

Tudhoe Moor Nursery School



Policy statement for health and safety for pupils, staff and visitors

Introduction

The health, safety and welfare of all the people that use our school is of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone where people are supported to fulfil their potential. The governing body, along with the Local Authority, takes responsibility for the health & safety of all our pupils, members of staff and others who visit our premises.

Scope

This policy statement applies to all pupils, employees and visitors within the school regardless of age, gender, ethnicity, religious beliefs or ability and should be read in conjunction with all other policy statements adopted by the school.

Definition

This policy statement describes what the school will do to help all children, staff and visitors stay safe; what individuals can do to help keep themselves safe and this includes the safety of the individual and the physical environment of the school.

Rationale

Tudhoe Moor Nursery staff and Governors believe that Health & Safety within the nursery is vital to the well being of all parties and understand the responsibility of providing safe and secure areas both indoors and outdoors (Health & Safety at Work etc Act 1974) for staff, children and other people that use the building; however this has to be balanced against the need for children to experience challenging activities within the boundaries of acceptable risks

Entitlement

All users of the building are entitled to work and play in a safe environment.

Aims

The Governing body will take all reasonably practicable steps within their power to fulfil this responsibility and will operate within the structure and framework of Durham County Council, as detailed in the School Health and safety Policy and Procedures Manual, and will, where reasonably practicable, apply all health and safety instructions and advice issued by the Local Authority and other enforcing bodies.

Statement of Intent

The school will ensure that risk assessments are conducted, recorded and implemented to guarantee, so far as is reasonably practicable, the provision and maintenance of:-

- Safe premises, plant and systems of work;
- Safe methods of using, handling, storing and transporting of articles and substances;

- Suitable and sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- A safe working environment with adequate arrangements for the welfare of employees and;
- Safe access to, and egress from, places of work including procedures for evacuation in an emergency.

Adequate facilities and arrangements will be maintained to consult with employees, trade union representatives and the relevant internal and external safety agencies, to encourage a joint approach to the management of health, safety and welfare.

All employees have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to co-operate with the Governing Body and Head Teacher in fulfilling the school's statutory duties.

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, children and others.

Organisation of Health & Safety Responsibilities

Governing Body

The Governing Body has the delegated responsibility for the adoption and implementation of the health and safety management systems that comply with the principles set out in the Corporate Health & Safety and Schools Health & Safety Procedures Manual. In order to fulfil this responsibility the Governing Body will, as far as reasonably practicable, ensure that;

- Health & Safety management procedures and systems are incorporated as an integral part of their overall school management system, and are adequately given a level of consideration equal to other school issues;
- the School Health & Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the schools control is understood, implemented, maintained and monitored;
- pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and County Council requirements;
- where health, safety and welfare duties and responsibilities are delegated to school staff, appropriate and sufficient information, instruction and /or training is identified and organised;
- communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and it's procedures;
- when requested the County Council is provided with information on the operation of the health & safety management system sufficient to fulfil its responsibilities,

- a review of the policy and its implementation is carried out at suitable intervals; and that,
- any problems or constraints in meeting these duties and responsibilities are brought, without delay, to the attention of the County Council.

Headteacher

The Headteacher will co-operate with their Governing Body to ensure that:

1. adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and Procedures, are implemented within the school;
2. where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
3. systems are in place to monitor the application and effectiveness of the health and safety procedures;
4. at intervals agreed with the Governing Body, a review of Health & Safety in the school is carried out; and,
5. they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare;
6. Fire drills are carried out termly;
7. Area/equipment risk assessments are completed and the staff are made aware of these.

Employees

All employees have a responsibility to -

- 1 observe the health & safety policy & procedures in school;
- 2 take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- 3 observe the schools systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- 4 co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with;
- 5 use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;
- 6 make use of safety aids, appliances, equipment and protective clothing provided;
- 7 carry out daily checks of equipment and the environment - report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;

- 8 make judgements regarding the safety of the outdoor environment and the fixed equipment there considering all factors including weather conditions;
- 9 do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- 10 notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;
- 11 do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation;
- 12 familiarise themselves with the action to take in the event of a fire or other emergency;
- 13 seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or children in the school.

Pupils

Our school promotes the spiritual growth and welfare of children, and aims to equip children with the skills, knowledge and understanding to live positive, safe and healthy lives.

Children will be encouraged to participate in helping to create a safe learning environment in school.

Health & Safety Procedures

The following health & safety procedures are detailed in the Durham County Council School Health & Safety Policy and Procedures.

- Accident / incident / ill-health reporting
- Asbestos
- Biological Hazards including infected sharps
- Building Related Projects
- Confined Spaces
- Design & Technology
- Display Screen Equipment/Workstation Equipment
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- Hazardous Substances (COSHH)
- Induction
- Lifting Operations & Lifting Equipment
- Lone Working
- Moving & Handling (Objects)
- Moving & Handling (Pupils)
- New & Expectant Mothers

- Noise at Work
- Personal Protective Equipment (PPE)
- Risk Register and Top Level Assessment
- Science Teaching
- Swimming Pool Operation
- Traffic Management
- Violence and Aggression
- Work Equipment
- Work at Height
- Workplace (Health, Safety & Welfare)
- Young Employees

The school will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health & Safety at Work etc Act 1974 and other regulations.

The school will keep up to date with additions and changes to the School Health & Safety Policy & Procedures Manual where it related to the work of the school.

School arrangements

The School curriculum

- We teach children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and health lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children and we reinforce these points as part of our healthy schools programme, where children learn about eating and hygiene. We also show them how to move and play safely in physical activities.
- Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter.
- Our school promotes the spiritual growth and welfare of the children through the Early years Foundation Stage Curriculum, through special events such as harvest festival and Easter.
- Each class and their family has the opportunity to discuss problems or issues of concern with their key person. Staff use group time to help children to discuss and overcome any fears and worries that they may have. All staff handle these concerns with sensitivity.

School meals

- Our school provides the opportunity for children to buy a meal at lunchtimes. We do all we can to ensure that the meals provided have a suitable nutritional value and work with the cook from 'Jack in the Box' to achieve this.
- Care is taken to ensure pupils with food allergies, cultural or ethical requirements are given meals that are safe and of nutritional value.
- If children choose to bring their own packed lunch, we provide them a suitable place to eat their lunch, and we supervise them during this time.
- Our school promotes a healthy lifestyle and achieves the Healthy School Standard.

Child protection

- There is a named person responsible for child protection in the school. This is the head teacher, but this may be delegated in some circumstances. See child protection policy for details.
- We require all adults employed or having contact with pupils in school (e.g. staff, volunteers, contractors etc) to have been CRB checked before being allowed access to pupils.

Visitors in school

- The entrance to the school is kept locked to prevent unauthorised access.
- All visitors will sign the visitor's book on entering the school and wear a visitors badge at all times.
- Staff should report any potentially unauthorised visitors to the Head Teacher as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure pupils are moved to a place of safety.

Seat belts

Our school only uses coaches and mini-buses that have seat belts provided. We instruct pupils to wear seat belts at all times when the vehicle is moving.

When staff cars are used to transport pupils the law regarding child restraints is always followed without exception.

Educational visits and Off-Site Activities

Our school recognises the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum.

The school will follow the Local Authority guidance on Educational Visits and seek Local Authority approval for all visits where LA approval is required.

Governors delegate the Head teacher authority to approve all visits on behalf of the school.

Educational Visits for the previous term will be included in the head teachers termly report.

Door Security Policy

The outer door is operated by an electronic magnet that can only be released from inside the building. There are two controls, one beside the door and the other in the school office. The door is released to parents and people known to the staff and they are admitted to the cloakroom where they can wait until the inner door is opened for access into the nursery. As all doors from the cloakroom are also magnetically locked there is no unauthorised access to the nursery rooms. During the nursery session however the internal door is left open to allow children free access to their coats etc. In these instances the external door is only opened if a member of staff is sure of the identity of the person wanting to gain admittance and then the staff member may go into the porch to open the door and greet the visitor ensuring that children are not alone in the porch with another adult.

If staff are unsure of the person wanting to gain entry they will close the internal door and admit the person to the secure cloakroom; conversations take place using the 'hatch' in the office. Once identification has been made the visitor will be asked to sign in and receive a visitor's badge.

Any visitors to the setting have to sign in and out.

The only time when security could be compromised is at major entry and exit times (beginning and end of sessions). In these instances if a visitor calls when the cloakroom is full of families and children the staff will try to ascertain who it is as soon as possible.

Requirements

Tudhoe Moor Nursery staff and Governors will continue to be vigilant in monitoring any issues that arise regarding Health and Safety for everyone within the nursery building and outside areas.

Conclusion

Tudhoe Moor Nursery is committed to implementing the above policy in order to provide a safe environment for all staff, children and visitors.

Adopted by	Tudhoe Moor Nursery School
To be reviewed by	Full governors
Date adopted	November 2014
Date reviewed	27.9.17
Frequency of review	Annual
Next review	autumn term 2018

