

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Moorgate Nursery School and Munchkins Childcare**
- **08160**
- **Moorgate, Ormskirk, L39 4RY**

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 Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The County Council, the Governing Body and the Head Teacher 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 Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Head Teacher should work in partnership to meet these responsibilities.

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:

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| <ul style="list-style-type: none"> • 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 health 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; | <ul style="list-style-type: none"> • 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". |
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Signed:	Signed:
	On behalf of the Governing Body
Head Teachers name: Nicola McDonagh	Chair of Governors name: Janet Davies
Date: September 2017.	Proposed Review date: September 2018. Or if any changes to legislation.

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Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Nicola McDonagh
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Nicola McDonagh
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	Nicola McDonagh – Headteacher. All staff are responsible for dynamic risk assessment and informing Head of hazards.
The Health & Safety plans * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE) will be developed and monitored by:	Nicola McDonagh / Governing Body.
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Head Teacher 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. The Conditions of Employment of Teachers provide 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 & Safety plans should be set for improvements in the management of health & safety within the school. These can be developed formally or can be informal, arising from circumstances as they occur. Actions should be documented in an appropriate way e.g. as objectives in the School Development Plan or in the minutes of Governors or Staff meetings and monitored to ensure they are achieved.

Examples might be:

- Accidents will be reduced following the termly analysis of accident forms
- a procedure for dealing with contractors on site is in place and is being implemented;
- raising health & safety awareness by using the County Council's e-learning courses

Health and Safety Risks Arising from Work Activities

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:	<i>Head teacher/managers/ senior teachers. Dynamic risk assessments can be undertaken by any member of staff.</i>
The significant findings of risk assessments will be reported to:	<i>Head Teacher</i>
Action required to remove/control risks will be approved by:	<i>Head Teacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Head Teacher</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Head Teacher</i>
Risk Assessments will be reviewed regularly (three yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) or when an element of the work activity changes significantly, Risk assessments will be undertaken prior to the introduction of a new element of work activity.	<i>By whom : Headteacher / Senior staff.</i>

School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/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; and,
- 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
- 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 below. *(The list below is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed here Please add these to the list.)*

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 website, link below: Health, Safety & Wellbeing intranet site	Applicable (√)	Details of where information about the school's arrangements can be found Updated 2017 September.
Accident Reporting, Recording and Investigation	✓	Forms for children kept in the office. Staff report on Oracle. Children's First Aid forms kept in children's toilets for completion and handed in to the office for analysis on a termly basis to check for common accidents on equipment.
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	Children's toilets Munchkin for nappy bin. Disabled toilet for additional nappy bin All other bodily fluids to be double bagged and put in to the outside bin.
Catering		N/A. Only fruit and veg for snacks. No food is warmed on site.
Cleaning/caretaking	✓	Mr Hindle's office – yellow file.
Control of contractors	✓	File in main office.
Disability access – H&S implications	✓	Disability and Accessibility plan in place. (update needed)
Display Screen Equipment and eye tests	✓	See Safeguarding Management records – blue file. e-learning.
Driving at Work		N/A
Electrical Safety	✓	See PAT testing file – kept in blue file in main office.
Emergency Procedures other than Fire e.g. flood, services failure		See fire file and emergency and disaster plan plan, kept in main office on top of filing cabinet. New Lockdown Policy developed and included in the plan.
Extended school and community use	✓	Munchkins documents in main office.
Falling Objects/Safe storage	✓	See Premises Risk Assessment in place.
Fire Safety	✓	See fire file in main office and fire evacuation procedure on notice boards around the building.
First Aid	✓	Nursery toilets and one First Aid pack in each room. All staff Paediatric First Aid trained.
Gas safety	Yes	Portal for information. Gas certificates are by the boiler.

		Boiler check annually.
Hot surfaces, scalds and burns	✓	First Aid booklet – Centaur – Nursery first aid/display/main office on the filing cabinet.
Induction	✓	Kept online/ Policies on the website/ Blue wallet in the office. To review induction check list and method of policies sent out to students.
Information communication	✓	Website/blue board in the staffroom/email.
Lettings to non school groups	✓	Policy kept in yellow LCC policies file – Adopted policies. Licence agreement completed for Munchkins Childcare and Out of School Club.
Management and other Health and Safety responsibilities	✓	Health and Safety/Risk Assessment file.
Manual Handling	✓	Risk Assessments kept in blue safeguarding management records file.
Minibuses		N/A
Mobile phones – use of	✓	Staff Handbook in policies file - main office. Signs n office and entrance to Nursery.
Needles and needle stick injuries		N/A
Performance Monitoring		N/A
Personal safety including lone working and violence and aggression	✓	See risk assessment in blue Safeguarding file. Lone Worker Risk Assessment – Site Supervisor.
Play Equipment installations inspections	✓	Billy Hindle yellow file.
Playgrounds and external areas	✓	Billy Hindle – Yellow file.
Ponds and Water features	✓	Blue RA file.
Premises Management	✓	See PAMS – Portal. (Also premises risk assessment in place).
Pupil moving and handling (Special needs)	✓	SEN policy in SEN file – Office. Policy on website.
Pregnant employees and nursing mothers	✓	See Risk Assessment – blue Safeguarding management records file. Portal.
Reporting of H&S concerns/faults	✓	Health and Safety file – green. In main office.
Risk Assessment and hazard identification	✓	Blue Health and Safety File in main office. COSHH INFORMATION.
Safety Committee		
Safety Representatives	✓	Nicola McDonagh. Governing Body member – Helen Livesley. Site Supervisor – Billy Hindle. Munchkins

		Manager – Gemma Hampson.
Shared use of buildings	✓	Lisecence Agreement in place September 2017.
Slips and trips	✓	Risk assessment – Blue file, main office.
Stress	✓	As above.
Substances – COSHH	✓	Mr Hindle cupboard. Main blue Health and Safety file. Main office.
Swimming pools	NA	
Temporary and supply staff	✓	LTA – Portal.
Training	✓	Portal – e-learning.
Transporting and storing chemicals	✓	COSHH information notes – Blue file - office.
Vehicle and pedestrian traffic	✓	N/A.
Visitor and volunteers safety	✓	Induction pack/Contractors file – office.
Waste storage and disposal	✓	Bin contract.
Water hygiene (Legionella, lead etc.)		See blue Legionella risk assessment file – main office.
Work equipment and machinery		
Working at height – ladders, access equipment etc.	✓	Mr Hindle training – Ladder training on portal.
Workplace Inspection	Yes	Completed annually in September.

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	✓	See policy in the blue policies file. Main office.
*Educational Visits	✓	EVC Co-Ordinator – Senior Teacher – See policy.
Food safety and hygiene	✓	
Outdoor activities	✓	
PE Equipment	✓	
Pupil handling and restraint	✓	
Grounds maintenance	✓	Contract.
Pupil movement and flow		
School transport		
Science (where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking		LCC policy and signs posted around the Nursery.
Special needs of pupils Health & Safety issues	✓	
Stage and drama activities	✓	
Supervision of pupils	Yes	Nursery school adopts a 1 to 13 ratio. Munchkins 3 year olds. 1 to 4 ratio. Babies 1 to 3 ratio.
Technology rooms and equipment		
Wearing of jewellery		See Staff handbook.
Work experience	✓	See Young Person's Risk Assessment.

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](#).

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>Nicola McDonagh (Headteacher).</i>
Consultation with employees is provided via:	Staff and Planning Meetings/email.

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 Head Teacher/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.

Is responsible for identifying all equipment/plant needing maintenance	<i>Head Teacher / Site Supervisor.</i>
Is responsible for ensuring effective maintenance procedures are drawn up	<i>Head Teacher</i>
Is responsible for ensuring that all identified maintenance is carried out	<i>Head Teacher</i>
Any problems found with equipment should be reported to	<i>Head Teacher who will Report to Jane Rimmer, Chris Firth/ Paul Griffiths</i>
Will check that new equipment meets any required health and safety standards before it is purchased	<i>Head Teacher/ Mrs Rimmer</i>

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	<i>Location(s): The main office notice Board.</i>
Health and safety advice is available from:	<i>Ursula Clarkson H and S Adviser. (01772) 538877 Paul Dansen (PAMS) 01772 538877 Nicola McDonagh (Headteacher) 01695 573470</i>
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	<i>Head / Senior Teacher.</i>
Health & Safety in shared premises (where applicable)	<i>The Head Teacher or nominated representative will ensure that any employees working at locations under the control of other employers are provided with relevant information to ensure their health and safety.</i>

* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace or to give employees a copy of the Health & Safety Law leaflet.

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 arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Head/Senior Teacher.
Job specific training will be provided by:	Head/Senior Teacher.
Jobs requiring specific health & safety training are:	Site Supervisor TA's of children with specific needs Staff changing nappies Staff use of ladders.
Training records are kept at/by:	MrS Rimmer in the Admin office.
Training will be identified, arranged and monitored by:	Head

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>In the toilets in Nursery and one in Munchkins, above the kitchen sink. Forest School, by the fire</i>
The first aider(s) and appointed person(s) is/are:	All staff First Aid trained in September 2016. Forest School trained Gemma Hampson Claire Tjaveondja
All accidents and cases of work-related	Head ✓

ill health are to be reported to:	
Health surveillance* is required for employees doing the following jobs within the school:	Sara Honeyman – Pregnancy Risk Assessment.
Health surveillance will be arranged by:	<i>Nicola McDonagh – Head teacher. Claire Tjaveondja – Senior Teacher in the absence of the Head teacher. Gemma Hampson – Munchkins Manager.</i>
Health surveillance/records will be kept by/at:	<i>Mrs Rimmer/Miss McDonagh/Mrs Hampson.</i>

* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

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.

<p>To check our working conditions, and ensure our safe working practices are being followed, we will:</p> <p>Conduct workplace inspections. These are carried out by: Headteacher/Governor/Site Supervisor/Munchkins Manager. Where the H&S Policy will be reviewed and inspection carried out, including paperwork and H&S Site visit report.</p> <p>Review all risk assessments regularly (three yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) and in the event of any significant changes.</p> <p>This function is carried out by: Head teacher/Senior Teacher/Munchkins Manager.</p>
<p>The head and manager are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary.</p>
<p>The head and manager is responsible for investigating work-related causes of sickness absences.</p>
<p>The head and manager is responsible for acting on investigation findings to prevent recurrences. (Supported by the Prevent Duty Governor).</p>
<p>The head and manager are responsible for the monitoring of any trends in accidents, incidents and sickness absence. (See termly accident monitoring).</p>

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:	<i>Head and Manager</i>
Escape routes are checked by/every:	<i>Head and Manager</i>
Fire extinguishers are maintained and checked by/every:	Annually, Churches Fire
Alarms are tested by/every:	Westmorland Annually
The emergency evacuation procedure is tested every:	Termly. New Lock down procedure also completed termly.
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Head

Updated September 2017.

Governors Signature.....

Date.....

Review September 2018.