

# Martenscroft Nursery School and Children's Centre

## HEALTH & SAFETY POLICY

Signed: \_\_\_\_\_ Chair of Governors

Signed: \_\_\_\_\_ Headteacher

Date of Review:        September 2014

# **MARTENSCROFT NURSERY SCHOOL AND CHILDREN'S CENTRE**

## **HEALTH & SAFETY POLICY**

### **SECTION A**

#### **General Statement**

This statement indicates the organisation and arrangements made within Martenscroft Nursery School and Children's Centre for carrying out the Manchester City Council and Manchester City Council Education Committee policy for health and safety at work.

It will be reviewed periodically with the authority's Health and Safety officer, so as to take into account any future legislation, codes of practice or local agreements. A copy of this policy will be brought to the attention of all employees.

The Chief Executive has overall responsibility for Health and Safety in Manchester, whilst the Director of Children's Services has the responsibility for Health and Safety within Children's services.

The Headteacher will provide leadership in matters of Health and Safety within Martenscroft Nursery School and Children's Centre and will keep the current organisation and arrangements under review, initiating revision as and when necessary.

The Governors of Martenscroft Nursery School and Children's Centre recognise their corporate responsibility as an employer to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and visitors to the premises.

They will take reasonably practicable steps within their power to fulfil this responsibility. It is the intention of the Governors that for Health and Safety purposes, the school will operate within the structure and framework of Manchester City Council and will apply all health and safety instructions and advice issued by the Manchester City Council Education Committee.

The Headteacher is required to draw up the necessary arrangements to secure compliance with all health and safety requirements and to circulate this information to all staff and governors and subsequently to monitor implementation of the arrangements.

#### **Objectives**

In exercising the responsibilities described above, the Headteacher and Governors will ensure, so far as is reasonably practical, the effective implementation of the School Health and Safety Policy with a view to achieving the following objectives;

1. The provision of a safe environment for all employees/children in the school and working conditions which do not involve danger to health.
2. The taking of appropriate measures to remove hazards and the bringing to the attention of the appropriate employees and pupils all known health and safety hazards.
3. The fulfilment of the requirements of health, safety and welfare legislation concerning the school's activities.
4. The taking of appropriate steps to ensure that rules and procedure governing school activities and emergencies are formulated observed and enforced.
5. The provision of formal procedures for the reporting and investigation of sickness, accidents and dangerous occurrences.
6. The provision of formal procedures for the effective employee consultation.

## **Responsibilities**

In order to ensure that health and safety is successfully managed within the school, responsibilities have been allocated as follows:

### **Chief Executive**

### **Governing Body**

### **Head Teacher**

### **Teaching and non - Teaching Staff**

#### **1. Headteacher**

- a. To peruse the objectives of the Authority in respect of Health and Safety.
- b. To make arrangements in school to cover all health and safety legal requirements, to produce a written statement of those arrangements and to bring to the attention of all staff. The statement is to be revised as necessary. To monitor the implementation of the arrangements.
- c. To be available to any member of staff to discuss and seek to resolve health and safety issues.
- d. To make available all health and safety instructions and advice issued by the authority and to ensure that they are brought to the attention of all staff. To keep a file of such information together with advice published by the DFE and others about health and safety aspects of the activities carried out in the school and to make this information available to all staff.

- e. To report to the Health and Safety and Education Department those instances where the Headteacher's executive authority does not allow the elimination or reduction to a satisfactory level of a hazard, but to take all necessary short term measures to avoid danger, pending a satisfactory outcome.
- f. To liaise with the Health and Safety Unit of the authority and to co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from safety representatives and to respond to them in reasonable time.
- g. To ensure that all areas of the school are inspected once a term.
- h. To ensure that a procedure is established for reporting, recording and investigating of all accidents and all reasonable steps are taken to prevent a reoccurrence.
- i. To ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware.
- j. To ensure those new employees' induction includes the school's safety arrangements; in particular to ensure they are given a copy of the school's safety policy.
- k. To ensure that, where all hazards have not been able to be eliminated the provision and use of protective clothing and equipment and that it is properly maintained and renewed when required.
- l. To ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.

## **2. Employees – Teaching and Non-Teaching Staff.**

All employees have the responsibility;

- a. To comply with safety rules and procedures laid down in their area of activity.
- b. To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work.
- c. To use such protective clothing or equipment as and when required.
- d. To report all sickness, accidents and dangerous occurrences promptly.
- e. To co-operate with the policy of the Governing Body in the fulfilment of the objectives of their Health and Safety Policy and the Health and Safety Policy of the Authority.

- f. To report any defects in the premises, plant, equipment and facilities which they observe.
- g. To ensure that toxic, hazardous and flammable substances are correctly used, stored and labelled.

### ***Health and Safety Representatives***

The Head Teacher will ensure that there are Health and Safety Representatives in each area of the school. They will be given training as needed. The name of each Health and Safety Representative will be displayed on the Notice Board.

Responsibilities include undertaking risk assessments as required by the Authority.

### **Caretaker & Staff**

All staff act as fire wardens in that they support rapid evacuation of the building.

In the event of fire or fire drill:

The Caretaker's responsibilities include:

- Checking that fire extinguishers are of the correct type and located in the best positions and available in adequate quantities to meet any potential hazard. A CO2 extinguisher and a Fire Blanket will be provided and fixed near to the cooker.
- Ensuring that fire alarms and fire fighting equipment is regularly checked, tested and recorded. Fire fighting equipment must be checked and maintained annually by Manchester working contract and the Fire Alarm is to be tested as per Manchester working contract.

The Headteacher and staff are responsible for:

- Ensuring that fire drills are carried on a regular basis.
- Keeping alert to potential fire hazards e.g. build up of waste, obstruction of escape routes etc., and taking any necessary action to remove the hazard.
- Ensuring, in the event of emergency evacuation, that their designated area is vacated any that evacuation from that area takes place in safe manner.

### ***First Aider***

The Headteacher will ensure that an appropriate number of First Aiders are appointed within the school to deal with minor accidents and emergencies. These personnel will have sufficient training and qualifications in accordance with statutory

requirements. The names of the nominated First Aiders will be displayed on the Notice Boards.

First Aiders are responsible for:

- Providing first aid as necessary
- Ensuring that First Aid boxes are regularly inspected and stock is maintained
- Ensuring that first aid stock does not become out of date

## **Advisory Functions**

### ***Health and Safety Advisors.***

The Authority employs a Health and Safety Manager together with other Health and Safety Advisors. They are available to give advice on any health and safety matters.

### ***Other Professional Advice***

The Authority employs within its various departments, persons who are able to give competent advice e.g. solicitors, engineers etc. Their advice will be sought whenever it is deemed appropriate.

## **3. ARRANGEMENTS FOR ENSURING HEALTH AND SAFETY**

We have a contract with Manchester working for planned preventative Maintenance (PPM) to ensure all statutory checks and requirements are adhered to.

### **a. *Information***

Policy circulars and/or guidance notes issued or made available, will be distributed and brought to notice of employees and thereafter retained centrally for reference.

### **b. *Accident Reporting and Investigation***

All accidents, whether to employees, pupils or visitors must be reported. The procedure for reporting and investigating accidents is contained within the City Council Health and safety policy.

Staff should complete Manchester City Council Accident / Near Miss / Dangerous Occurrence Report Forms available on the Personnel Intranet site, and submit them to the Corporate Health, Safety and Welfare Team.

### **c. *Protective Clothing***

So far as is reasonably practicable, risk to health and safety will be reduced to an acceptable level, without recourse to protective clothing. The use of protective clothing is the last resort. However, where the risk

cannot be eliminated without the use of protective clothing, it shall be suitable and sufficient and be fit for purpose.

d. ***Emergency Procedures- in the event of a critical incident***

The procedures for the emergency evacuation of the premises and entry to the premises in the event of fire etc. will be tested regularly by means of drills. The Headteacher will make the necessary arrangements and record the event in a suitable log.

e. ***Consultation***

Any employee who has a problem relating to health and safety at work must raise the matter with his/her Department Head who will take appropriate action.

Recognised trade unions may appoint Workplace Safety Representatives in accordance with the Safety Representatives and Safety Committee Regulations 1977. The names of any safety representatives and the areas they represent will be displayed in an appropriate place within the workplace.

f. ***Training***

The Headteacher, supported by specialist advisory staff will identify needs and secure required training.

g. ***Contractors***

Any contractor coming into or onto the school premise shall work in a safe manner and conform to any legislation in force at the time, or relevant to the work being carried out. As far as is reasonably practicable, managers shall ensure that is the case. Any apparently unsafe working practice or equipment which may cause a hazard to staff, pupils or visitors, will be drawn to the attention of the contractor by the manager concerned. The work shall then not progress further until the contractor has remedied the hazard.

h. ***Electrical/Water/Gas/Fire Safety Checks***

To ensure the annual checks of portable electrical, water, gas, and fire equipment we have a PPM contract with Manchester Working which covers all checks in relation to these – please see separate PPM record file.

i. **Asbestos**

We have an asbestos management plan in place which all staff and contractors must be made aware of to ensure that it is not disturbed. The Asbestos is labelled and all contractors are asked to sign the asbestos register available in the reception area before they undertake any work within school. Please see separate asbestos file and plan for more information.

j. **Legionella**

We have a PPM contract with Manchester Working to ensure that all Legionella checks and water maintenance is carried out as required. All the legionella work, checks and maintenance are recorded in the PPM file. Please see separate file for more information.

k. **Authorisation of this Statement**

The terms of this statement have been agreed by the Headteacher and the Governing Body.

#### **4. PROCEDURES**

##### **1. Accidents**

Minor accidents will be recorded in the School/centre internal system.

Accidents of a more concerning nature will usually be recorded on the City Council accident forms. These can be completed electronically and emailed to the Corporate Health, Safety and Welfare Team. A copy of each completed form is to be printed and placed in the school accident record file.

Should a pupil, employee or visitor be involved in an accident as described in RIDDOR 1995, then the incident reporting procedure must be followed and report forms completed. Report forms are available at the School office.

It is the responsibility of the nominated First Aider to administer first aid where necessary.

Parents will be informed of accidents which may require observation or further attention, particularly bumps to the head. This may be reported orally or via a note at the end of the day.

If there is any cause for concern when a child has had an accident, the parents or named contact shall be informed as soon as possible.

First Aid boxes shall not contain medication of any kind.

Any replenishment requirements should be reported to the nominated First Aider.

First Aid boxes are kept in the School office.

## **2. Fire Drill/Evacuation**

The fire alarm is signalled by the continuous ringing of the bell. When the fire alarm is set off the children exit quickly, but calmly, at the door of the classroom. The teachers and staff shall then supervise the efficient evacuation from the classroom on to the designated safe areas as listed in School Fire and Emergency Evacuation policy.

All Fire exits are clearly marked with statutory green signs. Roll calls shall be carried using the class register by the relevant member of staff. This will include all staff on site.

Clerical and kitchen staff shall follow the same evacuation procedures and assemble at the designated point.

Fire Wardens will ensure that each class proceeds to their designated assembly point. Instructions are displayed in every room used in the building.

## **3. Visitors to School**

The main entrance to school permits access via a door entry system. All visitors will have to ring in order to be admitted.

Office staff in the reception area will deal with queries from parents and visitors who have been admitted.

Children are instructed never to open the door to anyone.

All visitors to the school requiring access beyond the reception area will be required to sign in (and out) using the visitors book and to wear a visitors badge.

## **4. Hirers, Contractors and Others**

When the premises are used for purposes not under the direction and control of the Headteacher. The principle person in charge of the activities for which the premises are in use will have the responsibility for safe practice.

The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons not employed by the Governing Body, it will be a condition of all hirers, contractors and others using the school premises and facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body:

- a. Introduce equipment for use on school premises
- b. Alter fixed installations
- c. Remove fire and safety notices or equipment
- d. Take any action that may create hazards for persons using the premises or the staff or pupils of the school

All contractors who work on the school premises are required to ensure safe working practice by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and pay due regard to the safety of all persons using the premises.

The Governing body draws attention of all users of the school premises to Health and Safety at Work etc. Act 1974 which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in their care from risk of injury.

## **5. Supervision**

It is the policy of Martenscroft Nursery School and Children's Centre to provide supervision for its Children in the Nursery Class between the hours of 08.50 and 15.40 and for the children in day-care and before and after school provision from 07.45 – 17.45. It is the responsibility of the Headteacher to ensure that the parents of all pupils commencing the school are aware of these times, and staff cannot be held responsible for the well-being of children who are left on school premises outside these times. A Rota of staff responsible for lunchtime supervision is displayed in the staff room.

Safe and positive play should be encouraged.

Children must not be left inside any area of the school at any time unsupervised.

Staff must inform the Headteacher of any child not collected at the end of the school day or allocated time

Fund raising activities and events which involve large numbers of visitors entering the school must be insured by the school and regulated in accordance with the insurance policy.

Staff leaving school during the lunch hour should sign in and out.

## **6. *New Staff***

New members of staff will, as part of the normal induction process of their first day at work, be given health and safety information relevant to their work, including fire and bomb warning procedures, first aid facilities etc. They will be given a copy of the Health and Safety Policy Document.

## **7. *Medicines***

Medication and medicines should not be administered to children by staff unless the medication policy and procedures are in place and followed. In circumstances where children are under going a course of treatment involving prescription items for a short term illness, parents may attend the school to administer the medicine by prior agreement and arrangement with their child's key worker. However, if there is medication that a child needs for an ongoing medical condition or for preventative purposes the medication policy must be followed.

For more detailed information about the administration of medicine please see our separate medicine policy.

## **8. *Extreme Weather Conditions***

In the event of snow the Caretaker will be responsible for maintaining a clear pathway to provide access for pupils, staff and visitors, as is reasonably practicable.

Children need to be allowed access to fresh water in hot weather conditions during the day to prevent dehydration. Sun hats will be encouraged. Blinds pulled down to protect pupils and staff. Use of shade to be considered during outdoor play/lessons.

Parents will be informed as quickly as possible to collect children from school, prior to the normal ending of the school day, if the weather conditions were likely to result in hazardous or dangerous journeys home.

The Headteacher, following careful deliberations with staff, may sanction the early collection from school in the above circumstances or in the event of a heating system failure during cold weather.

9. ***Infectious Diseases***

It is the responsibility of parents to inform the Headteacher if their child is suffering from an infectious disease.

It is the responsibility of the Headteacher to inform the school doctor and/or the Medical Officer of Environmental Health of any cases within the school as well as the staff and instruct them on any necessary precautions. A list of notifiable diseases is available in the school office/staff room.

10. ***Hygiene***

Toilets and washing facilities must be maintained in a clean and usable condition at all times. It is the responsibility of the Caretaker and a designated Governor.

Units for the disposal of sanitary towels and Nappy's are to be provided within the school for the use of staff, children and parents. They are serviced every two weeks by a contractor. It is the responsibility of the Headteacher or Deputy to ensure that this done and to take appropriate action should problems occur.

Provision are also made for the safe disposal of soiled first aid dressings. Their removal from the premises is also by contractor.

11. ***Behaviour***

The behaviour of children in their base room, in the outdoor areas and whilst moving around the school, may prevent a potential hazard.

The school's behaviour policy covers this subject in detail. A copy of this policy is available on our website and in the base rooms. It is the responsibility of all staff to ensure that this policy is adhered to.

12. ***Control of Substances Hazardous to Health (COSHH).***

It is the school policy to comply with the law as set out in the Control of Substance Hazardous to Health Regulations 1999.

A Risk Assessment will be conducted of all work and activities involving exposure to hazardous substances. The assessment will be based on manufactures' and suppliers' health and safety guidance and the staff's knowledge of the work process or activity.

The risk assessment will ensure that exposure to hazardous substances is minimised and adequately controlled at all times.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work or activity process and if there is any reason to suspect that the assessment may no longer be valid.

### 13. **Risk Assessment**

The Management of Health and Safety at Work Regulations 1999 requires the employer to undertake a suitable and sufficient assessment of the risks to the health and safety of employees and others who may be affected by work activities.

The Headteacher will ensure that generic risk assessments are carried out for all the work activities in school.

#### **Key Terminology**

“HAZARD” means anything that cause harm (e.g. chemicals, electricity, etc.)

“RISK” is the chance, great or small, that someone will be harmed by that hazard.

An assessment of risk is nothing more than a careful examination of what, in the workplace, could cause harm to people, so that consideration can be given as to whether adequate precautions have been taken to prevent harm or whether more should be done. The aim is make sure that no-one gets hurt or becomes ill as a result of their work.

Health and safety can be managed effectively by identifying workplace hazards, then measuring and evaluating the risks associated with the hazards. Elimination or control of risks can be achieved through a programme of risk reduction. Arrangements must be made to monitor and review all risk assessments.

The risk assessment process will include:

**Identifying** all workplace hazards. This will include an examination of the work environment as well as systems of work.

Undertaking an **Assessment** of current precautions already in place with further consideration regarding the adequacy of such measures.

An **Evaluation** is made of the extent of the risk, i.e. look at the number of people who are likely to be affected and the severity of the risk.

Further to risk assessment, risk reduction measures may be required. If this is the case, the following principle should be applied.

**If possible, avoid the risk altogether**, e.g. by not using a particular dangerous substance. **Combat risk at source**, e.g. if the steps are slippery, treating them is better than a sign.

**Whenever possible, adapt the work to the individual**, especially with regard to design of workplaces, the choice of work equipment and the choice of work methods, with a view to alleviating risk factors.

Risk prevention measures need to **form part of a coherent policy and approach** having the effect of progressively reducing those risks that cannot be prevented or avoiding them altogether. Risk reduction will take into account of the way work is to be organised, working conditions and the working environment.

**Give priority to those measures which protect the whole workforce**, i.e. give collective protective measures priority over individual measures.

Employees **need to understand what they need to do**: the avoidance, prevention and reduction of risks at work need be accepted at all levels within the school and to apply to all activities i.e. *the existence of an active health and safety culture affecting the organisation as a whole needs to be assured.*

The Headteacher will seek to monitor and review all risk assessments as workplace activities and operations change.

#### 14. **Educational Visits**

See “Guidelines For Safety on Educational Visits

## **HEALTH AND SAFETY ORGANISATION/RESPONSIBILITIES CHART**

SCHOOLS HEALTH AND SAFETY  
CO-ORDINATOR (STAFF MEMBER) Debbie Keary

### **ADVICE AND GUIDANCE**

1. Senior School Improvement Officers
2. Health and Safety Executive
3. Environmental Health Department
4. L.A. Health and Safety Officer
5. Occupational Health

#### **3.1 Advice and Consultancy**

Health and Safety Executive	0161 952 8200
Environmental Health Department	0161 234 4867

Greater Manchester Fire Brigade Moss Side Branch Safety Officer	0161 608 5327
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Greater Manchester Police	0616 872 5050
Greenhey's PCSO's	0161 856 4432
City Works Department	0161 957 5986
Education Department (Reception)	0161 234 7125
Education Department Health and Safety Officer	0161 234 7052
Asbestos Control – Environmental Health Hazards Unit	0161 234 4874

## DESIGNATED MEMBERS OF STAFF

HEADTEACHER

Liz Hardy

HEALTH & SAFETY CO-ORDINATOR Debbie Keary

UNION HEALTH & SAFETY REPRESENTATIVE TBC

CARETAKER

Aden Musa

DESIGNATED FIRST AIDERS Debbie Keary, Jane Rogers, Shabnam Amin, Michelle Barton, Jo Graham, Jan Nettleton, Lisa Taylor