



St. Thomas Centre Nursery School

Health and Safety Policy

At St Thomas Centre Nursery School we follow the policies and procedures from Birmingham City Council and Birmingham Safeguarding Children Board (BSCB) which includes the governments PREVENT Strategy.

Name	
Role	
Date	
Signature	
Next review	

Health & Safety Policy

For

St Thomas Centre Nursery School

The governance and material control Nursery schools exercise over their building, equipment and staff continues to increase. Along with this increasing autonomy is a greater delegated responsibility for safety onto the shoulders of the Nursery Manager or Governing Body and in turn delegated down to other Nursery staff. Where Birmingham City Council and the LA are the employer: guidance and standards for safety are either provided through official circulars, safety manuals or through direction from the LA Safety Officers.

This General Statement model expresses the relationship between the parties concerned.

1. STATEMENT OF GENERAL POLICY

Birmingham City Council, through its General Statement of Safety Policy, recognises and accepts its responsibility as the employer for the provision and maintenance of a safe and healthy working environment and will take all steps that are reasonable to achieve this objective. This general commitment is reiterated and accepted by the Director of Services for Children and Young People within the Education Services Safety Policy.

This safety policy has been developed by St Thomas Centre Nursery School to complement Birmingham City Council and the Education Services general safety policies. It aims to provide a framework that clarifies how and to whom responsibility is delegated to ensure the health, safety and welfare for children, senior staff and other staff working at St Thomas Centre Nursery School.

The Governing Body of St Thomas Centre Nursery School recognises that the health, safety and welfare of all staff and children, whether on the nursery's premises or carrying out the nursery's business elsewhere, is primarily the responsibility of the LA. We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated to the School's Governing Body. These responsibilities also extend to other persons while on the school premises.

- 1.1 On behalf of the Governing Body we accept the duties and obligations imposed upon us under the Health and Safety at Work Act 1974, The Education (School Premises) Regulations 1999 and will through this Policy ensure, so far as is reasonably practicable, the health and safety of:
 - a. All persons employed at St Thomas Centre Nursery School whilst they are at work.
 - b. Persons other than St Thomas Centre Nursery School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of St Thomas Centre Nursery School whilst they are at work.
- 1.2 To effectively achieve this, St Thomas Centre Nursery School will 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 egress from, a place of work and procedures for evacuation in an emergency.
- 1.3 The Governing Body of St Thomas Centre Nursery School will observe at all times the general policy, guidance and instructions issued by the LA and the Education Services Health & Safety Services. St Thomas Centre Nursery School will further provide, so far as is reasonably practicable, any additional codes of practice and systems to effectively cover all aspects of health, safety and welfare.
- 1.4 While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of children's safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.
- 1.5 All members of staff are expected to co-operate fully with measures that St Thomas Centre Nursery School 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 St Thomas Centre Nursery School's Health and Safety at Work Policy. This will be achieved by monitoring school and contractor staff compliance with responsibilities and specific arrangements set out within this policy.

- 2.1 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, 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
 - Consider/assess any safety issues for new equipment or in anticipation of organisational change
 - 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 schools management structures or by the Head Teacher, 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.

2.2 Members of the group shall include the following:

Sue Bennett	Head Teacher/Governor Representative
Gary Brockett	Building Services Manager
Pat Moore	Health and Safety Coordinator
Alison Harris	Support Staff Representative
Louise Sterling	Support Staff Representative

The group will meet at least each term and more often at the request of one group member, the Head Teacher or the Governing Body.

2.3 Supervisory School Staff

Members of staff who manage, or supervise employees/trainees, or are responsible for children/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 undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of St Thomas Centre Nursery School's 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, and will inspect their designated area of responsibility at periodic intervals.

2.4 Nursery Head Teacher

The Governors/LA charge Nursery School Head Teacher, Sue Bennett with the day-to-day responsibility of managing and enforcing the St Thomas Centre Nursery School Health and Safety at Work Policy. Where necessary the Nursery Head Teacher will initiate, support and assist her 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.

Notwithstanding this and in the second instance, responsibility to assist the Head Teacher with the management of the Nursery safety is delegated to the Deputy Head Teacher, Lauren Davidson. She will deputise in the absence of and/or on behalf of the Head Teacher and assumes the role of St Thomas Centre Nursery School's Health & Safety Co-ordinator.

2.5 Appointed Person and Nursery's Health and Safety Co-ordinator

Sue Bennett is the appointed person responsible for the day to day implementation of St Thomas Centre Nursery School Policy. As appointed person/Co-ordinator her role is to support other members of staff and ensure they are familiar and clear as to their duties

and responsibilities under this Health and Safety Policy. She will also be responsible for convening meetings of the Safety Group, ensuring that minutes are taken and stored in a place accessible to all interested parties. The appointed person/Co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. She will keep up to date with safety regulations and through the Safety Group initiate steps to ensure that arrangements for health and safety at St Thomas Centre Nursery School conform to both current regulations and best known practice.

2.6 Senior Staff (HLTAs, Senior Nursery Officers, Team Leaders and Teachers)

The nature of the Nursery's activities can be diverse from an operational point of view and essential activities and priorities may vary between team areas. These Senior Staff will be responsible for undertaking/assisting in the risk assessment process in areas and for tasks relating to children, members of staff and others in their sphere of operation.

They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager and/or the appointed person/Safety Co-ordinator. Where necessary 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 and filed in the Nursery School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in the Nursery, 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 Head Teacher/appointed person/Safety Co-ordinator. Senior Staff /Teachers 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 LA or Governing Body/Head Teacher.

2.7 Building Services Manager

The Building Services Manager has a key role to ensure that the school 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 Head Teacher. The Building Services Manager 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 members of staff or others in their sphere of operation. This will include responsibility as first point of call and active liaison with contractors who are at the Nursery 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 Building Services Manager will identify quickly areas that threaten the safety of themselves, children or other members of staff.

The Building Services Manager will inspect their designated areas regularly to identify hazards and will raise any concerns with the Head Teacher/Safety Co-ordinator. Where necessary 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 and filed in the Nursery Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in the Nursery, 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 Head Teacher/Safety Co-ordinator. The Building Services Manager 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 LA, Governing body/Head Teacher.

2.8 Non-Supervisory Staff

The final level of responsibility for implementing St Thomas Centre Nursery School safety policy is that of the individual member of staff who has a statutory duty to co-operate with the Nursery Management Team and comply with all arrangements considered necessary for the health, safety and welfare of children, 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 Nursery, 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/Head Teacher will ensure that those appointed and charged with responsibility for implementing the St Thomas Centre 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 Education Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

The specific arrangements for managing health and safety within St Thomas Centre Nursery School, designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

Detailed arrangements for the following safety topics have been developed and further guidance on these areas is available in the H&S files in the main Nursery Office. There are six main files:

1. H&S: Policy and Procedures
2. H&S: Health
3. H&S: Safety Group / Building
4. H&S: Fire
5. H&S: Risk Assessments
6. H&S: Critical Incident Management

Contents of the H&S files include:

<p>Accidents and Accident Reporting Asbestos Management (Property Log) Assaults / Incidents Bottle Feeding Guidance COSHH & Cleaning products Critical Incident Management (separate file) Educational Visits/Trips Electrical Equipment & PAT Testing Emergency Evacuation (In Fire RA) Eye Protection Fire Procedures and Guidance First Aid Health (separate file) including: Allergies Asthma Cryptosporidiosis Diabetes Diarrhoea & Vomiting Epilepsy Farm visits Hand Washing Head Lice Immunisations (staff) Infectious Diseases (& Control of)</p>	<p>Managing Medicines in Schools Medical Emergencies (Children with) Medical Needs Meningitis Needlestick injuries Norovirus Ringworm Safe Sleep Guidance (includes ASIDS) Scabies Sun Protection Policy and Guidance Heating in Schools Ladder Safety & Falls From Height Lost Children Manual Handling Minibus (Use of) Nappies & Disposal Property Log (BSS Office) Risk Assessments (Separate file) Nursery Safety Group (Building file) Safety Training Security Monitoring (Checks) Stress Temporary Heaters Women's H&S including Pregnant Workers</p>
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Risk Assessments:

RA for Pregnant Women
 RA for outdoor play areas

Other Nursery documents:

Outdoor area safety sweep
 Safe sleeping arrangements