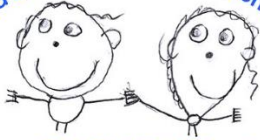


Atherstone Nursery School
and Early Years Teaching Centre



'Bright Start, Bright Future'
'Chances to explore, discover and grow'

Bedworth Heath Nursery School
and Early Years Teaching Centre



'You make the difference,
today, tomorrow, together'

Bedworth Heath Nursery School & Warwickshire Consortium Teaching School

Health and Safety Policy Arrangements

N Burton

November 2020 REVISION

Bedworth Heath Nursery School H & S Policy Arrangements

Introduction

Warwickshire County Council as the school's statutory employer has a written statement of general health and safety policy. The policy details the County Council's statement of intent for health, safety and welfare of all employees, and the specific delegated responsibilities for all levels of managers and staff. This includes head teachers and staff in community and voluntary controlled schools.

The school uses the [County Council's health and safety policy](#) as the first part of the school health and safety policy. These school health and safety policy arrangements supplement the WCC health and safety policy and relate to local procedures and relevant documents in place that are used in the management of health and safety within the school. This includes school activities on and off the premises.

For many areas of health and safety the school refers and adheres to WCC health and safety policies, procedures, advice and guidance; produced by the WCC Corporate Health, Safety and Wellbeing Service. The school also follows and adheres to the requirements contained in the WCC Health and Safety Standards document.

All WCC policies and standards referred to in these arrangements are available in the schools health and safety document library at www.warwickshire.gov.uk/schoolhsdocs School specific procedures and documents can be located *Health & Safety Policies Folder held in the School Office*.

These policy arrangements and other specific health and safety policies and procedures are communicated to relevant staff upon induction and when work activities change. Where appropriate, consultation with staff / trade union representatives and any other persons will also take place. The arrangements will be reviewed on an **annual** basis or sooner if work activities change.

For further information and advice on any aspect of health and safety in school, please contact the Head teacher.



Health and Safety School Statement of Intent

Within our school we will meet all of the requirements set out in the Warwickshire County Council health and safety policy. We will demonstrate WCC's commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our school health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities
- Establishing a proactive and positive health and safety culture
- Encouraging ownership and responsibility at all levels
- Ensuring that WCC policies and standards are complied with by having school, or department specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally
- Assessing and eliminating, reducing or managing the risks that arise out of activities/ processes/ and operations through the risk assessment process
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement
- Ensuring that health and safety is considered as part of our performance management and employee appraisal and supervision process
- Ensuring that health and safety is included as a standing agenda item at staff meetings
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements

Head teacher's signature: *N Burton*

Chair of Governors signature: *D Wainwright*

Name Nicci Burton
Executive Head teacher

Name Dean Wainwright
Chair of Governors

Date: 12 November 2020

Review date of arrangements: November 2021

Health and Safety Advice

Under the Management of Health and Safety at Work Regulations, the County Council as the school's statutory employer have appointed the WCC Corporate Health, Safety and Wellbeing Service to provide competent health and safety assistance. Tel 01926 476803/418070 email healthandsafety@warwickshire.gov.uk Where the school obtains sources of health and safety advice and guidance from bodies other than the WCC Corporate Health, Safety and Wellbeing Service, e.g. when purchasing services from their delegated budgets; the school will ensure that any other providers used are competent. *The school currently obtains additional sources of health and safety advice and guidance from the HSE website.*

The school will continue to ensure that they adhere to all relevant County Council health and safety policies and standards, as well as take direction and advice given by the WCC Corporate Health, Safety and Wellbeing Service.

- Communicating health and safety information to staff inc. consultation arrangements
- Implementing relevant WCC health and safety policies and standards
- Induction and training of staff
- Carrying out risk assessments
- Recording/reporting accidents and incidents
- First aid and supporting medical needs
- Defect reporting
- Monitoring health and safety in school inc. workplace inspections
- Fire safety, inc. testing of alarms and evacuation procedures
- Dealing with emergencies
- Using display screen equipment
- Management of occupational stress and wellbeing
- Personal safety inc. procedures for physical intervention
- Manual handling
- Off-site trips and visits
- Management of visitors / contractors on site
- Management of asbestos / water hygiene
- Working at height
- Control of substances hazardous to health
- Maintenance of equipment / equipment safety

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Recording / reporting accidents and incidents	<ul style="list-style-type: none"> • All accidents for adults/service users/staff are recorded in the school office 'accident book' • All child related accidents are recorded and a "bump" notification sheet given to parents on collection – these are analysed termly to ensure that any patterns are acted upon. • Copies of major and more serious incidents sent to WCC inc. those that fall under RIDDOR (as per separate WCC reporting procedure) • Relevant notifications made to parents/carers – telephone / accident slip form • The Executive Headteacher is responsible for taking any appropriate action necessary to prevent recurrences, these tasks may be delegated • The governing body monitor accidents on a termly basis to identify any trends 	<ul style="list-style-type: none"> • All staff
Communicating health and safety information to staff	<ul style="list-style-type: none"> • H & S information is given to all staff at induction • Updates are provided at weekly staff meetings and as and when required • Staff are required to sign to say they have read the H & S policies and procedures • Updates are on occasion sent to staff via email requesting a read receipt • Half termly H & S e-briefings are issued. • Visitors and contractors are issued with a H & S leaflet 	<ul style="list-style-type: none"> • Head teacher • All staff
Implementing relevant WCC health and safety policies and standards <ul style="list-style-type: none"> • Governors monitor implementations 	<ul style="list-style-type: none"> • Staff sign to say they agree and will abide by the relevant WCC health and safety policies and standards • Ethics of All staff being responsible for H & S 	<ul style="list-style-type: none"> • Head teacher • All staff
Induction and training of staff	<ul style="list-style-type: none"> • We carry out a thorough induction for all staff and volunteers using the WES H & S Induction checklist • This includes ensuring they are familiar with H & S policies and procedures 	<ul style="list-style-type: none"> • Business Manager

	<ul style="list-style-type: none"> We ensure that staff and volunteers receive the appropriate training in order to carry out their roles in accordance with H & S guidelines 	
Carrying out risk assessments	<ul style="list-style-type: none"> We follow WCC guidelines for risk assessments and use the templates available on the WES website and adapt them to our needs We have both generic and specific risk assessments, copies of which are kept on the shared drive and on file. These are reviewed on an annual basis or as and when required Senior staff have attended training We complete a first aid needs assessment. 	<ul style="list-style-type: none"> SLT Business Manager
First aid and supporting medical needs <ul style="list-style-type: none"> We have a ‘schools’ emergency inhaler Where relevant, children have health care plans We access the necessary medical training and are deemed competent, before caring for children with medical needs. 	<ul style="list-style-type: none"> We have a First Aid at Work Policy based on the WCC template We follow WCC guidance around first aid box contents and procedures and monitor this. We use the dfe document related to supporting children with medical conditions in school. The whole staff team have attended paediatric first aid training September 2019 on a 2 year cycle. First aid boxes are located throughout the building. Details of First Aiders, including names and photos are displayed around the building We have a medication chart to record information regarding medication needs and administration. This is located at the back of the accident book. There are also individual ones for children with specific medical needs. 	<ul style="list-style-type: none"> All staff Nominated First Aiders
Defect reporting	<ul style="list-style-type: none"> We follow the WCC guidance for defect reporting Calls are logged using the Hotline service Minor repairs are completed in-house. 	<ul style="list-style-type: none"> Business manager All staff
Monitoring health and safety in school inc. workplace inspections	<ul style="list-style-type: none"> Daily outdoor area checks Outdoor play equipment is inspected each term. H&S is a standing agenda item at business meetings. WES H & S team conduct H & S inspections on a rolling programme and produce a report for any follow up action required 	<ul style="list-style-type: none"> SLT Business Manager WES H & S Team H & S Governor

	<ul style="list-style-type: none"> The H & S Governor does an annual walk-round and produces a report on his findings with any follow up actions required 	
Fire safety, inc. testing of alarms and evacuation procedures	<ul style="list-style-type: none"> A test of the fire alarm is carried out on a weekly basis. Fire drills are carried out at least on a termly basis, with all records kept in the Admin Office (in vacuation & evactuation) Signage detailing evacuation procedures is displayed around the site Details are also included in the H & S leaflet for visitors and contractors Detailed BEEP is in place. 	<ul style="list-style-type: none"> Business Manager Caretaker SLT
Dealing with emergencies <ul style="list-style-type: none"> Lockdown drills are practised each term 	<ul style="list-style-type: none"> We follow the WCC Emergency Plan guidance and have plan in place. There is practical guidance for SLT eg closing the schools, location of utilities and how to turn them off. We also have a Business Continuity Plan in place based on the WCC template Emergency Grab Bag in place. 	<ul style="list-style-type: none"> Head teacher SLT All staff
Using display screen equipment	<ul style="list-style-type: none"> We have a Display Screen Equipment Policy in place and Users complete annual screening. 	<ul style="list-style-type: none"> All staff
Management of occupational stress and wellbeing	<ul style="list-style-type: none"> We follow WCC guidance for this A team stress Audit / Risk Assessment is in place and individual stress audits where required. 	<ul style="list-style-type: none"> Head teacher SLT All staff
Personal safety inc. Procedures for physical intervention and lone working	<ul style="list-style-type: none"> We have a Personal Safety Policy in place which includes 'Lone Working' All incidents breaching personal safety are reported to WCC using the Accident / Dangerous Occurrence Form or an incident log form 	<ul style="list-style-type: none"> SLT All staff
Manual handling Maintenance of equipment / equipment safety	<ul style="list-style-type: none"> We have a Manual Handling Policy in place H&S standing agenda item at meetings where defects are reported. We have an asset register which is updated annually or as and when required WES H & S team conduct inspections of outdoor 	<ul style="list-style-type: none"> All staff

	equipment and produce a report with any actions to follow up	
Off-site trips and visits	<ul style="list-style-type: none"> We have a generic risk assessment template (located on the shared drive) for offsite trips and visits which we adapt and review accordingly. Use of Evolve Portal. 	<ul style="list-style-type: none"> All staff
Slips, trips and falls	<ul style="list-style-type: none"> The Caretaker places grit around the school site in icy weather and clears leaves. There is also an 'Adverse Policy' which is located on the shared drive 'Updated Policies 2016' folder. The Caretaker puts up yellow warning signs to warn people of spillages & when mopping. Other staff also use these signs if a spillage occurs. Manual handling e-briefing issued annually All staff risk assess in a dynamic fashion to remove items which might lead to a slip, trip or fall Covered in building risk assessment. 	<ul style="list-style-type: none"> Caretaker All staff
Management of visitors / contractors on site	<ul style="list-style-type: none"> Visitors and contractors are required to sign in, wear ID passes and have restricted access Contractors are made aware of the school's 'Contractors Working on Site' policy 	<ul style="list-style-type: none"> Business Manager Office staff
Management of asbestos / water hygiene	<ul style="list-style-type: none"> We have an asbestos register and details are also located on the Atlas web system on the WCC website Asbestos Policy in place 	<ul style="list-style-type: none"> Business Manager
Working at height	<ul style="list-style-type: none"> We follow the 'Working at Height' policy WCC guidelines and have a policy in place to reflect this E-briefing provides further reminders. 	<ul style="list-style-type: none"> Caretaker Business Manager
Control of substances hazardous to health	<ul style="list-style-type: none"> We follow WCC guidance on COSHH, all notifications are in place. 	<ul style="list-style-type: none"> Caretaker All staff
Maintenance of equipment / equipment safety	<ul style="list-style-type: none"> We report any adhoc maintenance issues with WES Hotline Services Staff are vigilant to wear and tear and items are removed if they are defective or pose a risk due to their depreciation, by staff and the caretaker. Capital funds are used to maintain the building, its fixtures and fittings. 	<ul style="list-style-type: none"> Business Manager SLT Caretaker

	<ul style="list-style-type: none">• Daily checks of equipment and area of learning take place.• H & S is a standing agenda item at all meetings.	
Covid Risk Assessment	<ul style="list-style-type: none">• Covid risk assessment fully in place and updated as a live document.	<ul style="list-style-type: none">• Head teacher• All Staff• Caretaker