

Stocksbridge Nursery Infant
School



HEALTH AND SAFETY POLICY
OCTOBER 2020

This policy consists of:

- our Health and Safety Policy Statement;
- our organisational structure of responsibilities; and
- The arrangements by which we will achieve a safe working environment for staff, pupils and visitors to the school.

This safety policy will be regularly reviewed and updated

Signed
Position Headteacher
Date 7.10.20
Date for Review Oct 2021

HEALTH AND SAFETY POLICY STATEMENT

The Headteacher, Governors and staff at this school are committed to providing high standards of health and safety for all users of the school.

As a school, our educational priorities aim to:-

- encourage all pupils to achieve their full academic and social potential;
- provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
- provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others;
- create an atmosphere in which students enjoy and take pride in their achievements.

These educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where Governors, the Headteacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

Aims

- To ensure that the school is always a safe and healthy place in which to work.
- To provide plant, equipment, resources and systems of work that are safe and without risks to health
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees, authorised volunteers and third party users to avoid hazards and contribute positively to their own health and safety at work
- To ensure the dissemination of all relevant information from the CYPF and other bodies to the correct user[s].
- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information

It is my responsibility, as the headteacher, to see that the above commitments are fulfilled through the co-operation of everyone in the organisation and to account to the School Governors and LEA regarding health and safety performance.

Signed _____ Date _____

ORGANISATION STRUCTURE OF RESPONSIBILITIES

1. Prime responsibility for health and safety rests with the Sheffield Education Service Directorate, as employer. Overall responsibility for the management of Health and Safety at Stocksbridge Nursery Infant School is that of the Headteacher and the Governing Board.
2. The Headteacher and Governing Board are thus responsible for the management of all aspects of health and safety associated with the operation of the school. The Governing Board has responsibilities in so far as it has control of the functioning and premises of the school.

The Governors will:

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Deal with any health and safety problems brought to them by the Head Teacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the Council and CYPF Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Help prepare, implement and monitor a “site-specific” health and safety policy
- Confirm compliance with Statutory and Local Authority policies and procedures and monitor health and safety management within school
- Ensure that appropriate risk assessments have been carried out
- Ensure that all members of staff receive appropriate training.
- Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance
- Ensure adequate consultation takes place to allow everyone to contribute to safe working. This will be done in the following way:

The Headteacher will:

- Take overall responsibility for day to day management of health and safety issues
- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Ensure that suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school are carried out. Further, to act upon those assessments in order to reduce risk.
- Attend health and safety training courses as appropriate.
- Ensure the provision of adequate training, communication, instruction and supervision for all members of staff (including supply staff and volunteers).

- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.
- Ensure staff have an appropriate workload in support of a reasonable work/life balance.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the governors.

Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working. This will be done in the following way

THE ASSISTANT HEADTEACHERS in liaison with Buildings Officer is responsible for discharging the duties contained in paragraph (2) in the absence of the headteacher or when the headteacher is off-site.

All Staff Members will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the schools policies and procedures and follow any guidance, policies and procedures issued by the CYPF.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits.
- Attend health and safety training courses as appropriate.
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders.
- Bring to the attention of the Headteacher information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the Headteacher any problems that they feel that they cannot deal with themselves.
- Take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with the health and safety policy of their employer.

ACCIDENTS

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents involving staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided. Copies of accident report forms are sent to the CYPF Health and Safety Advisers.

Document	Location
Accident Report Forms	Office
RIDDOR report forms	Office

The following people have responsibilities for:

Name	Responsible for:
Jane Townsend	Recording all accidents to staff / pupils
Jane Townsend	Ensuring that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive (under the RIDDOR regulations), are reported to the incident call centre (0845 300 9923) and also to the CYPF Health and Safety Team
Jane Townsend	Ensuring risk assessments are reviewed in light of lessons learned
Jane Townsend	Periodically reviewing accident reports to identify trends
Jane Townsend	Reporting serious incidents / accidents to Governors

ASBESTOS

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings and in many products. It was used mainly because of its fire proofing and insulation qualities.

We have got an Asbestos Management survey on site and this has been shared with all members of staff. Staff are aware that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale the fibres.

All documentation relating to asbestos is kept:

Document	Location
Asbestos Register	School office
Asbestos management survey and risk assessment	School Office
Asbestos survey review documentation	School Office

NB. The location of the register is important, as it must be readily available to all who need to consult and sign it.

Name	Responsible for:
Jane Townsend	Overall responsibility as Named Duty Holder
David Grocock, Office Staff	Bringing the asbestos register to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work. e.g. other school / site staff, surveyors, contractors, computer technicians, visitors, helpers etc

David Grocock	Advising the Assets team at the concept stage of work via the Permission to Work scheme
David Grocock	Making sure more detailed surveys (covering the full scope of works) are in place for invasive work e.g. wiring, refurbishment, plumbing, demolition etc
David Grocock	Regularly reviewing the condition of asbestos material and recording the findings
David Grocock	Regularly reviewing asbestos risk assessments and recording findings
David Grocock	Making sure that floor plan changes are recorded and updated

The following people have attended Asbestos training

Name	Date of Training:
David Grocock	17.12.2007
Jane Townsend	10.12.2007

CONTRACTORS

Measures will be taken to ensure that contractors, working in or for the school, meet all necessary health and safety regulations and carry appropriate certification.

Health and Safety issues applying to the school will apply to contractors and relevant aspects brought to their attention. This will be carried out by the Buildings Officer in liaison with the Headteacher.

CURRICULUM SAFETY

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education – formerly BAALPE) will be available for staff.

The Governors and Headteacher have responsibility for making sure that staff are competent and attend training as appropriate

Document	Location
CLEAPSS	Headteacher's office
AfPE	Headteacher's Office
DATA	Headteacher's Office

The following people have responsibilities for:

Name	Responsible for:
Jane Townsend	Ensuring risk assessments are in place for all tasks / activities

EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES

The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad. We currently use the EVOLVE on line approval system.

We have a named Educational Visits co-ordinator who has received the appropriate Local Authority training and is responsible for:

- ~ Supporting the Headteacher when approving educational visits
- ~ Assessing the competency of leaders and other adults on the visit
- ~ Ensuring that all members of staff receive induction training in the schools process for educational visits
- ~ Helping and supporting members of staff with the planning of educational visits including help with risk assessments

Document	Location
Educational Visits Documentation	Server
Educational Visits Generic Risk Assessments	Server

The following people have responsibilities for:

Name	Responsible for:
Jane Townsend	Educational Visits Co-ordinator
Jane Townsend	Reporting Educational Visits to Governors
Jane Townsend	Ensuring staff receive induction training in educational visits
Jane Townsend	Ensuring post visit evaluation is completed

The following people have attended EVC training and also EVOLVE training

Name	Date / Type of Training:
Jane Townsend	4.3.2014

ELECTRICITY

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician. (This is carried out automatically for those that subscribe to the **Premises Package**).

Document	Location
Inventory of Portable appliances	Office
PAT testing Certificate	Office
Fixed installation test certificate	Premise Office

The following people have responsibilities for:

Name	Responsible for:
All staff	Visually checking portable electrical appliances
David Grocock	Arranging the testing of portable appliances
David Grocock	Ensuring the five yearly checks are carried out on the fixed installation
David Grocock	Arranging repairs / remedial work
David Grocock	Showing key members of staff how to isolate the electrical supply in an emergency situation

FIRST AID

This school will follow the statutory requirement for first aid equipment and provide suitably trained first aid staff. Where there are young children on site i.e. Nursery's / Breakfast and after school clubs, key members of staff hold an additional paediatric first aid certificate.

NB There is sufficient paediatric first aiders to ensure cover on all off site activities involving young children.

Our school risk assessment identifies the actual number of first aiders required.

(As a rough guide the recommendation is 1 first aider for every 100 people on site. This is usually made up of 2 fully qualified first aiders, with the remainder holding the 1 day emergency first aid certificate)

The following people hold a relevant first aid qualification.

Name	Date of Qualification	Level of qualification i.e. full/ emergency / paediatric
Carly Redgate	9.2.18	Paediatric
Jane Marsh	20.6.17/24.01.2019	Full & outdoor
Jackie Jennings	16.10.18	Paediatric
Janette Newton	22.6.18	Full
Alison Priest	24.1.18	Full
Linda Greenwood	12.02.20	Paediatric
Eliann Cowley	25.2.19	Paediatric
Wendy Schofield	26.10.18	Paediatric
Lynda Bembrick	12.02.20	Paediatric
Abigail Spencer	2.09.19	Paediatric
Katie Miles	2.9.19	Paediatric
Ashley Denton	26.10.18	Full
Pat Darnill	26.10.19	Full
Ruth Heavens	23.9.20	Paediatric
Rob Barker	14.10.20	Paediatric
Jane Townsend	16.10.20	Paediatric
Kirsty Rogers	16.10.20	Paediatric

The following people have responsibilities for:

Name	Responsible for:
Jane Townsend	Ensuring that a risk assessment is in place to determine the appropriate level of first aid cover throughout the whole of the school day (including off site activities)
Claire Wells	Keeping records of First Aid Qualifications and ensuring these are re validated
Carly Redgate	Ensuring First Aid boxes are checked and restocked on

a regular basis

FIRE

An outbreak of fire in a school can be extremely serious. The **Regulatory Reform (Fire Safety) Order 2005** makes it a legal requirement for each building to have an up to date fire risk assessment. Our Fire Risk assessment identifies all sources of heat with the potential to cause fire e.g. gas heaters, Bunsen burners, cookers etc. and it also consider the storage of combustible materials.

When our school requires painting, only paints providing a flame retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc).

Ongoing monitoring is carried out to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

Internal fire doors are kept closed to stop fire spreading. Hydraulic door closers are checked regularly and maintained as necessary to ensure correct operation (damage to these closers is very common in schools).

All documentation relating to fire safety is kept:

Document	Location
Fire Risk Assessment (including Arson Assessment)	Premises Office
Fire Precautions Log Book	Premises Office
Fire Safety Training Records	In the log book

The following people have a role to play in ensuring fire safety issues are adequately dealt with

Name	Responsible for:
Jane Townsend	Named Responsible Person
David Grocock	Ensuring there is a current fire risk assessment in place and a process for reviewing / updating on a regular basis
Jane Townsend and David Grocock	Inducting new members of staff and supply / agency staff, contractors etc
Jane Townsend and David Grocock	Making sure that staff receive regular refresher training
Jane Townsend, Claire Wells, David Grocock	Making sure relevant information is shared with other users of the premises such as lettings, breakfast and after school clubs etc
Jane Townsend and David Grocock	Ensuring regular fire drills are carried out and recorded
David Grocock.	Keeping the Fire Precautions Log Book up to date

GAS

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

Document	Location
Gas Servicing Certificates	In the premises office

The following people have responsibilities for:

Name	Responsible for:
David Grocock	Arranging the testing and maintenance of gas appliances
David Grocock	Arranging repairs / remedial work
David Grocock	Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe)
David Grocock	Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation

LEGIONELLA RISK MANAGEMENT

Legionnaires' disease is a type of pneumonia. It is an uncommon, but serious disease.

People can catch Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium.

Legionnaires' disease does not spread from person to person.

We have had a full Legionella audit of the school which has been shared with all members of staff. Key members of staff have a role to play in ensuring that the findings of the audit are actioned and making sure that regular monitoring is carried out on site

Document	Location
Legionella Survey	Premises Office
Legionella Log Book	Premises Office

The following people have a role to play in ensuring the procedure in place for managing Legionella issues:

Name	Responsible for:
Jane Townsend	Overall responsibility as Named Duty Holder
David Grocock	Ensuring that the recommendations of the Legionella risk assessment are carried out
David Grocock	Ensuring that the Legionella risk assessment is reviewed on a regular basis
David Grocock	Ensuring that all activities identified in the maintenance programme are carried out and recorded
David Grocock	Keeping the Log Book up to date

The following people have attended Legionella training

Name	Date of Training:
David Grocock	July 2017
Jane Townsend	22.1.2008

LITTER

All staff will actively promote a litter-free environment. The Buildings Officer will ensure that regular litter collections are carried out in the school grounds and that anything representing a hazard is removed immediately.

MEDICAL NEEDS

There is no legal obligation requiring school staff to administer medication. However, this school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

Document	Location
Medicines Policy	Server
Pupils individual care plans	Disabled toilet
Consent Forms	Child's personal record in office

The following people can administer medicines and have received relevant training

Name	Date of Training	Type of training i.e. use of epi-pen
Jackie Jennings	16.10.18	9.10.17
Eliann Cowley	15.2.19	
Janette Newton	22.6.18	9.10.17

PERMISSION TO WORK

The CYPF Permission to Work process is in place at this school for all work that is intrusive to the fabric of the building. The following people have responsibilities:

Name	Responsible for:
David Grocock	Ensuring that the CYPF Assets Team is informed at the planning stage of any work that is intrusive to the fabric of the building
Jane Townsend and David Grocock	Inducting new members of staff in the process
David Grocock	Ensuring that all non-intrusive work is risk assessed
David Grocock	Keeping an up to date log of all non intrusive work

The following people have attended training in the permission to work scheme

Name	Date of Training:
David Grocock	29.5.2015
Jane Townsend	28.1.2015

PREGNANCY

Appropriate consideration will be given to the special needs of new and expectant mothers working in the school, whether or not this is on a paid or a voluntary basis. A copy of the Health and Safety Executive publication "New and Expectant Mothers at Work" is kept on file and the advice contained within this booklet will be followed. An appropriate risk assessment will be carried out and a copy is kept on file.

RISK ASSESSMENT

Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

All of our Risk Assessments are recorded. We usually use the CYPF Generic Risk Assessment booklets as a starting point but, where there are no generic assessments we carry out our own assessments using the blank assessment form which can be found in the Health Safety and Risk area of Schoolpoint). Risks are assessed periodically (usually on an annual basis), following an accident, on the introduction of any new process/equipment and also any change in circumstances.

We share the findings of our risk assessments with all members of staff

Risk assessments are usually kept:

Document	Location
Fire Risk Assessment	Premises office with fire log
Generic Premises Risk Assessment	Archive store
Foundation Stage Risk Assessment	Archive Store
Educational Visits Risk Assessments	On server, workspace, risk assessment, visits and also in risk assessment file, HT office
Hazardous Substances Risk Assessments	School Office with asbestos register
Task / activity based Risk Assessments	On server, workspace, risk assessment and also in risk assessment file, HT office.

Shown below are the name(s) of the staff assisting with the assessment process as well as details on when they will be carried out and our updating systems.

The following people assist with the assessment process for their individual area of work:

Name	Area of responsibility
Fire Risk Assessment	Fusion Safety – Les Asquith
Generic Premises Risk Assessment	All staff
Foundation Stage Risk Assessment	Reception and Nursery teachers shared with all staff
Educational Visits Risk Assessments	Lead teacher in liaison with EVC
Hazardous Substances Risk Assessments	Buildings Officer
Task / activity based Risk Assessments	Buildings Officer, Headteacher, Assistant Headteacher, teacher dependent on RA.

NB It is the Headteachers responsibility to ensure that risk assessments are carried out. However the Headteacher may delegate the function or request the assistance of competent staff in carrying out a risk assessment.

SECURITY

See security policy.

SUBSTANCES

The **Control of Substances Hazardous to Health Regulations** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes

Document	Location
Hazardous substances inventory i.e. cleaning/janitorial substances, science chemicals, glues and paints for art etc	Premises Office
Hazard Data Sheets	Premises Office
Documented risk assessments	Premises Office

The following people have responsibilities for:

Name	Responsible for:
David Grocock	Keeping the inventory up to date
David Grocock	Ensuring hazard data sheets are available
David Grocock	Making sure that risk assessments are documented
David Grocock	Making sure Personal Protective Equipment (where necessary) is provided and worn
David Grocock	Training staff in the safe use and handling of substances
David Grocock	Disposing of surplus substances safely

SMOKING

This school regards itself as a health-promoting organisation. It recognises that its staff act as role models for pupils in all aspects of school life, including health promotion. In light of the evidence that second hand smoke causes damage to health this policy has been implemented to;

- protect the staff, children and young people and visitors from the effects of tobacco smoke
- acknowledge the educational role of the organisation in discouraging children and young people from starting smoke; and
- Help smokers to quit.

Smoking is not allowed anywhere on the premises – buildings and grounds. This is inclusive of e-cigarettes.

Staff are recognised 'role models' and as such are required not to smoke in sight of the children. This will include visits/school trips etc. and include teaching and non teaching staff.

The No Smoking Policy applies to all visitors to the school (including suppliers, supply or temporary staff and repair people).

It will be requested that parents and carers adhere to the No Smoking Policy and refrain from smoking on the school grounds.

We recognise that smoking is an addictive behaviour. Anyone who wishes to give up should contact the Sheffield Stop Smoking Service on 0800 068 4490.

STAFF WELL BEING AND STRESS

The health and wellbeing of all members of our staff is considered as part of the schools risk assessment process. All members of staff have the opportunity to contribute to the schools stress risk assessment. This is reviewed periodically and the findings shared with staff.

Document	Location
Stress Risk Assessment	Server
Information relating to Employee Assistance Programme	http://www.wsm-wellbeing.co.uk/

WORK EXPERIENCE

The Schools Work Experience Co-ordinators will ensure that there is clear communication and co-ordination between placement providers, students and parents. All work experience placements will be vetted by a competent person and the co-ordinator will ensure that specific risk assessments have been carried out. They will also carry out on-site monitoring of placements

Document	Location
Safety on Work Experience	Server
Risk Assessments	Server

The following people have responsibilities for:

Name	Responsible for:
Ruth Heavens	Work Experience Co-Coordinator
Ruth Heavens	Ensuring work experience placements have been vetted
Ruth Heavens	Making sure risk assessments are available and have been shared with students / parents
Ruth Heavens	Carrying out monitoring visits during work experience placements

WORKING AT HEIGHT

A Code of practice and guidance exists for working at height. A copy of this is kept in the safety file in the school office. Staff are made aware of its existence and informed to consult guidance documents as appropriate. All staff, students and volunteers are briefed on Working at Height. The Building Officer carries out specific risk assessments for any activity requiring working at height. No person working alone in school works at height at any time.

Document	Location
Working at height equipment register	Premises Office

WORKING ALONE

A Code of practice and guidance exists for lone working. A copy of this is kept in the safety file in the school office. Staff are made aware of its existence and informed to consult guidance documents as appropriate. All staff are briefed regularly through the termly Health and Safety audit re the risks and

guidance when working alone. The Building Officer ensures someone has been informed on his/her location and activity when working alone. They always carry a mobile phone or walkie talkie. They carry out only those tasks which have been assessed as posing a low risk.

Useful Contacts

The **Health, Safety and Wellbeing Consultants** are based at:

Moorfoot Building
Level 8
East Wing, Zone 3
Sheffield
S1 4PL

Contact details: 0114 2734082 or healthandsafety@sheffield.gov.uk

Health & Safety Team

Gary Lund - Service Manager, Health, Safety & Wellbeing.

Tel: 0114 2930536

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Claire Hallam (Senior Health Safety & Wellbeing Consultant)

Deborah David (Senior Health Safety & Wellbeing Consultant)

Sarah Green (Senior Health, Safety & Wellbeing Consultant)

Shamshad Hussain (Health, Safety & Wellbeing Consultant)

Mark Baker (Health, Safety & Wellbeing Consultant)

Dave Holden (Health, Safety & Wellbeing Consultant)

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Insurance & Risk

Matt Hardwick (Risk Advisor) – 0114 2053915

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Transport & Facilities Management Helpdesk - 0114 2735621

PFMContactCentre@sheffield.gov.uk