

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School – Basnett Street Nursery School & The Chatterbox Club**
- **Category of School – Early Years**
- **School Number - 12173**
- **School Address – Basnett Street Burnley BB10 3ES**

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

*As a Community or Voluntary Controlled School the County Council is the employer. The Governing Body is responsible for the use of the premises. The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The County Council, the Governing Body and the Headteacher should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe and health working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review by the county council;
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document".

Signed: <i>Lindsay Ingham</i>	Signed: Mrs Thelma Cullen On behalf of the Governing Body
Headteacher's Name: Mrs Lindsay Ingham	Chair of Governors Name: Mrs Thelma Cullen
Date: Oct 25	Proposed Review date: Oct 26

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Lindsay Ingham - Headteacher
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is	Grace Walker – Chatterbox Club Manager Carol Carpenter – School Business Manager
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:	Lindsay Ingham –Headteacher Grace Walker – Chatterbox Club Manager
The Health & Safety objectives * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, the HSE) will be developed and monitored by:	Lindsay Ingham – Headteacher
The documented Health & Safety objectives and any associated action plan(s) can be found: <u>Note:</u> Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.	Health & Safety policy located in School Policies file in the main office. Health & safety updates given out at staff meetings and minuted
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety; 2. Not interfere with anything provided to safeguard their health and safety; 3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 5. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. 	

Health and Safety Risks Arising from Work Activities

I/we will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

<p>Risk assessments will be undertaken by:</p> <p>Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.</p>	<p>Lindsay Ingham – Headteacher</p> <p>Grace Walker – Chatterbox Club Manager</p>
<p>The significant findings of risk assessments will be reported to:</p>	<p>Lindsay Ingham – Headteacher</p> <p>Grace Walker – Chatterbox Club Manager</p>
<p>Action required to remove/control risks will be approved by:</p>	<p>Lindsay Ingham - Headteacher</p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p>Carol Carpenter – School Business Manager</p> <p>Grace Walker – Chatterbox Club Manager</p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p>Lindsay Ingham – Headteacher</p> <p>Grace Walker – Chatterbox Club Manager</p>
<p>Risk Assessments will be reviewed regularly (3 yearly is the minimum review period recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:</p>	<p>Lindsay Ingham – Headteacher</p> <p>Grace Walker – Chatterbox Club Manager</p> <p>Carol Carpenter – School Business Manager</p>

School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health & safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school;
- f) comply with appropriate directions given by the county council on health and safety requirements; and,
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will, upon request, make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

Consultation with Employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	Lindsay Ingham - Headteacher
Consultation with employees is provided via:	Individual staff appraisals, review of documents, weekly staff meetings, circulation of draft documents for consultation,

Safety Representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the Headteacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.

Safe Plant and Equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Responsible person(s) for identifying all equipment/plant needing maintenance:	Lindsay Ingham – Headteacher Carol Carpenter – School Business Manager
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Lindsay Ingham – Headteacher Carol Carpenter – School Business Manager
Responsible person(s) for ensuring that all identified maintenance is carried out:	Lindsay Ingham – Headteacher Carol Carpenter – School Business Manager
Any problems found with equipment should be reported to:	Carol Carpenter – School Business Manager
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Carol Carpenter – School Business Manager

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	In the nursery staff room kitchen
Health and safety advice is available from:	Lindsay Ingham - Headteacher Carol Carpenter – School Business Manager

Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	Carol Carpenter – School Business Manager Kate Cunliffe – Teaching Assistant
Health & Safety in shared premises (where applicable) is managed by:	Lindsay Ingham – Headteacher will ensure that any employees working at locations under the control of other employers are provided with relevant information to ensure their health and safety.

Competency for Tasks and Training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangements for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Lindsay Ingham – Headteacher Grace Walker - Chatterbox Club
Job specific training will be provided by:	School/LCC and other External Agencies
Jobs requiring specific health & safety training are:	Headteacher Premise Management Asbestos Training – E Learning Fire Prevention & Procedures – E Learning COSHH – E Learning DSE – H&S E Learning Ladder Safety Training – E Learning
Training records are kept at/by:	The school office by Carol Carpenter – School Business Manager
Training will be identified, arranged and monitored by:	Lindsay Ingham - Headteacher

Accidents, First Aid and Work-related Ill Health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid box(es) is/are available:	Children's Bathroom & Nursery Staff room
The first aider(s) and appointed person(s) is/are:	Gillian Burnie – Teaching Assistant
All accidents and cases of work-related ill health are to be reported to:	Lindsay Ingham
*Health surveillance is required for employees doing the following jobs within the school:	Pregnant staff with lifting duties
Health surveillance will be arranged by:	Lindsay Ingham
Health surveillance/records will be kept by/at:	Risk Assessment File – Main Office

Performance Monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement and to keep records.

To check our working conditions and ensure our safe working practices are being followed, we will:	Lindsay Ingham - Headteacher
Conduct workplace inspections. These are carried out by:	Carol Carpenter – School Business Manager

Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	Lindsay Ingham - Headteacher Carol Carpenter – School Business Manager Risk Assessments file in Main Office
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	Lindsay Ingham – Headteacher Grace Walker – Chatterbox Club Manager
Responsible person(s) for investigating work-related causes of sickness absences:	Lindsay Ingham - Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	Lindsay Ingham - Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Lindsay Ingham - Headteacher Carol Carpenter – School Business Manager

Emergency Procedures - Fire and Evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	Lindsay Ingham – Headteacher Carol Carpenter – School Business Manager
Escape routes are checked by/every:	Site Supervisor - weekly:
Fire extinguishers are maintained and checked by/every:	Walker Fire (UK) Ltd - annually
Alarms are tested by/every:	Site Supervisor - weekly
The emergency evacuation procedure is tested by/every:	Termly by Lindsay Ingham - Headteacher
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Lindsay Ingham – Headteacher Carol Carpenter – School Business Manager

Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Applicable (✓)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	✓	School Portal
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	Risk Assessment File – Main Office
Catering		n/a
Cleaning/caretaking	✓	Site Supervisor File – Main Office
Control of contractors	✓	Contractors File – Reception Entrance & Visitors Policy – Main Office
Disability access (health & safety implications)	✓	Risk Assessment File – Main Office
Display Screen Equipment and Eye Tests	✓	
Driving at Work		n/a
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	Premise Management File – Main Office
Emergency Procedures other than Fire e.g. flood, services failure	✓	Emergency Evacuation Plan – Main Office
Extended school and community use	✓	SLA – The Chatterbox Club – Main Office
Falling Objects/Safe storage	✓	Risk assessment File – Main Office
Fire Safety	✓	Policy File – Main Office
First Aid	✓	First Aid Box – Gillian Burnie – Children's Bathroom
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	Premise Management File – Main Office
Hot surfaces, scalds and burns		
Health & Safety Induction (checklist available on web site)	✓	Induction File - Office
Lettings to non-school groups		
Manual Handling	✓	Staff Training Records - Office
Minibuses		

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found
Mobile phones (the use of)	√	Safeguarding File & Online Safety File – Main Office
Needles and needle stick injuries		
Personal safety including lone working and violence and aggression	√	Policy File – Main Office
Play Equipment installations inspections	√	Premise Management File – Main Office
Playgrounds and external areas	√	Premise Management File – Main Office
Ponds and Water features	√	Forest School Risk Assessment - Main Office
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	Lindsay Ingham - Headteacher Carol Carpenter – School Business Manager
Pupil moving and handling (special needs)	√	Staff Training Records – Main Office
Pregnant employees and nursing mothers	√	School Portal – Risk Assessment File – Main Office
Reporting of health & safety concerns/faults	√	Health & Safety Policy – HT Office
Shared use of buildings	√	
Sharps e.g. broken glass either in school building or external grounds	√	Site Supervisor File – Main Office
Slips and trips	√	Risk Assessment File – HT Office
Stress	√	School Portal - HR
Substances – COSHH	√	Site Supervisor File – Main Office
Swimming pools		n/a
Vehicle and pedestrian traffic	√	School Newsletters/School Portal information
Visitor and volunteers safety	√	Policy File – Main Office
Waste storage and disposal	√	Premise Management File – Main Office
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Legionella & Water Hygiene Monitoring Log File – Main Office
Work equipment and machinery	√	Risk assessment File – Main Office Laminator/Photocopier

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found
Working at height – ladders, access equipment etc.	√	Staff Training Records – Main Office
Workplace Inspection	√	Premise Management File – Office & Risk Assessment File – Main Office

Table of Non-Occupational Health & Safety Topics/Activities that apply

Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	√	Policy File – Main Office
*Educational Visits	√	Policy File – Main Office
Food safety and hygiene		
Outdoor activities	√	Policy File – Main Office
PE Equipment		n/a
Pupil handling and restraint	√	Policy File – Main Office
Grounds maintenance activities		
Pupil movement and flow	√	
School transport		n/a
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking	√	Poster signs & Policy File – Main Office
Special needs of pupils health & safety issues	√	Policy File – Main Office
Stage and drama activities		n/a
Supervision of pupils	√	Policy File – Main Office

Technology rooms and equipment		n/a
Wearing of jewellery	√	Induction, Parents Meetings - Office
Work experience	√	Co-ordinator – Carol Carpenter

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc.

Note: Educational Visits have a separate intranet site on the Schools Portal at [Educational Visits](#).