



# Health Safety and Welfare Policy

## The Wharf Nursery School

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#### Introduction:

The employer (the local authority/ governing body) is responsible for health and safety, though tasks may be delegated, the responsibility cannot.

The policy is signed and dated by the Headteacher and Chair of Governors and is reviewed at annually, or sooner if there is any reason to suspect it is no longer valid.

The law regarding health and safety policies:

A written health and safety policy is a statutory requirement.

A robust safety policy demonstrates to staff, families and visitors that the organisation values their health, safety, and welfare.

This policy and information will be shared with others such as visitors and contractors, as appropriate.

# Health, Safety and Welfare Policy

## Part 1:

### Statement of general policy on health, safety, and welfare

#### The Governing Body and Headteacher of The Wharf Nursery School:

1. Recognise and accept their responsibilities to provide and maintain a safe and healthy environment, ensuring the welfare of all staff, children, and visitors.
2. Require everyone in the school community to act in accordance with the school's health and safety policy and procedures and require the same of persons they support and take responsibility for.
3. The governing body and Headteacher will provide as necessary, sufficient policy, procedures, and supervision, to ensure compliance with all relevant health and safety legislation, and will so far as is reasonably practicable ensure:
  - The maintenance of a safe environment and safe methods of working, without risks to health.
  - The safe use, handling, storage and transport of articles and substances
  - Effective information, training and support is in place to keep all staff, children and visitors safe.
  - There is safe access for all staff, children and visitors.
  - Adequate facilities and arrangements for welfare is provided
  - A positive health and safety culture is promoted, through communication and consultation with staff (and their representatives, if needed).
  - The safety of visiting contractors, members of public and authorised visitors is ensured, as far as possible.
4. In support of the above, the governing body and Headteacher will ensure an adequate process for risk assessments is carried out and significant findings shared with relevant persons, and incorporated into the school's health and safety procedures.

Over the last two years, the school has responded to the huge challenges posed by the Coronavirus pandemic. The school continues to be committed to supporting staff during the pandemic, including providing dedicated support for remote working, wellbeing support, and guidance, instruction for safe working during the pandemic.

Signature:

Date

Chair of Governors

Signature:



Date: 10<sup>th</sup> February 2022

Headteacher: Christine Willmott

## Part 2:

### Organisation and responsibilities for health, safety, and welfare

The following health and safety organisational structure, and roles and responsibilities are approved by the governing body and Headteacher.

- Employer's responsibilities.
- Surrey County Council as the employer has a statutory duty to ensure that premises and people are healthy and safe.
- The responsibility is devolved to the Headteacher who has day-to-day responsibility for staff, children and others, as 'officer in charge' of the premises.
- The Headteacher will ensure the overall implementation of this policy

### The governing body

Responsibility for the health and safety of children lies with the governing body of the school and approves the health and safety policy of the school, and monitors its successful implementation.

The governing body further ensures as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the health and safety policy.

1. The governing body will specifically:

- Include health and safety targets in the school development plan.

Targets may include: Reductions in accidents/incidents, training for Governors/staff and revision of policy/procedure

2. Nominate a health and safety governor as the link between the governing body and the wider school community, who will stay up to date with school health and safety initiatives and inform the governing body accordingly.
3. Be informed and updated of Surrey County Council's health and safety policy and receive advice and support from relevant officers of the council, or advisors acting on their behalf.
4. Ensure that health and safety is an agenda item on full governing body termly meetings as part of Safeguarding. A report might include information on:
  - Progress of the health and safety targets in the SDP.
  - Accident/incident analysis
  - Relevant health and safety information received from the council or its advisors.
  - Suggestion on future health and safety initiatives.
5. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.
6. The governing body will take all reasonable measures to ensure that:
  - The premises and equipment on site are safe and do not put the health or safety of staff, children, or visitors at risk while they are on the premises
  - They will check there is adequate provision for maintenance of the school premises and equipment

## Headteacher

As senior manager for the premises and on and off-site school related activities, the Headteacher is responsible for the day-to-day management of health and safety. She will advise the Council/governors of any health and safety issues, where their support or intervention is necessary and appropriate, to affect the requirements of this policy. She will ensure that:

1. The contents of this policy is brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school
3. Appropriate control measures are implemented,
4. Assessments are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
6. Appropriate staffing levels for safe supervision are in place.
7. An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
  - The fabric of the building
  - Play equipment
  - Fire appliances
  - Boiler/heating systems
  - Portable electrical appliances
  - Water systems
  - First aid/medical facility and equipment
  - Premises staff equipment
8. An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
  - Headteacher health and safety awareness
  - Health and safety induction training (all new and temporary staff including agency)
  - Emergency/fire training for the whole school community
  - First aid
  - Risk assessment
  - Manual handling
  - Working at height
9. Any further specific health and safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
10. Adequate and easily retrievable health and safety training records are available and up to date.
11. The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
12. A health and safety update is provided for governors.
13. The school cooperates and participates in Surrey County Council's health and safety monitoring arrangements.
14. Contractors and other authorised visitors to the school are appropriately managed and monitored.
15. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
16. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.

The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.

The Headteacher may delegate functions to other staff, who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with. The

Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

## **Senior Leadership Team**

The SLT will take on the above responsibilities in the absence of the Headteacher.

## **Teaching staff (including supply)**

Teaching staff are responsible for the health and safety of all children under their control and must ensure:

1. Effective and appropriate supervision of the children within their care.
2. That appropriate safety instructions are given to all children prior to commencing practical sessions.
3. They are familiar with the school's health and safety policy and any arrangements specific to their own work.
4. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
5. Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to issue and removed from use if found to be defective. PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.
6. They report any defective equipment to the relevant person, such as the caretaker.
7. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

## **Caretaker**

The caretaker is responsible to the Headteacher/Bursar and will ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe.
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health and safety inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services and the main circulation areas.
4. Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work
5. Inform all contractors of any known hazards which might affect them whilst at work.

## **All employees (including temporary and volunteers)**

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their health and safety responsibilities. All employees must:

1. Participate in the school's risk assessment process and comply with findings.
2. Report any defects in the condition of the premises or equipment of which they become aware.
3. Report all accidents/incidents in accordance with the school's procedure.
4. Be familiar with the procedure to be followed in the event of a fire/emergency.
5. Make use of personal protective equipment provided for safety or health reasons.
6. Follow all relevant safe working practice and local rules.
7. Report any unsafe working practices to the Headteacher.

## **Safety representatives**

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the governing body/Headteacher is notified in writing of an appointment, the safety representative shall have the following functions:

1. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.
2. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.
3. To make representations to the Headteacher on matters affecting the health, safety, and welfare of employees.
4. To carry out workplace health and safety inspections, subject to reasonable notice to their line manager, and present findings to the Headteacher.

## Part 3:

### Arrangements and procedures for health, safety, and welfare

The following arrangements relate to local procedures and relevant documents in place that are used in the management of health and safety within the school by staff. The arrangements and procedures have been established within our school to eliminate or reduce health and safety risks to an acceptable level, and to comply with minimum legal requirements.

#### Accident and near miss reporting, recording and investigation

All accidents are reported on the appropriate forms located in the classroom/ Office.

Online accident / incident reports are made through OSHENS, including reporting RIDDOR when required. Guidance is available on the Surrey Education Services website ([surreyeducationservices.surreycc.gov.uk](http://surreyeducationservices.surreycc.gov.uk))

#### 1. Contractors

How contractors are selected, arrangements for the induction of contractors, arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to is agreed with the Headteacher.

#### 2. Control of safe handling and use of hazardous substances

"Safe Use of Household and Other Chemicals", is agreed with the Headteacher, including where cleaning solutions are stored

#### 3. Electrical equipment

PAT testing is carried out in line with SCC policy. All faults are reported to the Headteacher by a competent person. Defective equipment is reported to the SCC property help desk or a nominated contractor and put out of use until an inspection and repair is carried out.

#### 4. Emergency procedures

Arrangements for dealing with bomb alerts/ suspect packages are followed, in accordance with the school's emergency plan. Arrangements are in place to implement a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety and wellbeing of children, staff or visitors.

#### 5. Fire precautions and procedures

The Headteacher is responsible for arranging and reviewing the school fire risk assessment and action plan, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, personal emergency evacuation plans (PEEP), maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc.

#### 6. First aid

Appointed First Aiders: Maria Luff;

First aid boxes are located in the staff room, Rainbow room, classroom, kitchen, soft play area and the office.

The Headteacher is responsible for ensuring they are checked and restocked

Maria Luff is responsible for the care of an individual needing support and the Office team for calling an ambulance or contacting parents, following a discussion with the Headteacher.

Staff training and absence cover is organised by the Headteacher

## **7. Glass and glazing**

All glass in doors, side panels and windows is safety glass, and all replacement glass is of safety standard. Routine inspections of the premises includes review of glass status (i.e., chipping, cracking etc.)

## **8. Health and safety advice**

Competent health and safety advice is available from SCC's Strategic Risk Management team. Health and safety resources and guidance are available to download from the Health and Safety area on Surrey Education Services website

## **9. Housekeeping, cleaning, and waste disposal**

Arrangements are in place to ensure premises are kept clean and dry; to minimise accumulation of rubbish; safe disposal of glass and other sharp objects; snow shifting plan, security/location of external waste bins. SCC have nominated cleaning contractors.

## **10. Infection control (COVID-19)**

The school follows national guidance published by Public Health England when responding to infection control issues and will encourage staff and children to follow this good hygiene practice Arrangements for managing a range of common and important infections including COVID-19 are implemented with guidance available from SCC. The Headteacher is responsible for carrying out and monitoring safe procedures and risk assessments within the school, and communicating to staff, visitors and pupils following guidance changes. Details of the procedures in place to minimise spread of infection and arrangements if an outbreak occurs are listed on appendix B.

## **11. Jewellery**

Staff, students and volunteers are encouraged to minimise the amount of jewellery worn in the workplace

## **12. Shared use of premises**

Exchange of health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, staffing requirements, and first aid provision are shared.

## **13. Lone working**

Lone working may include late working, weekend working, site manager and cleaning duties. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. The lone worker will ensure that they are medically fit to work alone.

## **14. Long term evacuation plan**

In the event of a long-term evacuation, children will be walked to Sainsbury's and parents contacted to arrange their collection. Contact details are stored on the IT system, which can be accessed by phone.

## **15. Maintenance of equipment**

The fire alarm system is checked by Surrey contractors every 6 months and fire extinguishers, every year. Security/intruder alarms are checked annually.

## **16. Management of medicines**

Parents complete a form to give permission for a member of staff to administer prescribed medication and the amount/ time etc. This can only be done in exceptional circumstances, where there is a long-term condition or a child is at the end of an illness.

Staff complete a form to confirm when it has been given, which is countersigned by a colleague  
All medicines are stored in high cupboards, which may be locked, if necessary.

## **17. Manual handling**

Staff are appropriately training in handling of children, and is appropriate to the needs of each child.

Training took place in June 2021 for all classroom staff and they were reminded to take care of their backs and own health.

## **18. Personal Protective Equipment (PPE)**

Suitable PPE is provided where it is determines it to be necessary. PPE is stored in a safe, secure, and clean environment]

## **19. Playground safety**

Children/staff ratios for 2-4s (and children with SEN) at all times. Staff and children are aware of emergency procedures and the outdoor area is checked daily.

## **20. Risk assessments**

Risk assessments are undertaken and reviewed by the Headteacher, where appropriate. See appendix B attached for a list of assessments that support these arrangements.

## **21. School trips/ off-site activities**

Staff carry out risk assessments and a planning visit. High children/ adult ratios are put in place (usually one: two)

## **22. Site security/ visitors**

All visitors to the school are required to report, in the first instance, to the school office and sign in. They are given a lanyard and are escorted to the person they have come to see. Visitors from outside agencies are requested to show their identity badges and are always required to wear them whilst on school premises.

## **23. Smoking**

Smoking is not allowed on the school grounds.

## **24. Vehicles on site**

There is one disabled parking spot, which is allocated as appropriate.

## **25. Violence/school security**

Visitor access is carefully controlled, with signing in arrangements and staff who are at greater risk of injury are identified. All persons entering the school must complete the sign in book and will be presented with visitor's lanyard. Upon leaving the school, visitors must sign out and return the lanyard. All staff are required to report all incidents of verbal and physical violence to the Headteacher.

## **26. Water management (Legionella)**

Regulations and Approved Code of Practice L8 , a water risk assessment is undertaken by an external specialist periodically, and when significant changes have occurred to the water system and/or building footprint. The external specialist is responsible for ensuring that the identified operational controls are conducted and recorded. The risks from legionella are mitigated by the following control measures e.g., monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of shower heads and taps etc.]

## **27. Working at height**

Work at height is never be carried out alone and is always be supervised Training is be provided for staff using steps and ladders and other work at height duties, as required.

## **28. Well-being**

The well-being of staff, children and families is embedded in everything we do. There is a trained counsellor on-site, who is available to talk to. All staff have a colleague or line manager with whom they can share worries or concerns.

# Appendices

## Appendix A: COVID-19

Any of the above working arrangements/guidance will be amended as necessary and relevant, in-line with current Government advice, regulations, amended or new Acts of Parliament, in relation to COVID-19.

Likewise, and as above, new guidance by Public Health England (PHE) and the Health and Safety Executive will be adhered to in relation to PPE, office, or personal hygiene.

## Appendix B: Risk assessments and guidance

List of risk assessments, policies, and procedures to complement this policy, which are available from the Health and Safety area on Surrey Education Services hub:

COSHH

Manual handling

Moving and handling

Violence at work

Water safety

Stress

Adverse weather

Outdoor education and off-site trips and visits

Animals in schools

Contractors on site

Lone working

Events

Playground

Site assessment

Caretaking duties

Working at height

COVID-19 letting venues