

**The TLC Nursery Federation**  
**Chalvey Nursery School & Slough Centre Nursery School**

**Health & Safety Policy**

**Statement of Health & Safety**

This statement is issued in accordance with the Health & Safety at Work Act (1974). It supplements the statement of health & safety policy of Slough Borough Council & by the Education Department. The general aims of these policy statements are accepted & the arrangements set out below are designed to implement the general aims at Chalvey Nursery School & Slough Centre Nursery School.

This policy is to be read in conjunction with the policies for Special Educational Needs, Safeguarding, Behaviour & Rewards, Whistleblowing, Equal Opportunities, PREVENT guidelines, lockdown procedure & the school's Local Offer. All staff have had PREVENT training.

**General policy on health & safety**

- To establish & maintain, so far as is reasonable practicable, a safe & healthy environment throughout the school.
- To establish & maintain, so far as is reasonably practicable, safe working procedures among staff & pupils.
- To make arrangements for ensuring, so far as is reasonable practicable, safety & absence of risks to health in connection with the use, handling, storage & transport of articles & substances.
- To ensure as far as is reasonably practicable, the provision of sufficient information, instruction & supervision to enable all employees & pupils to avoid hazards. Staff should contribute positively to their own health & safety at work & ensure that they have access to health & safety training as appropriate or as & when provided.
- To maintain as far as is reasonably practicable, any place of work under the employer's control in a condition that is safe & without risk to health & to provide & maintain means of access to & exit from that place of work that are safe & without risk.
- To formulate effective procedures for use in cases of fire & for evacuating school premises.
- To lay down procedures to be followed in case of accident.
- To include safety as part of pupil's duties where appropriate.
- To provide & maintain adequate welfare facilities, so far as is reasonably practicable, & to make recommendations to the Local Authority.

**Procedures for monitoring the Health & Safety Policy of Chalvey Nursery School & Slough Centre Nursery School.**

A governor will be appointed annually to monitor health & safety at the school. The Governor is

A health & safety audit will be carried out annually by the health & safety governor & by staff members.

- She/he/they will give a written report to the Governing Body. The Headteacher will action any work that needs doing or report to the appropriate authority any external or building work that needs to be done. Any action taken from this should be reported to the next Governors' meeting.
- If the work is of an urgent nature, & needs emergency work but funds are not available, the matter will be brought to the attention of the whole governing body as quickly as possible. They will decide what action to take. The Headteacher will immediately make sure that the area concerned is safe.
- The Health & Safety governor will also note what procedures are working well e.g. car parking, general behaviour of the children, security etc., & also bring these to the attention of the Governors.
- The Headteacher should regularly walk around the school, preferably when it is empty of children & note anything needing repair. In the absence of the Headteacher, the Deputy Headteacher should do this.
- Comments about standards of cleaning should be passed to the Bursar or Deputy Headteacher who will inform the contractor for action.
- Grounds maintenance should also be monitored & comments made to the Bursar & Headteacher.
- Outside play equipment should be checked annually by outside contractors, repairs should be actioned by the Bursar.
- Electrical checks should be done once a year by outside agencies. Any electrical items which do not pass this test should be disposed of safely & their disposal noted in the inventory.
- The school should keep a Health & Safety incident book to be used by all staff noticing a problem after reporting verbally to the Headteacher, Deputy Headteacher or Bursar. The Headteacher should monitor this regularly.
- The Headteacher must give all members of staff a copy of the Health & Safety Policy.

### **Responsibility of the Headteacher**

The Headteacher is responsible for implementing this policy within the school. In particular she will:

- Monitor the effectiveness of the Health & Safety Policy & the safe working practices described within it & revise & amend it as necessary & on a regular basis.
- Undertake a risk assessment on all aspects of health & safety including security.
- Prepare an emergency evacuation procedure & arrange for periodic practice evacuation drills (normally at least once a term) to take place & for the results of these to be recorded. Some of these to be when staff are unaware they will be held.
- Prepare an emergency invacuation procedure in consultation with staff. Regularly bring this to staff's attention at staff meetings.

- Make arrangements to draw the attention of all staff, the school & local authority safety procedures & any relevant safety guidelines issues by the Authority.
- Ensure that the Health & Safety poster is displayed in the school.
- Make arrangements for the implementation of the Authority's accident procedures & draw this to the attention of all the staff at school as necessary.
- Ensure, as far as reasonable, that all members have up-to-date training in paediatric first aid.
- Ensure that there is always at least one qualified First Aider at Work on site at any given time & that this qualification is kept up-to-date.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
- Report to the LA any defect in the state of repair of the buildings or their surrounds, which is identified as being unsafe. She will also make interim arrangements as are reasonable to limit the risk.
- Report to the governors, or the LA (as may be appropriate) any other situation identified as being unsafe or hazardous & which cannot be remedied within the resources available

### **Responsibilities of all school staff**

All members of staff are responsible for health & safety arrangements in relation to staff, students, pupils & volunteer helpers under their supervision. In particular they will monitor their own work activities & take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils.
- Be aware of, & implement safe working practices & set a good example personally.
- Identify actual & potential hazards & introduce procedures to minimise the possibility of mishap.
- Ensure that any equipment or tools are used appropriate to that use & meet accepted safety standards.
- Evaluate promptly & where appropriate, take action on criticism of health & safety arrangements.
- Investigate any accident (or incident where serious personal injury could have arisen) & take appropriate corrective action.

A daily risk assessment of each classroom (including the outdoor classroom) is undertaken daily by a member of staff working in that area. If the area is safe they sign the daily risk assessment sheet. If the area is not safe they initially make it safe in conjunction with their team.

When a member of staff considers that corrective action is necessary but that this lies outside the scope of their authority, they should refer the problem to their own immediate line manager, the Deputy Head or the Headteacher.

## Responsibility of all employees

All employees have a responsibility under the Act to:

- Take reasonable care for the health & safety of themselves & of any person who might be affected by their acts or omissions at work.
- Co-operate with the Education Department & others in meeting statutory requirements.
- Not interfere with or misuse anything provided in the interests of health, safety & welfare.
- Make themselves aware of all safety rules, procedures & safe working practices applicable to their posts; where in doubt they must seek immediate clarification from their line manager.
- Ensure that their tools & equipment are in good condition & that they report any defects to their line manager.
- Use protective clothing & safety equipment provided & ensure that these are kept in good condition.
- Ensure that offices, classrooms, bathroom areas & general areas are kept tidy.
- Ensure that any accidents, whether or not an injury occurs, & potential hazards are reported to their line manager.
- Ensure that any hazardous materials are kept in a locked cupboard.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH & SAFETY ARRANGEMENTS, SHE/HE MUST DRAW THESE TO THE ATTENTION OF MANAGEMENT.

- This advice should also be brought to the attention of:  
Volunteers  
Occasional support staff  
Work experience students  
Students  
Regular visitors

The school is required to:

- Notify OfSTED of any serious injury to or death of a child in their care or adults on the premises.
- To notify OfSTED of any communicable diseases as defined by the Child Protection Agency.

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### **Babies & children under 2**

The above policy applies to & meets the requirements of babies & children under the age of 2.

### **Reference to OfSTED Standards 6&7**

The registered person takes positive steps to promote safety within the setting & on outings & ensures proper precautions are taken to prevent accidents.

The registered person promotes the good health of children & takes positive steps to prevent the spread of infection & appropriate measures when they are ill.

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