

Health & Safety Policy

Blessing Catering Services

liberty, mutual respect and tolerance of those of different faith and beliefs. Staff members are also trained on the 'Prevent Strategy', this is utilised in the delivery of the curriculum and within our professional practice.

Table of Contents

1. Statement of General Policy
2. Organisation and Responsibilities

Matrix of delegated H&S responsibilities

3. Arrangements
 - 3.1 Children's Services Guidance/Policies for Safety
 - 3.2 Staff Induction
 - 3.3 Fire Safety
 - 3.4 Security
 - 3.5 Safety Training
 - 3.6 Dynamic Risk Assessment
 - 3.7 Premises Safety Sweeps
 - 3.8 Grounds Safety Sweep
 - 3.9 Working at Height
 - 3.10 External Educational Visits
 - 3.11 Well-being (stress)
 - 3.12 First Aid
 - 3.13 Accident Reporting and Investigation
 - 3.14 Statutory Testing
 - 3.15 Asbestos Management

4. Managing Medicines in School

- 4.1 Administering Medicines
- 4.2 Children With HIV
- 4.3 Emergency Procedures
- 4.4 First Aid
- 4.5 Fire Procedures

Appendix 1

1. STATEMENT OF GENERAL POLICY

The Governing Body of Brearley Nursery School recognises that the health, safety and welfare of all staff and pupils, whether on the children's centre premises or carrying out the centre's business elsewhere, is primarily the responsibility of Birmingham City Council (BCC) and the Directorate of Children, Young People & Families (CYPF). We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated in the first instance to the centre's Governing Body. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

1.1 On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this policy ensure, so far as is reasonably practicable, the Health and Safety of:

- a. All persons employed at Brearley Nursery School whilst they are at work;
- b. Persons other than Brearley Nursery School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Brearley Nursery School whilst they are at work.

1. To effectively achieve this, Brearley Nursery School provide, so far as is reasonably practicable:

- a) Safe premises, plant and systems of work;
- b) Safe methods of using, handling, storing and transporting of articles and substances;
- c) Information, instruction, training and supervision;
- d) A safe working environment;
- e) Safe access to, and from, a place of work and procedures for evacuation in an emergency.

1. The Governing Body for Brearley Nursery School will comply with safety policies, guidance, advice and instructions issued by BCC, the Directorate for Children's Services and advice from Children's Safety Services. Brearley Nursery School will where necessary develop and provide, so far as is reasonably practicable, additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

1 Brearley pupils and therefore will policy.



1 It is an

Nursery School consider the health, safety and welfare of its staff to be of equal importance. Our plan for safety strive to achieve this objective in the arrangements in this

offence under the Health & Safety at Work Act 1974 to

intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety

All members of staff must co-operate fully with measures the centre's will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

2. ORGANISATION AND RESPONSIBILITIES

Governing Body

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the centre's Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.**

2 The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a Safety Advisory Group. The role of the Group will be to act as a communication link between the Governing Body, Acting Headteacher, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement e.g. health and safety sweeps
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing body each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the centre's management structures or by the Acting Headteacher, to the immediate attention of the Chair of Governors
- A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

2 Members of the Group shall include the following:

Antoinette Cole	Governor Representative
Yewande Lawal	Headteacher
Judy Perks	BSS

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each Group member will be confirmed annually by their respective

bodies as appropriate and confirmed by a full governing body. The Group will meet at least each term and more often at the request of one Group member, the Acting Headteacher or the Governing body.

2 Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work. Risk assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Brearley Nursery School and Children's Centre Health and Safety Management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others (See Staff Student and LTS Handbooks).

2 Headteacher

The Governors charge Headteacher Yewande Lawal with the day-to-day responsibility of managing and enforcing Brearley Nursery School Health and Safety at Work Policy. Where necessary the Acting Headteacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this policy.

2 Leadership Team (LT)

The nature of the centre's activities can be diverse from an operational point of view and essential activities and priorities may vary between areas and areas of learning in the Early Years Foundation Stage (EYFS). LT will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of operation.

They will ensure their designated zones are inspected regularly to identify hazards and bring any concerns to the attention of the Headteacher. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Headteacher.

2 Classroom Teachers

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of work.

They will inspect their work/designated areas regularly to identify hazards and raise any concerns with their line manager. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are

needed to either eliminate or adequately control the risk. Staff members under their instruction will be informed of any findings that will also be recorded and filed for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their designated SLT member or Headteacher. Classroom Teachers/Office Manager will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Headteacher.

2 Site Manager/BSS

The Site Manager/BSS has a key role to ensure that the centre's premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Acting Headteacher. The Site Manager/BSS is also responsible for the supervision of cleaning staff, materials and any equipment they use. He will be responsible for undertaking/assisting in the risk assessment process in matters relating to his work and that of other members of staff. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of the Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the Site Manager/BSS will identify quickly areas that threaten the safety of themselves, pupils or other members of staff.

The Site Manager/BSS will inspect specified designated areas regularly to identify hazards and will bring any concerns to the attention of Acting Headteacher. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Acting Headteacher. The Site Manager/BSS will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing body/Acting Headteacher.

2 Non-Supervisory Staff

The final level of responsibility for implementing Brearley Nursery School safety plan is that of the individual member of staff who have a statutory duty to co-operate with the centre managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their line manager.

3. ARRANGEMENTS

The Governing Body will ensure that those appointed and charged with responsibility for implementing Brearley Nursery School Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required advice will be sought from Children's Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the safety manual and/or Children's Services Safety web site for guidance on specific safety topics and the BAALPE safety manual.

The arrangements for managing health and safety within Brearley Nursery School and Children's Centre are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 Children's Services Policies for Safety

Useful information, guidance and policies are contained in the schools Safety Manual or can be viewed on Children's Safety Services at: <http://www.bgfl.org/services/safety/default.htm> The website also contains contact names, numbers and email addresses for all members of Children's Services Safety Team who can be contacted directly for advice.

3.2 Staff Induction

All Teachers, new Teaching Assistants and Lunchtime Supervisors are assigned a mentor who guides them through the induction process. A record of the induction process will be kept (see Appendix SI). Safety policies are available through the staff handbook.

3.3 Fire Safety

The Headteacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps to be taken. All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in main office.

3.4 Security

The children's centre will undertake a review of security on a termly basis. This will be undertaken by the Safety Advisory group and findings will be recorded on Health and Safety Sweep Profoma and remedial action will be allocated to a member of safety advisory group. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Headteacher.

3.5 Safety Training

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

3.6 Premises Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by BSS and SBM doing a Safety Sweep every half term.

Completed, checklists will be assessed and jobs will be signed off and where necessary appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

These arrangements will be closely monitored and checklists inspected annually by the safety

advisory group and findings shared with the governing body. Any failure to comply with these arrangements must be brought to immediate attention of the Headteacher and Governing Body.

3.7 Grounds Safety Sweep

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the BSS and Assistant BSS sweeping within the school grounds and record findings on weekly premises management forms. All action required will be recorded in the BSS premises management book.

3.8 Working at Height

Headteacher/Department Heads/Managers/Supervisors/Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and properly recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

Risk assessments will be passed onto a Senior Member of Staff for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings.

Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

3.9 External Educational Visits

Yewande Lawal have been appointed and trained as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. See Educational Visits policy.

3.10 First Aid

Named Persons (see list in foyer) have been appointed and trained as first-aiders. The leadership team is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained.

3.11 Accident Reporting and Investigation

Accidents involving pupils will be recorded in room accident books. Serious accidents will also be recorded on the Accident A1 Form then sent to CYPF Safety Services. Any accident involving staff must be reported and recorded on the electronic Accident A1 form and sent to CYPF Safety Services.

All accidents will be investigated to establish facts and where necessary the risk assessment and procedures will be reviewed and where appropriate amended to prevent any reoccurrence.

3.12 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on a various items of plant and equipment at appropriate frequencies.

This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.

Further information on statutory testing - including checklists - can be obtained at the Birmingham Grid for Learning website:

<http://www.bgfl.org/services/assetmgt/files/test1105.pdf>.

The BSS and UDD will check that statutory checks have been completed.

3.13 Asbestos Management

Recognising the absolute duty to manage asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Children's Services Health & Safety: [Asbestos 2006](#). To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric of the building unless authorised to so and having regard to the asbestos guidance.

The Type 2 Asbestos Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

Contractors will be made aware of the Type 2 Asbestos Survey and this policy and requested to ensure any work they undertake has considered the possibility of disturbing asbestos. Where necessary a Type 3 intrusive survey will be undertaken in areas to be disturbed before any work begins.

The designated person responsible for enforcing this arrangement is the Headteacher.

4.0 Managing Medicines in the Setting.

4.1 Administering Medicines

The HeadTeacher accepts the need for administering certain oral medicines to children. However day to day administration of supervising the management of medical administration is delegated to room staff. There is no requirement for any staff to administer medicines, and as such administration is undertaken on a voluntary basis.

Each request for medicine to be administered should be considered on an individual basis. It is not normally expected that parents administer medicines to their children.

Medicines for asthma, eczema, eye drops for hay fever can be given. Prescribed for recognised medical will be considered on an individual basis. Seeking advice from medical professionals if needed.

All parent's will be asked to complete a medical record form and if appropriate a personal care plan. Personal Care Plan, Care Plan for the Treatment of and Request for the Administration of Medicines. Parent's must sign this form. Medicine provided to the school should be in the original container labelled with :-

- Child's name

- Name of medicine
- Dosage
- When it is to be given
- Any other instructions

Parent's must inform staff about any change to dosage and sign and date the change. Parent's need to be reminded by staff when there is a need to replenish the medicines.

If the parent's do not wish for medical treatment for religious reasons then the parents must state their views in writing on the medical permission form.

If any further advice required please contact the Nurse Educator. Contact details in Appendix 1- Contact Details.

If a child bumps their head, a head injury letter must be sent home and parents need to be informed of the injury immediately if serious or when they come to collect their child. See Appendix 1- HEAD INJURY letter.

If a child has a case of headlice, letters must be sent home to inform parents. See Appendix 1 - Headlice letter.

4.2 Children with HIV

Parents of children with HIV do not have to inform the HeadTeacher of the situation. If the head is informed she does not have to inform the staff. All staff should protect themselves at all times by wearing plastic gloves when treating any bodily spillage, blood, urine, faeces etc.

4.3 Emergency Procedures

If a child or adult becomes unconscious stay with them - call for someone else to summon help. Phone emergency services. See Appendix 1 - Stay Calm and in Control and Emergency Aid.

4.4 First Aid

A list of qualified first aiders with a recognised qualification can be found in the foyer.

4.5 Fire Procedures

Fire procedure are displayed in all room within the school. If the fire alarm rings please leave the building calmly through the nearest fire exit and assemble at the designated point. 1 member of staff from each room should check all areas to ensure that the room is empty and close the door behind them. See Staff handbook and Appendix 1- Fire Notices.

The fire alarm and fire points are checked on a weekly basis and is recorded in the Health and Safety Folder. Termly fire drills will take place in school to ensure that all staff are familiar with fire drill procedures. Fire alarm systems are checked on a Termly basis by ADT and a copy of their report is kept in the Health and Safety folder, and any issues acted upon.