

# HEALTH AND SAFETY POLICY

**Incorporating the Local Health and Safety Arrangements for:**

**Appletree Nursery School (06/160)  
Milking Stile Lane Lancaster LA1 5QB**

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 a Foundation or Voluntary Aided School the Governing Body is the employer and 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 Governing Body and the Headteacher should work in partnership to meet these responsibilities.

**(\*NB Schools should delete the paragraph that is not applicable and this instruction prior to signing. This will allow all information and the signatures to fit on the front page to facilitate display)**

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:	Signed:  On behalf of the Governing Body
Headteacher's name:	Chair of Governors name:

Date:	Proposed Review date:

## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	The Governing Body
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	Christine Branscombe, Head Teacher Michelle Sharkey – School Business Manager Lindsay Wishart- Business Support Officer
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:	Premises Issues – Christine Branscombe Fire Safety – Christine Branscombe/ Firdauwse Essa/Stacy Jackson Emergency Planning –Christine Branscombe Out of Hours – Group 4 Educational Visits – Christine Branscombe/ Firdauwse Essa
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:	Christine Branscombe
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>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</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> <li>5. The Conditions of Employment of Teachers provide 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.</li> </ol>	

\* Health & Safety objectives should be set for improvements in the management of health & safety within the school. These can be formal or informal objectives e.g. within the School Development Plan or in the minutes of Governors or Staff meetings respectively. Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.

### Examples of objectives might be:

- a % reduction in accidents will be achieved by changes to playground supervision;
- a revised procedure for dealing with contractors on site will be devised and implemented;
- revised arrival and departure arrangements will be put in place to separate vehicles and pedestrians on school grounds;
- raising health & safety awareness by using the County Council's e-learning courses.

### 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.

Risk assessments will be undertaken by:  Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	<i>Manager responsible for the area/ activity as appropriate Lindsay Wishart/Firdauwse Essa</i>
The significant findings of risk assessments will be reported to:	<i>Christine Branscombe/Michelle Sharkey/Lindsay Wishart</i>
Action required to remove/control risks will be approved by:	<i>Christine Branscombe/Michelle Sharkey/Lindsay Wishart</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Christine Branscombe/Michelle Sharkey/Lindsay Wishart
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Christine Branscombe/Michelle Sharkey/Lindsay Wishart</i>
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:	Christine Branscombe/Michelle Sharkey/Lindsay Wishart

## 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.

*(The list in the table at the end of this document is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed in the table. Please add any additional hazards to the list or remove any that do not apply. You should delete this paragraph once you have done this.)*

## 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:	Christine Branscombe/Michelle Sharkey/Lindsay Wishart
Consultation with employees is provided via:	<i>Individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, monthly/annual health &amp; safety meeting etc.</i>

## 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:	Christine Branscombe
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Christine Branscombe
Responsible person(s) for ensuring that all identified maintenance is carried out:	Christine Branscombe
Any problems found with equipment should be reported to:	Christine Branscombe
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Christine Branscombe

## Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	Staff Room Main Entrance
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Health and safety advice is available from:	Christine Branscombe
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	Team Line Managers: Christine Branscombe, Firdauwse Essa, Natalie Sutcliffe.
Health & Safety in shared premises (where applicable) is managed by:  - delete if premise is not shared	Christine Branscombe 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

\* It is a legal requirement to display the Health & Safety Law Poster in a prominent position in each workplace e.g. in the school's Reception area, or to give employees a copy of the Health & Safety Law leaflet.

## 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:	Team Line Managers: Christine Branscombe, , Firdauwse Essa
Job specific training will be provided by:	Team Line Managers: Christine Branscombe, , Firdauwse Essa
Jobs requiring specific health & safety training are:	Adult First Aid – training course Paediatric First Aid – training course Manual Handling – training course Food Handling – training course
Training records are kept at/by:	Database in Main Office

Training will be identified, arranged and monitored by:	Christine Branscombe, Firdauwse Essa
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## 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:	Kitchen, classrooms, main office, staff room, Community Room
The first aider(s) and appointed person(s) is/are:	<b>Sammy Westworth</b> <b>All staff for children</b>
All accidents and cases of work-related ill health are to be reported to:	Christine Branscombe, Firdauwse Essa
*Health surveillance is required for employees doing the following jobs within the school:  *Health surveillance is not required for any roles within the school.  * delete as appropriate	All posts = Any pregnant employee will require a specific Risk Assessment to be completed and their duties may need to be modified to take account of their changing capabilities
Health surveillance will be arranged by:	Christine Branscombe or team manager
Health surveillance/records will be kept by/at:	Head's Office, Health & Safety File

## 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:  Conduct workplace inspections. These are carried out by:	Health & Safety Committee – termly  Line Manager responsible for area
Review all risk assessments regularly (3 yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details
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:	Christine Branscombe
Responsible person(s) for investigating work-related causes of sickness absences:	Christine Branscombe
Responsible person(s) for acting on investigation findings to prevent recurrences:	Christine Branscombe
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Christine Branscombe

## 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:	Michelle Sharkey
Escape routes are checked by/every:	Classroom: Stacey Jackson Corridors Stacey Jackson Fire Escape: Stacey Jackson
Fire extinguishers are maintained and checked by/every:	<i>Walker Fire</i>
Alarms are tested by/every:	Firdauwse Essa

The emergency evacuation procedure is tested by/every:	Termly Minimum
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Christine Branscombe

### Table of Occupational Health & Safety Topics/Activities that apply

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation	✓	LCC procedures in place – see h&s website via school portal
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	LCC guidance followed (see h&s website via school portal) Risk assessments (see risk assessment folders)
Catering	✓	LCC guidance (see h&s website via school portal) Food Hygiene training completed by appropriate staff
Cleaning/caretaking	✓	LCC guidance re COSHH & health surveillance (see h&s website via school portal)
Control of contractors	✓	LCC guidance re engagement & induction (see h&s website via school portal) Risk assessments (see risk assessment folders)
Disability access (health & safety implications)	✓	LCC guidance (see h&s website) Accessibility Plan (see policy file)
Display Screen Equipment and Eye Tests	✓	LCC guidance (see h&s website via school portal)

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		Advice given re DSE guidance eg seating, lighting and taking breaks from working on pc – see h&s guidance notes
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	LCC guidance (see h&s website via school portal) Risk assessments in place (see folders) PAT testing completed annually No second hand electrical goods to be used in centre – only new items
Emergency Procedures other than Fire e.g. flood, services failure	✓	Appletree Emergency Plan (see policies file)
Extended school and community use	✓	Risk assessments and inductions completed appropriately
Falling Objects/Safe storage	✓	Guidance given to staff regarding safe storage (see health & safety guidance notes)
Fire Safety	✓	LCC Guidance (see h&s website via school portal) Fire Safety Folder Fire risk assessment (see fire safety folder)
First Aid	✓	LCC Guidance (see h&s website via portal) Risk assessment (see risk assessment folder in admin) Trained adult & paediatric 1 <sup>st</sup> aiders

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		onsite – training updated appropriately and posters displayed around the building
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	Services completed appropriately Guidance given to staff
Hot surfaces, scalds and burns	✓	LCC Guidance (see h&s website) Risk assessment (see risk assessment folders)
Health & Safety Induction (checklist available on web site)	✓	Appletree Staff Induction Policy Staff complete online h&s training as part of the induction process
Lettings to non-school groups		
Manual Handling	✓	LCC Guidance (see h&s website) Staff complete online manual handling training as part of induction and additional training as required Risk assessment
Minibuses		N/A
Mobile phones (the use of)	✓	LCC Guidance (see h&s website)
Needles and needle stick injuries	✓	see bodily fluids guidance
Personal safety including lone working and violence and aggression	✓	Appletree Lone Worker & Personal Safety Policy Appletree Adult Behaviour Policy Appletree Managing Violence & Aggression Policy (adults & children)

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
		Online training unit to be completed by staff
Play Equipment installations inspections	✓	Daily checks made of grounds classroom staff Termly checks completed by LCC Grounds Maintenance dept. (see reports) Risk assessments (see risk assessment folders) Annual checks of equipment
Playgrounds and external areas	✓	Daily checks made of grounds classroom staff Termly checks completed by LCC Grounds Maintenance dept. (see reports) Risk assessments (see risk assessment folders) Annual checks of equipment
Ponds and Water features		N/A
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	✓	The Centre subscribes to the Pooled Resources Operational Plan (PROP), which is a co-operative of member schools who pool funds to cover repair and maintenance of the school buildings. As part of this subscription, the Property Group arrange for all maintenance checks to be completed as appropriate.

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
		The School works closely with the District Surveyor and Property Surveyor to ensure that the School adheres to all aspects of premises management. We are currently working with the Property Group to update the annual statement of compliance.
Pupil moving and handling (special needs)	√	Appletree Behaviour Policy and procedures. Risk assessments completed as appropriate (see file)
Pregnant employees and nursing mothers	√	LCC Guidance (see h&s website)
Reporting of health & safety concerns/faults	√	Staff are advised to report concerns and faults to the Head or School Business Support Officer ( newsletters/ h&s posters in staff areas)
Sharps e.g. broken glass either in school building or external grounds	√	LCC Guidance (see h&s website).
Slips and trips	√	LCC Guidance (see h&s website).
Stress	√	LCC Guidance (see h&s website) Appletree Stress Guidance & Procedures Stress Risk Assessment in place
Substances – COSHH	√	See Cleaning/caretaking
Swimming pools		N/A
Vehicle and pedestrian traffic		

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Visitor and volunteers safety	✓	Visitors are required to sign in and out of the building. All visitors are required to wear visitor badges whilst in the building. Visitors do not have unsupervised access to areas of the building in use by children or vulnerable adults Volunteers undergo induction and training before beginning work in the School. All policies and procedures that apply to staff apply to volunteers as well. Volunteers undergo enhanced DBS checks.
Waste storage and disposal	✓	The School subscribes to the hierarchy of waste concept – 'reduce, reuse, recover'. Disposal of items is used only where unavoidable. The School has contracts with Canon Hygiene (feminine hygiene) and (nappies) to dispose of clinical waste. Electrical equipment is disposed of appropriately – see h&s website for guidance.
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	Monthly water monitoring is completed via Property Group contract. Legionella risk assessment has been completed and is reviewed annually by LCC.



<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
		Recommended legionella work has been included on building plan in consultation with LCC Maintenance Engineer.
Work equipment and machinery		N/A
Working at height – ladders, access equipment etc.	✓	The school has 1 small stepstool and 1 larger set of 5 rung stepladders. Staff complete the ladder safety training online ( LCC). Ladders are checked annually and are prechecked visually before each use.
Workplace Inspection	✓	See monitoring

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

<b>Curriculum and other non-occupational activities</b> (information and guidance is available in various parts of the <a href="#">Schools Portal</a> )	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Administration of medication	✓	Appletree Administration of Medicines Policy
*Educational Visits	✓	LCC Educational Visits & Journeys Policy
Food safety and hygiene	✓	Staff dealing with food are required to undertake appropriate training and follow appropriate process (see h&s website).
Outdoor activities	✓	Staffing structure ensures appropriate supervision of children during outdoor activities Risk assessments completed as appropriate – see risk assessment folders
PE Equipment		N/A
Pupil handling and restraint	✓	Appletree Behaviour Policy
Grounds maintenance activities	✓	The grounds are checked daily by classroom staff. Rubbish and items such as broken glass are disposed of appropriately. Weeding is undertaken through a Property Group contract, and by handyman.
Pupil movement and flow	✓	Nursery school session start & finish times are flexible in that parents can arrange for their children to be dropped off and collected at agreed times. Guidance re parking and driving around Appletree is issued to families during

		induction & throughout the school year. This is to aid movement and flow in the area at busy periods Corridors are to be kept clear at all times. All deliveries must be unpacked and stored appropriately immediately
School transport		N/A
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		N/A
Smoking	✓	Appletree Smoke Free Policy
Special needs of pupils health & safety issues	✓	Where children are identified as having particular needs in regard to health & safety issues, advice is sought from the LCC H&S Team and SEN Team as appropriate Risk assessments are completed as appropriate
Stage and drama activities		N/A
Supervision of pupils	✓	Staffing structure ensures appropriate supervision of children at all times
Technology rooms and equipment		N/A
Wearing of jewellery	✓	Parents are encouraged not to send their children to nursery wearing jewellery due to the safety issues, through the school prospectus, school inductions/ home visits, keyworker discussions and information in monthly parent newsletters
Work experience	✓	Work experience placements are not arranged for school pupils. University students are offered placements

		at the Centre. Policies and procedures that apply to employed staff apply to work experience staff or volunteers.
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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](#).