

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School** Appletree Nursery School
- **Category of School** Nursery
- **School Number** 01162
- **School Address** 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 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 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 healthy 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:
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	On behalf of the Governing Body
Headteacher's name: Christine Branscombe	Chair of Governors name: Eleanor Hick
Date: November 2021	Proposed Review date: November 2022

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):</p>	<p><i>Christine Branscombe - headteacher</i></p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. School Business Manager, Health & Safety Co-ordinator etc):</p>	<p><i>Christine Branscombe - headteacher</i></p>
<p>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:</p>	<p>Names & Designations e.g. Premises – Christine Branscombe HT & Michelle Sharkey SBM Fire Safety – Stacy Jackson Emergency Plans – Christine Branscombe HT Educational Visits – Janine Dunkeld</p>
<p>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. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><i>Christine Branscombe - headteacher</i> <i>Michelle Sharkey – SBM</i> <i>Sammy Westworth BSO</i></p>
<p>The documented Health & Safety objectives and any associated action plan(s) can be found:</p> <p><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.</p>	<p><i>Location e.g. within the School Development Plan or in the minutes of Governors or Staff meetings.</i></p>
<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.

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.	Christine Branscombe HT
The significant findings of risk assessments will be reported to:	Christine Branscombe HT
Action required to remove/control risks will be approved by:	Christine Branscombe HT
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Christine Branscombe HT
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Christine Branscombe HT
Risk Assessments will be reviewed 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. Responsibility for this rests with:	Christine Branscombe HT

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:	<i>Stacy Jackson</i>
Consultation with employees is provided via:	<i>individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, monthly/annual health & 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 HT
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Christine Branscombe HT
Responsible person(s) for ensuring that all identified maintenance is carried out:	Christine Branscombe HT
Any problems found with equipment should be reported to:	<i>Administration staff</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Christine Branscombe HT

Information, Instruction and Supervision

The Health and Safety Law poster is displayed at: <u>Note:</u> 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	In the main corridor
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Reception area, or to give employees a copy of the Health & Safety Law leaflet.	
Health and safety advice is available from:	Christine Branscombe; on line training; staff bulletins
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	Line managers for each team: Christine Branscombe; Michelle Sharkey

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:	Line managers for each team: Christine Branscombe; Michelle Sharkey
Job specific training will be provided by:	Line managers for each team: Christine Branscombe; Michelle Sharkey
Jobs requiring specific health & safety training are:	<i>Asbestos Inspection & Awareness – H&S Team & on the job training Legionella & Water Monitoring – H&S Team & on the job training COSHH – H&S Team & on the job training Management of Contractors – H&S eLearning & on-the-job training DSE – H&S eLearning Working at Height – H&S eLearning & on-the-job training Manual Handling of people - H&S Team & on-the-job training</i>
Training records are kept at/by:	<i>Sammy Westworth BSO; K drive</i>
Training will be identified, arranged and monitored by:	<i>Christine Branscombe HT Michelle Sharkey SBM;</i>

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:	<i>Every classroom, main office, kitchen, staff room</i>
The first aider(s) and appointed person(s) is/are:	<i>Name(s) and contact details or signpost to where up-to-date list is displayed Sammy Westworth BSO</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Christine Branscombe HT</i>
*Health surveillance is required for employees doing the following jobs within the school:	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:	<i>Christine Branscombe HT</i>
Health surveillance/records will be kept by/at:	<i>Christine Branscombe HT</i>

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	The health and safety sub committee
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carried out by:	
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.	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 HT
Responsible person(s) for investigating work-related causes of sickness absences:	Christine Branscombe HT
Responsible person(s) for acting on investigation findings to prevent recurrences:	Christine Branscombe HT
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Christine Branscombe HT

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:	Christine Branscombe HT Michelle Sharkey SBM
Escape routes are checked by/every:	Classroom staff Daily & dynamic
Fire extinguishers are maintained and checked by/every:	Walker fire – see compliances - yearly:
Alarms are tested by/every:	<i>Westmoreland – see compliances - yearly</i>
The emergency evacuation procedure is tested by/every:	Stacy Jackson HLTA Sammy Westworth BSO Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Christine Branscombe HT

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		LCC procedures in place – see h&s website on school portal Accidents & incidents recorded and reported to LCC Health & Safety Team & Riddor as appropriate. Accidents & incidents reported to health & safety governor committee (see minutes)
Asbestos Management Plan		LCC procedures in place – Asbestos plan for contractors to see before any work begins
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents		CC guidance followed (see h&s website on school portal) Appletree Biting & Scratching appendix to Behaviour Policy (see policy) Hygiene Policy (see policy) Risk assessments (see risk assessment folders) Gloves always used to minimise risk of crossinfection Sick powder used appropriately
Cleaning/caretaking tasks		LCC guidance re COSHH & health surveillance (see h&s website on school portal) Only COSHH approved products are in use in the building. COSSH folder kept in cleaners cupboard. Cleaning materials stored in locked

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		cleaners cupboards. Health surveillance undertaken. Risk assessments in place (see risk assessment folders)
Control of contractors		LCC guidance re engagement & induction (see h&s website on school portal) Risk assessments (see risk assessment folders) All contractors sign appropriate register to confirm sight of asbestos register and completion of contractor induction – map of building highlighting areas of known asbestos given to contractors Only contractors approved by Property Group are employed
Control of Substances Hazardous to Health (COSHH)		LCC guidance re COSHH & health surveillance (see h&s website on school portal) Only COSHH approved products are in use in the building. COSHH folder kept in cleaners cupboard. Cleaning materials stored in locked cleaners cupboards. Health surveillance undertaken. Risk assessments in place (see risk assessment folders)
Disability access (health & safety implications)		LCC guidance (see h&s website on school portal)

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Display Screen Equipment and Eye Tests		LCC guidance (see h&s website on school portal) Staff who use DSE for specified periods of time are required to complete DSE risk assessment and appropriate control measures are put in place. Eye tests are funded on request of employee
Driving at Work		LCC guidance (see h+s website on school portal) All drivers issued with instructions not to use mobile phones; given car first aid kit and issued with COAST guidance
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.		LCC guidance (see h&s website on school portal) PAT testing completed by approved contractor annually (September) Only new electrical items used within the centre – second hand items are not permitted. Staff to complete visual inspections prior to use of electrical items- items with frayed wires etc should not be used Electrical items to be disposed of appropriately and compliance certificates obtained as evidence
Emergency Procedures other than Fire e.g. flood, services failure		Appletree Emergency Plan in place
Extended school and community use		Where external groups or organisations use the building or satellite sites, a health & safety

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		induction MUST be completed and a signed document stored in the Office as evidence
Fire Safety		LCC Guidance (see h&s website on school portal) Fire Safety Folder Fire risk assessment (see fire safety folder) Termly fire drills Weekly emergency lighting and fire point testing Six monthly FFE & fire alarm servicing Weekly fire exit checks
First Aid		LCC Guidance (see h&s website on school portal) Risk assessment (see risk assessment folder in admin) Appropriate numbers of adult and paediatric first aiders trained Appropriate numbers of first aid kits onsite
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.		LCC Guidance (see h&s website on school portal) Buy into LCC Prop
Health & Safety Induction (checklist available on web site)		Appletree Staff Induction Policy Staff complete online h&s training as part of the induction process
Infection Control including needles and needle stick injuries		LCC Guidance (see h&s website on school portal) Risk assessment (see risk assessment folder)

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
		in admin)
Lettings to non-school groups		Lettings policy and folder
Manual Handling		LCC Guidance (see h&s website on school portal) 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 on school portal) Mobile phones not to be used in classrooms Mobile phones not to be used when driving Personal phone numbers not to be shared with families – only work mobile numbers only to be shared. Work mobiles to be used for work purposes only – costs of personal calls to be reimbursed.
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) Online training unit to be completed by staff
Play Equipment installations inspections		Termly checks completed by LCC Grounds Maintenance dept. (see reports) Risk assessments (see risk assessment

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
		folders) Annual checks of equipment
Playgrounds and external areas		Daily checks made of grounds and equipment by cleaning staff and classroom staff (see records)
Ponds and Water features		N/A
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)		The School 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. 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 (see policy folder) Risk assessments completed as appropriate (see file)
Pregnant employees and nursing mothers		LCC Guidance (see h&s website on school portal) Risk assessments are completed for pregnant employees Employees and parents are supported to

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
		breastfeed and suitable facilities are provided including private rooms in which to breastfeed and fridges in which to store milk
Reporting of health & safety concerns/faults		Staff are advised to report concerns and faults to the Head or School Business Manager
Severe Weather including winter gritting		LCC guidance Risk assessments are completed
Shared use of buildings		
Sharps e.g. broken glass either in school building or external grounds		Risk assessments are completed External grounds are checked daily by morning cleaners
Stress		LCC Guidance (see h&s website on school portal) Appletree Stress Guidance & Procedures (see appendix to this policy) Stress Risk Assessment in place (see risk assessment policy) Head Teacher refers to OHU assist for advice and for treatment for staff
Swimming pools		
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site		Staff who drive whilst working are required to complete the online driving training module and adhere to guidance LCC driving guidance
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

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
		<p>do not have unsupervised access to areas of the building in use by children or vulnerable adults</p> <p>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</p>
Waste storage and disposal		<p>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 Citron (feminine hygiene) and PHS (nappies) to dispose of clinical waste. Electrical equipment is disposed of appropriately. A compost bin is in the playground for food waste. Paper, cardboard and plastic bottles are recycled through Lancaster City Council collections. Items are donated to charity via schemes such as freecycle. Recycling Lives collect electrical waste.</p>
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements		<p>Monthly water monitoring is completed via Property Group contract. Legionella risk assessment has been completed and is reviewed annually. Recommended legionella work has been included on building plan in consultation with LCC Maintenance Engineer</p>

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Work equipment and machinery		
Working at height – ladders, access equipment etc.		Ladders are not used within the building by staff. Contractors who use ladders are required to have completed training in the safe use of ladders
Workplace Inspection		Inspections are carried out by the health and safety committee

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		Appletree Administration of Medicines Policy
*Educational Visits		LCC Educational Visits Policy adhered to. Janie Dunkeld have undergone EVC training. Risk assessments completed as appropriate
Food safety and hygiene		Staff dealing with food are required to successfully complete appropriate training and follow appropriate processes (see h&s website on school portal).
Outdoor activities		Staffing structure ensures appropriate supervision of children during outdoor activities Risk assessments completed as appropriate – see risk assessment folders
PE Equipment		
Pupil handling and restraint		Appletree Behaviour Policy (see policy folder) Risk assessments completed as appropriate (see file)
Grounds maintenance activities		The grounds are checked daily by cleaning staff and classroom staff. Rubbish and items such as broken glass are disposed of appropriately. Termly playground inspections undertaken by Property Group and recommendations acted upon appropriately
Pupil movement and flow		
School transport		

Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking		No Smoking signs displayed.
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		
Supervision of pupils		Staffing structure ensures appropriate supervision of children at all times
Technology rooms and equipment		
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		College and university students are offered placements at the School. Policies and procedures that apply to employed staff and volunteers apply to work experience staff

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](#).