All staff have access to a copy of the policy and sign up to them at their annual review at the start of the Autumn term
- Individual curriculum policy documents identify subject specific health and safety matters which are considered when the policies are reviewed as part of a rolling programme at staff meetings
- Risk assessments are reviewed annually by the staff team as part of our annual cycle of review and are kept electronically and in paper form in folders in the back office or kitchen.

Health, Safety and Welfare Committee or Governor Groups/Committees

- The Governors Health, Safety and Premises committee holds a termly meeting
- The proceedings of the meetings are formally recorded and action points brought forward for review
- The Headteacher's termly report to Governors includes matters relating to Health and Safety
- The Headteacher and Governor's Committee will routinely consider whether particular incidents indicate a wider pattern requiring attention. Where further attention appears justified, appropriate action will be taken

Communication and Information Management:

- Curriculum specific advice and information is communicated via staff briefings

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- A hard copy is in the meetings folder
- Health and Safety matters are routinely on the agenda of staff briefings, minutes of which are kept in the meetings folder and are available for all staff to read. Health and Safety meetings are held at the first staff meeting of each term

Critical Incident Management and temporary staffing absences

- The county’s guidelines are followed and staff aware of their responsibilities and the procedures. Please see our Critical Incident policy which is renewed annually in the January term
- The Head teacher will assess critical incidents on a case by case basis to initiate an appropriate response. Adequate cover for key staff is in place to maintain first aid provision (all staff), medical need (adequate staff trained for children with care plans) and security (office staff and key holders present at all times of the day)

Health and Safety Induction Training

- All staff receive induction training including training that is matched to their specific work and responsibilities
- A Health, Safety and Wellbeing induction checklist is completed and a signed copy is kept on the staff member’s personnel file

Routine Updating Training

- Records kept include a list of staff having completed each of the following
 - First Aid
 - Safeguarding
- Initial and refresher Health and Safety training for staff is considered collectively across the school
- Records are maintained for all Health and Safety training attended by staff

Personal Safety Procedures, School Safe and control of violence

- The Headteacher is School Safe trained and shares this knowledge with other staff
- The school’s security policy contains advice for staff on dealing with threatening and aggressive behaviour. All such incidents must be reported and will be investigated
- All staff have access to “Dealing with abuse, threats and violence towards school staff” guidance
- All staff wear name badges and purple ‘staff’ lanyards. All visitors and people entering the building are directed to use the main entrance, sign in at reception and are issued with a lanyard. Red for people without a DBS and green for those with a DBS. All other access points are locked during the school day
- The key holders are the Headteacher, Children’s Centre Manager, Caretaker and Daycare Managers. The cleaner also holds a set of keys.
- Arrangements have been put in place to ensure the safety of lone workers. Please see the Lone Working Policy
- Fingerguards are fitted on all doors

Planned Safety Checks

Procedures

Health and Safety monitoring in the school is carried out collectively by:

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- Governors Premises, Health and Safety Committee termly
- Annual inspections by Vertas and SCC Property Advisor
- Caretaking and cleaning staff
- Climbing frame equipment check annually by certified service provider
- Staff have the responsibility to carry out visual checks before they use equipment and report hazards to the caretaker /business team/Headteacher. The Senior Admin Assistant meets fortnightly with the caretaker to ensure the hazard reporting record is monitored and jobs addressed

Equipment

The following equipment is subject to formal, programmed and recorded maintenance checks:

- All indoor and outdoor sports and play equipment
- The school’s water system(s)- hygiene, temperature and legionnaires disease checks
- Catering equipment, including ventilators. Records for the school kitchen equipment are maintained by catering staff
- Ladders, stepladders and mobile scaffold/access equipment
- Door closers, running gear and catches (by caretaker)
- Printing and reprographics machines
- Routine inspection of electrical equipment (PAT) through the LA contractor. Children are not allowed to plug in portable electrical equipment. Staff and hirers are not permitted to bring their own equipment into school unless it has a current PAT test

Premises

- The whole school site is inspected weekly by the caretaker, in addition to daily spot checks
- Fire exits and routes, fire and security alarm systems are checked and recorded daily by the caretaker as part of the school opening and closing procedure
- An annual site security check is carried out as per the school’s Security Policy

Incident Reporting/Investigation

- The Incident Report Form (IRF) and associated guidance are in use in the school and updated information on use of IRF has been provided by SCC’s responsible person, Nina Bickerton.
- The staff fill in the IRF if needed; internal systems are used in each area for incidents not requiring the completion of an IRF
- The Headteacher, or a designated and competent member of staff, signs and checks every Incident Report form. The form is then sent to Nina Bickerton.
- Every incident is subject to investigation as appropriate with a view to preventing recurrence. The school reviews relevant risk assessments after any incident or near miss. The incident file/near miss file is kept in the Headteacher’s office and reports are given termly to the Premises, Health and Safety committee

The governor’s Premises, Health and Safety committee periodically reviews the incident history for the school and plans actions to reduce the likelihood of future incidents. Accident books and recording forms are reviewed as part of the nursery’s annual cycle in January of each year, along with the Risk Assessments annual review.

Coordination of Risk Assessment Work

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The governor's Premises, Health and Safety committee will review the need to undertake risk assessments annually. In the event that the committee decides that additional risk assessments are required these will be adopted as soon as is reasonably practicable unless the committee agrees a specific timetable.

The following risk assessments are the ones that we have identified that need to be carried out in order to set up agreed school procedure. They will only be reviewed if the circumstances change or the procedure is considered to not be working properly.

- Lone working situations, including custodian security checks and locking up
- Display screen equipment/workstations
- Manual handling
- Level of supervision in playgrounds and for play equipment
- Working at height
- Christmas Bazaar, Nativity Plays, Family Events

The following risk assessments will be carried out on an individual basis

- Identified individual children
- Educational visits and trips
- New and expectant mothers
- Risk assessments relative to an injured child i.e broken limb are kept in the class register whilst current and then filed after recovery

Fire Procedures

- The fire risk assessment is reviewed whenever significant changes to the premises or the use of the premises are planned and, in any event, at least annually
- Notices detailing the evacuation procedure and assembly point are placed around the school, with one in every classroom
- Specific plans for evacuation of less able-bodied people are devised in consultation with teachers as required. (Personal Evacuation Plans (PEP)) and are kept in the fire log
- An evacuation practice is carried out once per term
- There is a check to ensure all fire extinguishers have been examined during annual maintenance checks
- Staff are trained in the use of fire fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire and to enable them to escape in an emergency. A record of this training is kept in the staff training log
- All display fabrics are treated with fire retardant spray. The spray is stored in the locked cleaners' cupboard
- The caretaker conducts the weekly alarm test or other tests (such as the emergency lighting checks and any automated fire brigade notification systems)
- The details of the alarm and other tests, evacuation drills and fire precautions training are recorded in the Fire and Electrical log book.
- The caretaker checks daily all fire exits and doors. Records are kept in the school office
- No 'hot work' is undertaken in the school without a permit

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Locally Organised Premises Maintenance, Repair and Improvement

- The Landlords Consent Form 12 procedure is followed
- All relevant staff and governors know the asbestos procedures and have been advised about the asbestos survey report. The property advisor advises the school on any changes and how to notify these to SCC following inspection. The property advisor carries out the asbestos review
- Highfield Nursery School procures services (such as cleaning, catering and grounds maintenance) and ensures that service specifications are adequate and that contractors (or the school's own employees) work to appropriate standards

First Aid – Training and equipment

- First aid equipment is located throughout the centre.
- Belinda Handley monitors stock levels and ensures replenishment of first aid kits. Beth Lewis monitors this in the Children's Centre
- The office staff keep records of training and dates
- Staff report minor injuries via the injuries book and more serious cases via the IRF
- Children with individual care plans have specific procedures for alerting emergency services. These plans are shared with relevant staff and training given where appropriate
- First aid arrangements for visits and trips are considered in each case

Vehicle Control and Pedestrian Safety

- We encourage all staff, parents and visitors to use the designated car park

Education Visits Coordinator (EVC)

- The school has a coordinator who has completed the LA training
- The school has a policy based on the model provided by the county council. All current advice from the LA is followed

Stress and Wellbeing

The school takes positive action to manage stress and wellbeing issues. The school has bought into the LA wellbeing scheme and employee assistance programme. Its benefits are brought to the attention of all staff. Please refer to the Emotional Health and Wellbeing policy.

- Stress and workload management issues are discussed and recorded during performance review discussions as necessary. If a member of staff informs the school that they are suffering from work related stress, then a personal risk assessment will be undertaken and wherever possible, the school will work with the member of staff to alleviate the factors causing stress and encourage the use of the employee assistance programme
- The Wellbeing co-ordinators are Jannice Simpson and Ruth Coleman. The school has a Peer to Peer Well being group that meets termly – led by Jannice Simpson.
- Display Screen Equipment self-assessments are carried out annually as part of the staff supervision cycle

Safeguarding Procedures

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- The school has adopted the LA model policy and follows all Suffolk Safeguarding Children Board’s guidance. The EYFS provides the statutory framework for Safeguarding as does Working Together to Safeguard Children 2023 and Keeping Children Safe in Education 2023. Our safeguarding procedures are outlined in our safeguarding “Keeping Children Safe Mind map” which is held in the Child Protection file

Supporting Pupils with Medical Needs

- The school follows the EYFS statutory framework. We have adopted the templates for supporting pupils with medical needs from the Department for Education document “Supporting pupils at school with medical conditions”
- The school has robust arrangements for the administration of medicines and for the management of medicines within the school. Please refer to our Health and Safety Care of Children policy

Premises Security and Visitor Safety

- There are suitable arrangements in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school and contractors) are present on site
- All visitors to the school, including contractors, are directed to Reception and required to sign in given a yellow badge on a red or green lanyard and a visitor information leaflet
- Contractors are briefed on procedures to follow whilst on the premises and are requested to sign the asbestos register
- All school staff are informed of areas to avoid for the duration of the work
- The Headteacher takes responsibility for monitoring the contractor’s safety performance in order to prevent danger to people other than the contractor’s staff