Health and Safety Policy

Policy Statement

Statement of Intent

This is the health and safety policy statement of:

Nell Gwynn Nursery School

Nell Gwynn Nursery School through the headteacher and school governors are committed to ensuring the health and safety of all staff, pupils, contractors, and everyone affected by our activities and omissions. The objective of this policy includes continual improvements in health, safety, and well-being performance by preventing accidents and other work-related ill health. Among the health and safety measures we will put in place are:

- Adequate safety measures to manage risks in Nell Gwynn School (School)
- Provide clear information, instruction, and adequate training to all staff to ensure they are competent in discharging their duties and specific work roles.
- Provide personal protective equipment
- Consult with employees and their representatives on matters affecting their health and safety.
- Provide and maintain equipment and a safe plant.
- Ensure safe handling and use of substances.
- Maintain safe and healthy working conditions.
- Put in place emergency procedures, including evacuation in case of fire and other significant incidents.
- Provide specific information, instruction, training, and supervision to personnel who have particular health and safety responsibilities (e.g., a person appointed as a Health and Safety lead, Premises manager/officer, etc.
- Make safe arrangements for protection against any risk to the health and safety of the general public or other persons that may arise from the school activities.
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not employed by our school but arising out of or in connection with the school activities.
- Make specific assessments of risks for new or expectant mothers and young people under the age of eighteen.
- Provide information to other employers of any risks to which those employers' workers on our premises may be exposed.
- Encourage persons on the premises to cooperate with the school in all safety matters, in the identification of hazards that may exist, and in the reporting of any condition that may be unsafe and or pose risks.

This policy will be reviewed every two years.

Headteacher

Name ……..

Sign……

Chair of Governors

Name ……..

Sign……..

Review Date…….

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Responsibilities

1. The headteacher has overall responsibility for managing health and safety at the school.

2. The governors hold the headteacher accountable for the management of health and safety at the school.

3. The headteacher has day-to-day responsibility for ensuring this policy is put into practice.

4. To ensure health and safety standards are maintained and improved, responsibilities are assigned by the headteacher as follows.

   The Head of School is responsible for writing and ensuring risk assessments are available, suitable and sufficient, reporting and investigating accidents/incidents, first aid, and work-related ill health

   The Head of School is responsible for the investigation of accidents/incidents, emergency procedures, fire, and evacuation.

   The Head of School is responsible for maintaining equipment, information, instruction, training, and supervision.

5. All employees should:

   - co-operate with supervisors and managers on health and safety matters
   - take reasonable care of their health and safety
   - report all health and safety concerns to an appropriate person (as detailed above)
   - Report any accident/incident and injury using the council health and safety management system(ASSURE)
   - Use equipment, tools, and safety devices following information, instruction, and training received on the use of equipment and tools.
   - Use any protective equipment (PPE) that has been provided for safety reasons under the requirements of the regulation.

Arrangements for Health and Safety

Health and Safety Information and Support	The Health and Safety Law poster is displayed at the front reception on the notice board. Health and safety information leaflets will be given to every member of staff on their induction day.
Risk Assessment	Risk assessments covering all activities and staff roles shall be completed, and actions arising from those assessments shall be implemented where necessary. Where work roles and/or conditions change, risk assessment shall be reviewed and updated. Risk assessment must be shared and explained to the members of staff at risk. Staff must sign to confirm that they have seen and understood the control measures on the risk assessment.
Training	Staff members shall receive health and safety induction and training relevant to their job role and ongoing health and safety refresher training to enable them to carry out their duties safely. Personal protective equipment (PPE) shall be issued to staff where applicable following regulation guidelines (hierarchy of control, etc). Training arrangement will cover all categories of employees, e.g., staff that might work alone or remotely, young and

	inexperienced staff, staff working with SEND and or children with challenging needs, etc. Refer to the school health and safety training policy for the list of training staff are expected to undertake, including specific training for members of the SLT and the premises team.
Fire Safety/Evacuation	All staff and any other persons, e.g., contractors, visitors, and other persons legally admitted on site to which this policy applies, shall be given information and training regarding fire safety procedures on site. Staff should familiarise themselves with fire procedures on site, including the location of fire exits and fire equipment. Fire safety procedures will be displayed at designated locations around the site. Staff members will receive adequate training on fire evacuation procedures, which must be followed in the event of fire or other emergencies. Fire equipment tests and fire drills will take place following regulation guidelines. Fire safety equipment and signage will be displayed, updated, and maintained as necessary. Escape routes shall be well-signed and kept clear at all times. Evacuation plans and procedures will be tested from time to time and updated as necessary. More details are available in our PEEP and GEEP guidance document.

Accidents/incidents and First Aid	We will ensure that work-related injuries, accidents/incidents are dealt with following the council reporting and investigation procedures (using the ASSURE system). When incidents/accidents are reported to the system, the School's health and safety advisor will determine the follow-up action, e.g., if RIDDOR is necessary and or further investigations are required.
Use of Computers and Other DSEs	All staff members who use computer screens or other forms of screens (DSE) for a significant part of their role must ensure: • Their DSE risk assessment is completed (staff must complete the assessment online using ASSURE or request an assessment through their manager) • Staff will receive training and yearly refresher to reduce the risk posed by regular use of DSE.
Facilities/Equipment and Tools	We will carry out regular inspections of the school facilities, equipment, and tools to ensure any necessary action is carried out for the safety of staff, visitors, and pupils.
Facility/Building Maintenance	We will carry out servicing, maintenance, testing, and statutory inspections on our facility and building to ensure the health, safety, and welfare of all employees, visitors, contractors, and members of the public, including pupils on site. The school compliance handbook has details on all statutory compliance we will carry out.

Asbestos	An asbestos management plan will be put in place to manage the risks posed by exposure to asbestos fibres. Guidance and policy for the management of asbestos on our site will comply with the Control of Asbestos Regulation 2012 and Southwark Council's Asbestos Management Policy.
Contractor Management	We will put a system in place to ensure that the right contractors are hired, managed, and monitored effectively on-site to ensure the health and safety of all staff, visitors, and pupils. This arrangement will include the use of a contractor checklist on ASSURE.
Stress at work	We will have arrangements in place to protect all staff from stress at work by doing a risk assessment and acting on it. Details of actions and procedures can be found in our stress at work policy and procedure.
Lone Working and Violence and Aggression	We will have arrangements in place to manage the health and safety risks of any of our employees working alone. We will consider the risks they might face, including violence, stress, mental health or well-being, their medical suitability, and other risks they might face, including staff making home visits. Details of our procedures are contained in our Lone Working Policy.

School Trips	All learning and activities outside the classroom, including school trips, will be planned and risk assessed to ensure that precautions taken are proportionate to the risks involved. We will also consider the assessments and procedures of other organisations involved. Details of the arrangements we will put in place are contained in our school trip guidance document.
Staff with disabilities	We will create a supportive and enabling workplace culture for staff with disabilities and take an inclusive approach to workplace health and safety. We will implement a system enabling us to understand the needs of our disabled staff and those with health conditions and make suitable workplace adjustments or modifications, support sickness absences, and return to work.
Food Hygiene	We will have arrangements in place to manage food hygiene within our kitchen, either directly or with employed catering contractors. We will ensure that food waste is managed and disposed of correctly. Also, we will have arrangements in place for the prevention and management of infestation. Details of our procedure are available in our food safety guidance document.

Health and Safety Consultation	Staff will be consulted routinely on health and safety matters as they arise and formally when the review of health and safety policies and procedures takes place. We will share information as required by the law and work with staff representation, e.g., trade unions and other stakeholders.
Workplace Inspection and Audits.	We will conduct a workplace inspection and audits periodically to ensure our health and safety procedures and systems of work are effective and implement corrective actions where necessary to ensure the health and safety of all employees, visitors, contractors, and pupils on site.
Policies, Procedures, and Guidance	This policy statement underpins schools' health and safety policies, procedures, and guidance, where you can find detailed actions we will take to comply with duties imposed on us by the legislation.
Use and storage of Controlled substances.	We will ensure that substances hazardous to health are controlled and stored in compliance with the requirements of the COSHH legislation. Detailed information on the actions we will take is contained in our COSHH policy.