

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School: Stoneygate Nursery School**
- **Category of School: Nursery**
- **School Number: 06160**
- **School Address: Stoneygate Walk, Lennox Street, Preston, PR1 3XU**

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 headteacher is responsible for the implementation and management of health, safety and welfare within the school. The county council, the governing body and the headteacher should work in partnership to meet these responsibilities.

As the person with responsibility for the implementation and management of proper health and safety controls within the school, I 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 healthy 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 of this template 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: NJ Hunt	Signed:
	On behalf of the Governing Body
Headteacher's name: Nadia Hunt	Chair of Governors name:
Date: 09/10/23	Proposed Review date: October 2024

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p>	<p>Nadia Hunt Acting Headteacher (AHT)</p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is eg school business manager, health and safety co-ordinator etc:</p>	<p>Nadia Hunt AHT</p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas eg premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:</p>	<p>Premises – Nadia Hunt AHT Fire Safety – Nadia Hunt AHT Emergency Plans – Nadia Hunt AHT Educational Visits – Nadia Hunt AHT</p>
<p>Health and safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health and safety management support and audit visits; advice from the county council etc, or other sources eg DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p>Nadia Hunt AHT</p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.</p>	<p>Within the School Development Plan/ H&S file/ or in the minutes of governors or staff meetings.</p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the headteacher 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; 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and, 5. Adhere to the School Teachers Pay and Conditions Document which state 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 and safety risks arising from work activities

I/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: Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	Nadia Hunt AHT
The significant findings of risk assessments will be reported to:	Nadia Hunt AHT
Action required to remove/control risks will be approved by:	Nadia Hunt AHT
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Nadia Hunt AHT
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Nadia Hunt AHT
Risk assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	Nadia Hunt AHT

School's Commitment

To meet the requirements of this Policy Statement, the headteacher/governing body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health and 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;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements within the school;
- f) comply with appropriate directions given by the county council on health and safety requirements; and,
- 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:

- make health and safety procedures and documentation available for inspection upon request
- regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

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:	Janet Barlow/Saima Razzaq
Consultation with employees is provided via:	Individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, monthly/annual health and safety meeting.

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 headteacher/governing body on the above investigations, and on general matters affecting the health and safety of the employees they represent;
- regularly inspect the workplace;
- represent employees in dealings with health and safety inspectors; and,
- 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.

Responsible person(s) for identifying all equipment/plant needing maintenance:	Nadia Hunt AHT
Responsible person(s) for ensuring effective maintenance arrangements are in place:	Nadia Hunt AHT
Responsible person(s) for ensuring that all identified maintenance is carried out:	Nadia Hunt AHT
Any problems found with equipment should be reported to:	Nadia Hunt AHT / Janet Barlow (SBSO)
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Nadia Hunt AHT

Information, instruction and supervision

The Health and Safety Law poster is displayed at: Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent	Main Office
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position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.	
Health and safety advice is available from:	Nadia Hunt AHT; LCC Portal/ LCC H&S Team, on-line training, staff bulletins
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	Nadia Hunt (AHT); Janet Barlow (SBSO), Emma Schofield (CT)
Health and safety in shared premises (where applicable) is managed by:	Nadia Hunt (AHT) 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.

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. Job specific health and safety training will also be provided if needed to achieve the required competency. Training arrangements will include regular refresher training where appropriate. Write down your arrangements for training here, including arrangements for record keeping.

Induction training will be arranged/undertaken for all employees by:	Nadia Hunt (AHT), Janet Barlow (SBSO)
Job specific training will be provided by:	Health, Safety & Wellbeing Team Tel 01772 535353 Cleaning & Grounds Maintenance Tel 01772 537689
Jobs requiring specific health and safety training are:	All Staff :Asbestos Inspection & Awareness – H&S Team & on the job training Legionella & Water Monitoring – H&S Team & on the job training COSHH – H&S Team & on the job training Management of Contractors – H&S eLearning & on-the-job training DSE – H&S eLearning
Training records are kept by:	Janet Barlow (SBSO)

Training will be identified, arranged and monitored by:	Nadia Hunt AHT/ Janet Barlow SBSO
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Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;
- ensure there are adequate arrangements 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;
- ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities.

The first aid box(es) is/are available:	Every classroom, main office, kitchen, staff room
The first aider(s) and appointed person(s) is/are:	up-to-date list is displayed in main office, meeting room and staff room
All accidents and cases of work-related ill health are to be reported to:	Nadia Hunt HT Janet Barlow SBSO
Health surveillance is not required for any job roles within the school.	All posts; Any pregnant employee will require a specific Risk Assessment to be completed and their duties may need to be modified to take account of their changing capabilities.
Health surveillance will be arranged by:	Nadia Hunt HT
Health surveillance/records will be kept by/at:	Nadia Hunt HT

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 and to keep records.

To check our working conditions and ensure our safe working practices are being followed, we will conduct workplace inspections. These are carried out by:	Governors H&S sub-committee
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	Line Managers responsible for areas concerned. See Section: Health and safety risks arising from work activities for responsibility details
Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	Nadia Hunt AHT
Responsible person(s) for investigating work-related causes of sickness absences:	Nadia Hunt AHT/Janet Barlow SBSO
Responsible person(s) for acting on investigation findings to prevent recurrences:	Nadia Hunt AHT
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Nadia Hunt AHT/Janet Barlow SBSO

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:	Nadia Hunt AHT
Escape routes are checked by/every:	Class teacher: daily Corridors: Janet Barlow – weekly Fire escape: Cleaner - monthly basis
Fire extinguishers are maintained and checked by/every:	Walker fire – see compliances - yearly
Alarms are tested by/every:	Cleaner - weekly
The emergency evacuation procedure is tested by/every:	Termly – Nadia Hunt AHT

Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	Nadia Hunt AHT

Table of occupational health and safety topics/activities that apply

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	√	LCC procedures in place – see h&s website on school portal Accidents & incidents recorded and reported to LCC Health & Safety Team & Riddor as appropriate. Accidents & incidents reported to health & safety governor committee (see minutes)
Asbestos management plan	√	LCC procedures in place – Asbestos plan for contractors to see before any work begins
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	LCC guidance followed (see h&s website on school portal) Stoneygate Biting & Scratching appendix to Behaviour Policy (see policy) Hygiene Policy (see policy) Risk assessments (see risk assessment folders) Gloves always used to minimise risk of cross-infection Sick powder used appropriately
Cleaning/caretaking tasks	√	LCC guidance re COSHH & health surveillance (see h&s website on school portal) Only COSHH approved products are in use in the building. COSHH folder kept in cleaners cupboard. Cleaning materials stored in locked cleaners cupboards. Health surveillance undertaken. Risk assessments in place (see risk assessment folders)

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Control of contractors	√	LCC guidance re engagement & induction (see h&s website on school portal) Risk assessments (see risk assessment folders) All contractors sign appropriate register to confirm sight of asbestos register and completion of contractor induction – map of building highlighting areas of known asbestos given to contractors Only contractors approved by Property Group are employed
Control of substances hazardous to health (COSHH)	√	LCC guidance re COSHH & health surveillance (see h&s website on school portal) Only COSHH approved products are in use in the building. COSHH folder kept in cleaners cupboard. Cleaning materials stored in locked cleaners cupboards. Health surveillance undertaken. Risk assessments in place (see risk assessment folders)
Disability access (health and safety implications)	√	LCC guidance (see h&s website on school portal) Accessibility Plan in place (see policy folder)
Display screen equipment and eye tests	√	LCC guidance (see h&s website on school portal) Staff who use DSE for specified periods of time are required to complete DSE risk assessment and appropriate control measures are put in place. Eye tests are funded on request of employee
Driving at work	√	LCC guidance (see h+s website on school portal) All drivers issues with instructions not to use mobile phones; given car first aid kit and issued with

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
		COAST guidance
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	LCC guidance (see h&s website on school portal) PAT testing completed by approved contractor annually (September) Only new electrical items used within the centre – second hand items are not permitted. Staff to complete visual inspections prior to use of electrical items- items with frayed wires etc should not be used Electrical items to be disposed of appropriately and compliance certificates obtained as evidence.
Emergency procedures other than fire, for example flood, services failure	√	Stoneygate Critical Incident & Emergency Plan Policy (see policy folder)
Extended school and community use	√	Where external groups or organisations use the building or satellite sites, a health & safety induction MUST be completed and a signed document stored in the Office as evidence
Finger traps (internal and external)	√	
Fire safety	√	LCC Guidance (see h&s website on school portal) Fire Safety Folder Fire risk assessment (see fire safety folder) Termly fire drills Weekly emergency lighting and fire point testing Six monthly FFE & fire alarm servicing Weekly fire exit checks
First aid	√	LCC Guidance (see h&s website on school portal) Risk assessment (see risk assessment folder in admin)

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
		Appropriate numbers of adult and paediatric first aiders trained Appropriate numbers of first aid kits onsite
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	N/A	
Health and safety induction (a checklist is available on the health safety and quality website)	√	Stoneygate Staff Induction Policy Staff complete online h&s training as part of the induction process
Infection control, including needles and needlestick injuries	√	LCC Guidance (see h&s website on school portal) Risk assessment (see risk assessment folder in admin)
Lettings to non-school groups	√	Lettings policy and folder
Manual handling	√	LCC Guidance (see h&s website on school portal) Staff complete online manual handling training as part of induction and additional training as required Risk assessment
Minibuses	N/A	
Mobile phones (the use of)	√	LCC Guidance (see h&s website on school portal) Mobile phones not to be used in classrooms Mobile phones not to be used when driving Personal phone numbers not to be shared with families – only work mobile numbers only to be shared. Work mobiles to be used for work purposes only – costs of personal calls to be reimbursed.
Personal safety including lone working and violence and aggression	√	Stoneygate Lone Worker & Personal Safety Policy Stoneygate Adult Behaviour Policy Stoneygate Managing Violence & Aggression Policy (adults & children)

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
		Online training unit to be completed by staff
Play equipment installations inspections	√	Termly checks completed by LCC Grounds Maintenance dept. (see reports) Risk assessments (see risk assessment folders) Annual checks of equipment
Playgrounds and external areas	√	Daily checks made of grounds and equipment by cleaning staff and classroom staff (see records)
Ponds and water features	N/A	
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	The School subscribes to the Pooled Resources Operational Plan (PROP), which is a co-operative of member schools who pool funds to cover repair and maintenance of the school buildings. As part of this subscription, the Property Group arrange for all maintenance checks to be completed as appropriate. The School works closely with the District Surveyor and Property Surveyor to ensure that the School adheres to all aspects of premises management. We are currently working with the Property Group to update the annual statement of compliance
Pupil moving and handling (special needs)	√	Stoneygate Behaviour Policy (see policy folder) Risk assessments completed as appropriate (see file)
Pregnant employees and nursing mothers	√	LCC Guidance (see h&s website on school portal) Risk assessments are completed for pregnant employees Employees and parents are supported to breastfeed and suitable facilities are provided

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
		including private rooms in which to breastfeed and fridges in which to store milk
Reporting of health and safety concerns/faults	√	Staff are advised to report concerns and faults to the Head or School Business Manager
Severe weather including winter gritting	√	LCC guidance Risk assessments are completed
Shared use of buildings	√	The building is shared by Well Being Prevent and Early Help Team; they comply with Stoneygate's H+S procedures
Sharps, for example, broken glass in the school building or external grounds	√	Risk assessments are completed External grounds are checked daily by morning cleaners
Stress	√	LCC Guidance (see h&s website on school portal) Stoneygate Stress Guidance & Procedures (see appendix to this policy) Stress Risk Assessment in place (see risk assessment policy) Head Teacher refers to OHU assist for advice and for treatment for staff
Swimming pools	N/A	
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Vehicle access is only on the small parking area at the rear of the building, where access is restricted to pedestrians, and on the car park opposite the centre Staff who drive whilst working are required to complete the online driving training module and adhere to guidance LCC driving guidance
Visitor and volunteers' safety	√	Visitors are required to sign in and out of the

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
		building. All visitors are required to wear visitor badges whilst in the building. Visitors do not have unsupervised access to areas of the building in use by children or vulnerable adults Volunteers undergo induction and training before beginning work in the School. All policies and procedures that apply to staff apply to volunteers as well. Volunteers undergo enhanced DBS checks
Waste storage and disposal	√	The School subscribes to the hierarchy of waste concept – ‘reduce, reuse, recover’. Disposal of items is used only where unavoidable. The School has contracts with Citron (feminine hygiene) and PHS (nappies) to dispose of clinical waste. Electrical equipment is disposed of appropriately. A compost bin is in the playground for food waste. Paper, cardboard and plastic bottles are recycled through Preston City Council collections. Items are donated to charity via schemes such as freecycle. Recycling Lives collect electrical waste.
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Monthly water monitoring is completed via Property Group contract. Legionella risk assessment has been completed and is reviewed annually. Recommended legionella work has been included on building plan in consultation with LCC Maintenance Engineer
Work equipment and machinery	√	The School has a lift to aid with DDA compliance. This is regularly serviced by approved contractors via a Property Group contract. There is a refuge

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
		point at the back of the building for people with disabilities and an Evac-chair at the top of both sets of stairs. These are both serviced regularly. Staff are trained in how to use the evac-chairs.
Working at height – ladders, access equipment etc	√	The School has two elephant stools which staff have been instructed how to use. Ladders are not used within the building by staff. Contractors who use ladders are required to have completed training in the safe use of ladders
Workplace inspection (internal and external)	√	Inspections are carried out by the health and safety committee

Table of non-occupational health and safety topics/activities that apply

Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	√	Stoneygate Administration of Medicines Policy
*Educational visits	√	LCC Educational Visits Policy adhered to. Claire Woodsford have undergone EVC training. Risk assessments completed as appropriate
Food safety and hygiene	√	Staff dealing with food are required to successfully complete appropriate training and follow appropriate processes (see h&s website on school portal).
Outdoor activities	√	Staffing structure ensures appropriate supervision of children during outdoor activities Risk assessments completed as appropriate – see risk assessment folders
PE equipment	N/A	
Pupil handling and restraint	√	Stoneygate Behaviour Policy (see policy folder) Risk assessments completed as appropriate (see file)
Grounds maintenance activities	√	The grounds are checked daily by cleaning staff and classroom staff. Rubbish and items such as broken glass are disposed of appropriately. Gardening is undertaken by Philip Delany who has a monthly contract, Termly playground inspections undertaken by Property Group and recommendations acted upon appropriately
Pupil movement and flow	√	Behaviour Policy
School transport	N/A	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	N/A	

Smoking	√	No Smoking signs displayed.
Special needs of pupils (health and safety issues)	√	Where children are identified as having particular needs in regard to health & safety issues, advice is sought from the LCC H&S Team and SEN Team as appropriate Risk assessments are completed as appropriate
Stage and drama activities	N/A	
Supervision of pupils	√	Staffing structure ensures appropriate supervision of children at all times
Technology rooms and equipment	N/A	
Wearing of jewellery	√	Parents are encouraged not to send their children to nursery wearing jewellery due to the safety issues, through the school prospectus, school inductions/ home visits, keyworker discussions and information in monthly parent newsletters
Work experience	√	College and university students are offered placements at the School. Policies and procedures that apply to employed staff and volunteers apply to work experience staff

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](#).